

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Paramedical Support Services	
Solicitation No. - N° de l'invitation H3501-133581/A	Date 2014-11-05
Client Reference No. - N° de référence du client H3501-133581	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-209-9228	
File No. - N° de dossier WPG-4-37044 (209)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-01	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Allard, Ken	Buyer Id - Id de l'acheteur wpg209
Telephone No. - N° de téléphone (204) 983-4920 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF HEALTH STE 730 9700 JASPER AVE EDMONTON Alberta T5J4C3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

H3501-133581/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg209

Client Ref. No. - N° de réf. du client

H3501-133581

File No. - N° du dossier

WPG-4-37044

CCC No./N° CCC - FMS No/ N° VME

H3501-133581 Paramedic Services

Refer to attached PDF document titled H3501-133581 RFP Eng

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work and Appendices, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form and Task Authorization Usage Form; and Signed Task Authorizations.

1.2 Summary

(i) The Scope of Work comprises the Contractor to provide, Paramedic services to First Nations people in isolated and semi-isolated communities of Fox Lake, Garden River and Jean D'Or. All paramedics must possess a current registration with the Alberta College of Paramedics, which allows them to practice in the province of Alberta as an Emergency Medical Technician-Paramedic (EMT-P). All paramedics will be expected to perform paramedic duties in accordance within the Paramedic Competency Profile identified herein. Each paramedic must have a minimum of three (3) years continuous experience. All paramedics must have a valid driver's license and/or be able to legally operate a motor vehicle in the Province of Alberta.

The Contractor(s) must have the capacity to provide at least eight (8) Contract Paramedics at all times during the period of the Contract. The Contractor must provide the services of the Contract Paramedics identified in their proposal throughout the duration of the Contract. For replacement and/or addition of Contract Paramedics, whether subcontractors or employees must be done in consultation with HC.

(ii) Paramedic services are required by Health Canada (HC), First Nations and Inuit Health Branch (FNIHB) Edmonton, Alberta.

(iii) The period of the contract is one (1) year, approximately February 2015 to January 2016, with two (2) additional one (1) year periods under the same conditions.

(iv) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> website.

(v) as per the Integrity Provisions under section 01 of Standard Instructions [2003](#) and [2004](#), bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

(vi) Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

(vii) The requirement is limited to Canadian goods and/or services.

(viii) This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*."

This procurement is set aside from the international trade agreements under the provision each has for set asides for small and minority businesses.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

(ix) The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditionsmanual>) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (120) days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4) hard copies

Section II: Financial Bid (2) hard copies

Section III: Certifications (1) hard copies

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment - Annex B. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point-rated evaluation criteria as detailed in Annex A – Appendix 2 of this bid solicitation.

4.1.2 Financial Evaluation

Mandatory Financial Evaluation Criteria Refer to Annex B

4.1.2.1 *SACC Manual* Clause A0220T (2014-06-26) Evaluation of Price

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 177 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 235 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Canadian Content Certification

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.1.3.2 SACC Manual Clauses

Status and Availability of Resources A3005T (2010-08-16)

Education and Experience A3010T (2010-0816)

5.1.3.3 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in [Annex 9.4](#), Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. () The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

 - ii. () The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
 - i. () The Aboriginal business has fewer than six full-time employees.

OR

 - ii. () The Aboriginal business has six or more full-time employees.

5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.1.3.4 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled TBD , dated TBD .

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 1 calendar day of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$ TBD Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: February 1 to April 30;

2nd quarter: May 1 to July 31;

3rd quarter: August 1 to October 31; and

4th quarter: November 1 to January 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process.

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2014-09-25) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

The 4008 (2008-12-12), Personal Information), apply to and form part of the Contract.

7.3. Security Requirement

7.3.1 The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check list and security guide (if applicable), attached at Annex C
 - (b) Industrial Security Manual (Latest Edition).

7.4. Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ 2015 to _____ 2016 inclusive (*to be inserted at contract award*)

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of two (2) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 45 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ken Allard
Supply Specialist
Acquisitions-Winnipeg | Approvisionnement - Winnipeg
Public Works and Government Services Canada
Travaux publics et Services Gouvernementaux Canada
Suite 100 - 167 Lombard Avenue, Winnipeg MB R3B 0T6
Email - ken.allard@pwgsc-tpsgc.gc.ca
Tel/Tél - (204) 983 4920
Fax/Télé - (204) 983 7796

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the content of the Work under the Contract. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7. Payment

7.7.1 Basis of Payment – Firm Price

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Item (A1-A3) Fox Lake:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$____TBD____. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Price

SACC Manual Clause 6C000C (2011-05-16), Limitation of Price

7.7.3 Basis of Payment - Limitation of Expenditure - Task Authorizations

For the Work described in the Statement of Work and relating to "As and When Requested" services in Annex B Item (B1-B3) Garden Grove, Jean D'Or and Fox Lake

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3.1 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TBD . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3.2 Canada's Obligation – Portion of the Work – Task Authorizations

SACC Manual Clause B9031C (2011-05-16), Canada's Obligation – Portion of the Work – Task Authorizations

7.7.4 Monthly Payment

Monthly Payment H1008C (2008-05-12)

7.7.5 Discretionary Audit

Discretionary Audit C0705C (2010-01-11)

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a copy of time sheets to support the time claimed, including overtime sheet;
- a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9. Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

Canadian Content Certification A3060C (2008-05-12)
Aboriginal Business Certification A3000C (2011-05-16)

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4008 Personal Information (2008-12-12)
- (c) the general conditions 2035 (2014-09-25);
- (d) Annex A, Statement of Work; including appendices;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirement;
- (h) Annex E, Federal Contractors Program for Employment Equity - Certification (*if applicable*);
- (i) Annex F, the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____

7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A - STATEMENT OF WORK

Paramedic Services

1. Background:

A national shortage of RNs in Canada and the aging workforce has led to significant challenges to maintain access to primary care services for First Nations living in isolated communities. In some communities, an increase in the number of serious injuries due to accidents and other situations has also changed the nature of care that RNs are required to handle, for which their training does not necessarily make them the best first responder.

To address these challenges, paramedics, working within their competencies, have been used successfully to assist meeting the shortage of RNs. When employed as part of a collaborative practice model, paramedics are very well trained in the areas of urgent and emergency care, which is a key aspect of the mandate of services in these communities. In the absence of, and in collaboration with, nursing personnel, paramedics can provide this type of service in the communities. When there are shortages of available nursing staff there is a possibility that the nursing stations may have to close for periods of time, which could result in potential liability to Canada. In these rare situations, contract paramedics can support the community and provide emergency services.

2. Objective:

To provide Paramedic Services ("the services") in isolated and semi-isolated Alberta First Nations of Fox Lake, Garden River and Jean D'Or and provide collaborative support for emergency incidents and care after hours as per their scope of practice.

3. Scope of Work:

3.1 The Contractor will provide, on behalf of Health Canada (HC), First Nations and Inuit Health Branch (FNIHB), their services to First Nations people in isolated and semi-isolated communities:

- a. Fox Lake on a regular basis (scheduled services), and
- b. Garden River and Jean D'Or on an "as and when requested" basis in response to Task Authorizations issued by Canada and in accordance with the terms and conditions of the Contract.

The Contractor must provide the services of the Contract Paramedics identified in their proposal throughout the duration of the Contract. For replacement and/or addition of Contract Paramedics, whether subcontractors or employees must be done in consultation with HC.

3.2 The Contractor must have the capacity to provide the following:

- a. Minimum two (2) Contract Paramedics on an ongoing basis for Fox Lake; and
- b. Minimum two (2) Contract Paramedics for rotation into Fox Lake; and
- c. Minimum two (2) Contract Paramedics for Jean D'Or and Garden River should the need arise on an "as and when required" basis; and

- d. The capability to provide two (2) additional Contract Paramedics as backups on an "as and when requested" basis for any of the locations where Contract Paramedics are working.

4. Certification Requirements/Competencies (Refer to Appendix 1 of this Annex)

4.1 All paramedics must possess a current registration, with no restriction(s), to practice in the province of Alberta as an Emergency Medical Technician-Paramedic (EMT-P). All paramedics will be expected to perform paramedic duties in accordance within the Paramedic Competency Profile identified below. All paramedics must have a valid driver's license and/or be able to legally operate a motor vehicle in the Province of Alberta.

4.2 The Contract Paramedics **are required** to have the following certifications:

- a. International Trauma Life Support (ITLS); and
- b. Pediatric Advanced Life support (PALS); and
- c. Advanced Cardiac Life Support (ACLS); and
- d. Neonatal Resuscitation Program (NRP).

4.3 All paramedics must have a minimum of three (3) years of current, continuous experience working in accordance with the Alberta College of Paramedics Competency Profile EMT-P.

5. Location of Work

This Statement of Work applies to the provision of Paramedic Services ("the services") in isolated and semi-isolated Alberta First Nations communities in situations providing collaborative practice in emergency situations. Paramedic Services are required regularly in Fox Lake and may potentially be required in communities of Garden River and Jean D'Or on an "as and when requested" basis.

The Contract Paramedics' normal place of work shall be the applicable nursing station that they have been assigned to for the applicable shift(s). Other than when responding to emergency calls or other work-related tasks as assigned by the NIC, the Contract Paramedics must remain at the assigned place of work to conduct their normal work tasks during their 8.5 hour work shift. They are not considered to be "on call" and must be at their place of work for their entire work shift. During their 8.5 hour shift, Contract Paramedics are considered on duty and are not permitted to sleep during their work shift.

While the location of the requirement will be identified at the time of the initial task request, the Zone Nurse Manager (ZNM) reserves the right to change the location of the delivery of services at any point during the Task Authorization period due to operational requirements. In such circumstances, the ZNM will endeavor to provide the Contractor with as much notice of the required change of location as possible.

Should the Contract Paramedic refuse to change location, the matter will be referred to the Contractor for immediate (within 8 hours) resolution. Should the Contract Paramedic still refuse to move to the new location, that person will be returned to their starting destination at Contractor

expense. The Contractor will be invoiced for all HC costs associated with procuring replacement Contract Paramedics. These costs may include, and are not limited to, travel costs, overtime and any difference in hourly rates for the replacement of the Contract Paramedic.

6. Working Hours

The nursing station normal hours of work are between 0800 and 17:00 hrs Monday to Friday. Contract Paramedic coverage may be required for periods up to 24 hours per day during weekends and statutory holidays. This coverage may require more than one Contract Paramedic to achieve.

6.1 Contract Paramedic Scheduled Services for Fox Lake: required from 16:30 to 09:00 Monday to Friday.

6.1.1 Regular Work Week: 8.5 hrs/day x 5 days = 42.5hrs/week.

Regular Working Hours: Monday to Friday

Shift #1: 16:30-01:00 hrs (8.5 hrs) for one Contract Paramedic.
On call from 08:00-12:30 hrs.

Shift #2: 00:30-09:00 hrs (8.5 hrs) for one Contract Paramedic.
On call from 12:30-17:00 hrs.

Contract Paramedics are required to work an 8.5 hour shift and be on call between 0900-16:30 on weekdays for emergency medical situations. The Nurse-In-Charge determines whether the situation requires On Call Paramedic(s).

6.1.2 Regular Working Hours: Monday to Friday - Standby

Contract Paramedics are on call during the week. The Nurse In Charge determines whether the situation requires On Call Paramedic Services. Overtime hourly charge will be paid in accordance with the rates established in Annex B, Basis of Payment.

6.2 Contract Paramedic services for Garden River, Jean D'Or and Fox Lake: required on "as and when requested" basis by an authorized Task Authorization. Health Canada will determine whether the situation requires Paramedic Services for weekdays, weekends and designated holidays.

6.2.1 Regular Working Hours: Monday to Friday

Shift #1: 16:30-01:00 hrs (8.5 hrs) for one Contract Paramedic.
On call from 08:00-12:30 hrs.

Shift #2: 00:30-09:00 hrs (8.5 hrs) for one Contract Paramedic.
On call from 12:30-17:00 hrs.

The Nurse-In-Charge determines whether the situation requires On Call Paramedic(s)

6.3 Overtime

Overtime will be calculated from the per diem rate divided by 8.5 hrs in accordance with Annex B Basis of Payment applied as follows:

6.3.1 Regular Work Week:

- a) Straight time for each hour worked up to the first 8.5 hours overtime worked; and thereafter
- b) @1.5/hr for each overtime hour worked above 51 accumulated hours in a week.

6.3.2 Outside Regular Work: (weekends and designated holidays)

- a) Actual hours worked (minimum 0.5 hours) calculated @1.5x per diem rate divided 8.5 hours.

6.4 Travel Time

Cross-Over days - the period when the current paramedic(s) is replaced by a new paramedic is not considered an overtime charge. Travel Time will be paid in accordance with the rate established in Annex B, Basis of Payment.

Note: For Fox Lake for continuity of service the two assigned paramedics must NOT cross-over on the same day.

6.2.3 Where a paramedic works the day they come in or go out of the community, the Contractor can invoice for the hours worked. If the paramedic does not work when they come in or out of the community, then no charges will be allowed other than travel time in accordance with the rate established in Annex B, Basis of Payment.

7. Contractor Responsibilities

7.1 The Contractor must provide the following:

- a. Provision of Paramedic services in the isolated and semi-isolated Alberta First Nations communities of Fox Lake primarily, and Garden River and Jean D'Or "as and when" required;
- b. Documentation of client care, on emergency client records, in accordance with Health Canada, standards that include the client name, Alberta Health and Wellness number, treaty number, age, gender, type of emergency, consultations made and care provided;
- c. Completion and submission of client encounters using the Nursing Activity Report System or (NARS) or other electronic reporting applications; and
- d. Completion of HC departmental "Occurrence Reports" for unusual occurrences, e.g. security breach, assaults, facility issues that affect the efficiency of the services provided.
- e. The Contractor must provide First Nations and Inuit Health Branch (FNIHB) with a 24-hour emergency contact phone number.
- f. The Contractor is responsible all Contract Paramedics' damage to Government Property and/or all costs through the unapproved use of Government Property during the period of the Task Authorization. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies

owing at any time by Canada to the Contractor, any costs or damages owing and unpaid under this section.

7.2 The Contractor is responsible for all Contract Paramedics' travel-related expenses, including accommodations while travelling to/from the northern communities, security and administrative costs associated with the following:

- a. Fulfilling the paramedic services required under the Annex A Statement of Work; and
- b. Amending the duration of a Contract paramedic placement during the Task Authorization period (this includes any change in duration of a placement that occurs prior to the paramedic travelling to the nursing station and any change occurring while the paramedic is on site during the period of the Task Authorization);
- c. Health Canada will authorize aircraft charter service to the Contractor, space permitting, be allowed to utilise surplus seat/space capacity at the same cost per passenger/space as Canada based upon the cost incurred by Health Canada for charter air travel. While such flights will be booked by Health Canada, the Contractor will be responsible to pay the aircraft charter company directly for all costs associated with its utilisation of surplus capacity seats/space.

In those cases where a Health Canada charter is subsequently filled with Health Canada employees and surplus capacity no longer exists, the Contractor will be required to make other travel arrangements at the Contractor's expense so as to arrive at the requested location at the time requested as per the task authorisation.

The procedure to follow to use surplus seating/space capacity on an aircraft charter is as follows:

- i. Contractor is booked into a location as per current scheduling practice by Health Canada.
 - ii. Space permitting, the Contractor's employees will travel on the flight.
 - iii. The aircraft charter company will be instructed to bill the Contractor directly for its portion of the aircraft charter costs.
- c. Where the Contractor is unable to find qualified replacement paramedics for Scheduled Service and/or "as and when requested" Service(s), the Contractor will be responsible for all additional costs incurred, including those for support staff re-scheduling and accounting, for nurse manager and other HC staff orientation of replacement Contract Paramedics, for HC coordination and provision of transport to and from the airport for Contract Paramedics, for additional housekeeping services for Paramedic accommodation, and for utilization of Paramedics to perform the Task Authorization Work. Instances where such additional costs might be incurred include:
- i. The Contractor replacing a Contract Paramedic for any reason, and

- ii. The Contractor's inability to provide a Contract Paramedic replacement within the required 24 hours or not at all.

7.3 Contract Deliverables

The Contractor must provide the services as identified in this Statement of Work, including, but not limited to, the following:

- a. Provide services by qualified paramedics EMR-P with at least three (3) years current, continuous experience as per the Competency Profile in Appendix 1 to this Annex;
- b.
 - i. Provide up to a minimum of eight (8) paramedics in total for the community of Fox Lake, and the communities of Garden River and Jean D'Or, according to monthly availability schedules, and approved Task Authorizations; and
 - ii. within twenty-four hours advance notice for urgent situations as directed.
- c. Provision of services in rotations from two (2) weeks to four (4) weeks; however, the rotation may also be for a shorter period of time.
- d. Ensure all paramedics have and maintain current Alberta paramedic license at the level of Emergency Medical Technician-Paramedic (EMT-P) to practice and current "Advanced Cardiac Life Support" (ACLS) training;
- e. Provide a Medical Director (with contact information) with a license to practice in Alberta, with knowledge and experience in emergency medicine and be responsible for paramedic advice and direction;
- f. Provide all paramedic travel, ensuring that it is cost effective, coordinated with HC's already existing charter flight charters and paramedics' baggage weight allowance does not exceed 50 lbs;
- i. Replace a paramedic at no additional cost to Canada for any paramedic that is not able to perform the requirements of the Contract for practice, professional, medical or other reasons;
- j. Ensure continued services if a paramedic is detained at the nursing station due to inclement weather or transportation issues at no additional cost to Canada. HC will not be responsible for paying anything more than the normal contract rate for paramedic services;
- k. Contractor must ensure that paramedics provide and maintain their own emergency equipment and medication as per the paramedic scope of practice.
- l. Ensure that paramedics are able to:
 - i. Undertake client assessment within their scope of practice/competencies.
 - ii. Manage the client within their scope/competencies.

- iii. Consult with the next level of practice supervisor (Medical Director, General Practitioner, Specialist) their findings and obtain direction on an intervention/treatment plan that is beyond their scope/competencies.
- iv. Escort patients on all emergency road transfers.
- m. Provide a senior paramedic with a license to practice in Alberta, accessible 24/7, as a subject matter expert for medical purposes. The senior paramedic shall also:
 - i. Provide supervision/oversight of any new paramedics.
 - ii. Provide control of the services "contract program" and supervision of paramedic staff and involvement in the Orientation Program.
- n. Ensure that paramedics are available to work various hours as operationally required by the NIC of the nursing station or by the Project Authority.

7.3.1 Additional Duties as Required and Assigned

- a. Manage emergency room
 - i. Restock the crash cart **nightly**
 - ii. Review for expired drugs and give replacement order to NIC for ordering **weekly**
 - iii. Stock emergency room and clinic rooms and check for expiry dates **daily**
- b. Answer phones when required (as directed, when no security officer is available, etc, and refer calls as appropriate)
- c. Unpack medical supplies and provide packing slip to NIC.
- d. Know the procedure for lighting the landing strip lights (not expected to do but some knowledge in how can be beneficial) in case of an emergency evacuation.
- e. Be aware of where oxygen is stored and replace/submit request to NIC to re-order for if required.
- f. Check and clean all equipment in the lab, emergency and exam rooms.
- g. Maintain assigned office space - minor clean up, tidying up, document storage/shredding, etc.
- h. Other medical-related tasks as assigned by the NIC.

7.4 Paramedic Orientation and Continuing Education Program (refer Appendix 1 of this Annex)

In advance of the Contract Paramedic arriving in the community, the Contractor must provide the Paramedic with an Orientation and Continuing Education Program to prepare the Paramedic for

the environment and the scope of practice in which the work will be done. This Orientation and Continuing Education Program must incorporate information to ensure that the Paramedic is competent to deliver emergency services as required in the nursing stations under this Contract.

The Contractor will be responsible for the development and delivery of the Paramedic orientation, ensuring the competency of their Paramedics prior to the acceptance of a work assignment. The Contractor Orientation and Continuing Education Program shall not impact service delivery, nor shall there be an additional cost charged to Canada.

A completed and signed Orientation Check List shall be provided by the Contractor for each paramedic and provided to the Nurse In Charge (NIC). The following areas must be covered in the Contractor Orientation and Continuing Education Program:

- a. Reviewing the required competencies;
- b. All administrative paperwork for time sheets and hours worked;
- c. Documentation and charting method for the facility, i.e. SOAP;
- d. Aboriginal and Community Culture;
- e. Lines of Communication;
- f. Collaborative practice;
- g. Initialing that they have read the policy of Controlled Drugs and Substances upon each arrival in a community; and
- h. Utilizing the FNIHB form to record all patient contacts e.g. NARS. This form must be submitted to the NIC at the end of each day.

The Contractor must ensure the Orientation and Continuing Education Program is kept up to date as new technologies and practices are implemented (e.g. electronic health records).

The Contractor will be responsible for all costs associated for on-going competence training.

8. Communication of Individual Placement – Paramedic Placement Restrictions

The Contractor must liaise with HC Nurse Manager in advance of all work assignments being issued. This is to advise the Contractor of any communities in which the proposed Paramedic is unable to provide services due to Band Council Resolutions or community requests. HC reserves the right to refuse a proposed Contract Paramedic prior to undertaking of a Task Authorization based on any previous documented record of poor service including that under this Contract, or under any previous PWGSC procurement instruments or under previous employment with HC.

9. Replacement of Contract Paramedic Assigned Under a Task Authorization

Should any Contract Paramedic be unable, or deemed by the Nurse In Charge unable, to provide services for the entire duration of a committed work assignment(s) and/or Task Authorization, the Contractor must provide a replacement in compliance with 4.1 and 4.2; satisfactory to HC, within

a 24 hour period, at no additional cost to HC, and in accordance with the Articles of Agreement and the General Conditions.

The Contractor will be responsible for all costs incurred to return any replaced paramedics to his/her starting destination.

10. Health Canada's (HC's) Responsibilities:

Health Canada will:

- a. Provide accommodations for paramedics at no charge to the Contractor;
- b. Make available access to a Federal vehicle for business purposes only;
- c. Ensure paramedics have access to the Nursing Station for provision of approved contracted paramedic services;
- d. Provide access to telephone for business calls relating to the services under this Contract;
- e. Ensure paramedics have access to the Nurse in Charge or their designated to coordinate activities;
- f. Provide an orientation regarding the operations, policies and procedures of the Nursing Station; and
- g. Provide a safe and secure storage space for the paramedics' own emergency equipment and medications.

11. Paramedic Performance and Conduct of Work (refer Appendix 1 to Annex A)

Canada, through the Contracting Authority will advise the Contractor of any breach in professional practice or conduct issues identified with the Contract Paramedic services.

It is the responsibility of the Contractor to immediately respond to and address all concerns. As concerns may be identified at a number of junctures, the process to resolve such issues is situation dependent.

In the event that concerns are identified while the Contract Paramedic is onsite, it is expected that the Nurse Manager or designate will highlight the concerns directly to the Contract Paramedic, and then notify the HC Project Authority/Nursing Manager for follow-up action.

Concerns which are identified following the departure of the Contract Paramedic (e.g. revealed during a chart audit, practice issue, conduct issue, etc.) from the community will be addressed directly to the Contractor HC Project Authority/Nurse Manager.

In the event of a significant practice or conduct issue being identified and when an investigation of a practice or conduct issue are required; a report to the Alberta College of Paramedics may be undertaken with full communication with the Contractor.

Should the severity of the issue require the removal of a Contract Paramedic, Health Canada will immediately notify the Contractor and the Contracting Authority. The Contractor's replacement responsibilities will apply in such situations.

The removed Contract Paramedic will not be accepted under any future Task Authorizations until the issue is corrected to the satisfaction of HC.

HC will complete and submit to the Contracting Authority written assessment regarding all contract performance issues, including competencies and/or Standards of Practice.

The Contracting Authority will provide this information to the Contractor in a Letter to the Agency. In order for the Contract Paramedic to be accepted under future work assignments and/or Task Authorizations, the Contractor must demonstrate in a written communication to HC's Nurse Manager and the Contracting Authority that sufficient corrective and/or remedial actions have taken place. A Letter of Decision will be provided by HC to the Contractor on whether the actions were deemed sufficient and the paramedic can be used under future Task Authorizations. HC reserves the right to not accept the Contract Paramedic for future placements should the corrective action(s) is deemed insufficient.

Depending on the nature of the unsatisfactory services provided, and if there is a demonstrated evidence of improvement or correction, the paramedic may continue to be eligible to provide the services under this Contract, as approved by HC. However, if a second occurrence of unsatisfactory services should occur, the Project Authority may not accept any further services of the identified paramedic.

If the HC Project Authority/Nursing Manager determines a situation to be severe, as outlined above, the Contractor must not provide any further service by the specified named paramedic under this Contract.

12. Special Requirements

The Contractor must ensure that the Contract Paramedics have a calling card(s) in order to make their private telephone calls and access to the Internet, if required. Where personal calls by Contract Paramedics have been charged to HC at the work location, these costs must be reimbursed by the Contractor.

In addition, if the Contract Paramedic makes any changes to the satellite television programming or wireless Internet system while on-site, the Contractor must reimburse Canada for any costs, including the cost of canceling any new services chosen by the Contract Paramedic. In such cases, the Contractor will be sent an invoice for these charges.

13. Government Property

13.1 Government Property must be used by the Contract Paramedic solely for the purpose of the Contract and will remain the property of Canada. The Contract Paramedic must take reasonable and proper care of all Government Property while the same is in, on, or about the premises of HC or otherwise in its possession or subject to its control. The Contractor will be responsible for any loss or damage resulting from the failure of the Contract Paramedic to do so, except for ordinary wear and tear.

13.2 Smoking is not permitted in nursing stations or residences supplied under the Contract.

13.3 Pets are not allowed in nursing stations or residences supplied under the Contract.

13.4 The Contract Paramedic must keep their assigned living quarters clean and orderly, both inside and outside the building. It is the Contract Paramedic's responsibility to notify HC of any

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existing damage to their accommodations and/or any missing assets upon arrival and to report any damage incurred throughout their stay.

HC reserves the right to invoice the Contractor for all costs associated with accommodations being left in poor or sub-standard conditions, pet damages, telephone, satellite costs and wireless Internet charges, etc., as identified in Special Requirements above.

Appendix 1 to ANNEX A - Levels and Scope of Practice

The Alberta College of Paramedics recognizes and registers the levels of practice in Alberta, each with their own scope, as established in the Alberta Occupational Competency Profiles (AOCP):

Emergency Medical Technologist-Paramedic (EMT-P)

Registration is renewed annually between October 1 and December 31. In order to renew, practitioners must demonstrate that they have maintained competencies through continuous professional development and training.

Refer to:

http://www.collegeofparamedics.org/media/66522/aocp_emtp_full.pdf

Code of Ethics

The Code of Ethics defines standards of conduct for practitioners of the College. The Alberta College of Paramedics' primary aim is to ensure registered practitioners provide competent, safe, and ethical emergency medical care, consistent with federal and provincial legislation and with current Standards of Practice.

<http://www.collegeofparamedics.org/media/9839/codeofethics.pdf>

Continuing Education Program

<http://www.collegeofparamedics.org/media/179944/acpcontinuingeducationprogramhandbook2014-001.pdf>

Definitions

Paramedics practice under the Health Disciplines Act and Emergency Medical Technicians Regulation. Medical control is provided by written protocols

Appendix 2 to ANNEX A

PART 1 MANDATORY and PART 2 POINT RATED CRITERIA

1. Completion of this Compliance Matrix is mandatory to be considered responsive.
 - a) Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.
 - b) Bidders must provide documentation as requested to demonstrate compliance to each mandatory criterion as identified.
 - c) Bidders must cross-reference where in their technical bid, the technical specification is located.
 - d) Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"
2. Mandatory Specifications: Failure to meet any of the mandatory requirements addressed below will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.
3. Technical Deviations - The bidder must list any deviation from the mandatory requirements herein described in the Compliance Matrix.
4. Bids meeting all mandatory criteria M will be evaluated on point rated evaluation criteria R

PART 1 - MANDATORY TECHNICAL CRITERIA	PART 2 - MANDATORY POINT RATED CRITERIA
M1 – Acceptance of the Statement of Work	R1 – Company Profile and Experience
M2 – Paramedic Capacity	R2 – Company Management Practices
M3 - Paramedic Certification	R3 – Performance, Quality Assurance and Contingencies
M4 – Orientation Program	R4 – Proposed Health Care Professionals
M5 - Medical Director	
M6 - Senior Paramedic	
M7 - Alberta Driver's License	

PART 1 - TECHNICAL MANDATORY SPECIFICATIONS

M	Mandatory Requirement Description	In this column Bidder is to cross-reference where this technical specification is indicated in their brochure, technical data sheet or narrative.	COMPLIANT YES/NO
M1	The Bidder must indicate: a) that they accept and will adhere to the Statement of Work at Annex A; and b) adhere to and comply with the scope of practice, code of ethics as set out by the Alberta College of Paramedics		
M2	The Bidder must have capacity to provide the required Paramedics in accordance with Annex A Section 3.2: a. At least two (2) Contract Paramedics on an ongoing basis for Fox Lake; b. At least two (2) Contract Paramedics for rotation into Fox Lake; c. Minimum of two (2) Contract Paramedics for Jean D'Or and Garden River should the need arise on an "as and when required" basis; and d. The capability to provide two (2) additional Contract Paramedics as backups on an "as and when requested" basis for any of the locations where Contract Paramedics are working.		
M3	The Bidder must provide registered Paramedics (EMT-P) practitioners with the Alberta College of Paramedics and provide proof of current standing with no restrictions, and certifications for ITLS, PALS, and NRP (refer to R3 below), and acceptable ACLS and CPR-C accredited certification by the College.		
M4	The Bidder must provide a copy of the Paramedic Orientation program in compliance to Annex A Section 7.4		
M5	The Bidder must identify the name(s) of a Medical Director, registered by the College of Physicians and Surgeons of Alberta. and provide resumes (with education, certifications and qualifications) Proof must be provided.		
M6	The Bidder must identify the name(s) of a Senior Paramedic licensed to practice in Alberta at level of EMT-P with no restrictions, and provide resumes (with education, certifications and qualifications. Proof must be provided.		
M7	Copy of valid Alberta Driver's License Class 5 for each paramedic. Proof must be provided.		

PART 2 - POINT-RATED CRITERIA (There is a minimum overall pass mark of 75%)

R	Company Profile There is a an overall pass mark of 75% (177 points)	Max Points 235	Bidder Points Scored	Bidder Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
R1	Company Background and Experience Bidder to provide: a) company profile, and b) industry specific experience	25 40			Company Profile narrative maximum of 25 points Industry experience to a maximum of 40 points: 0 to 2 years (1 point/month to maximum of 20) = 20 2+ to 3 years = 25 3 + to 4 years = 30 4+ to 5 years = 35 5+ years = 40
R2	Company Management Practices Bidder to provide a narrative describing in detail, management and methodology in scheduling, maintaining continuity of service.	40			Written narrative to a maximum of 40 points each.
R3	Performance, Quality Assurance and Contingency Plan The Bidder to provide a narrative describing in detail: a) how the Bidder will address issues related to performance, code of conduct, and quality assurance, and b) how the Bidder will provide Paramedic service in rotations from 2 weeks to 4 weeks and ensure continuity of services.	40 40			Written narrative (a) and (b) to a maximum of 40 points each.

R4	<p>Proposed Health Care Workers Bidder to submit the names and provide resumes (education, certifications, qualifications) and years of experience for eight (8) Paramedics EMT-P.</p> <p>Each Paramedic must have a minimum of 3 years current, continuous experience</p>	50			<p>a) Individual EMT-P appropriate experience to a maximum of 40 points:</p> <p>3 years = 30 3+ to 4 years = 40 4+ years = 50</p> <p>Each Paramedic will be individually scored and the total years will be averaged.</p>
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Point Rated Mark Allocation Grid:

Contractor will be rated in accordance with the table below.

Note: Each company in a Joint Ventures or Partnership will be separately assessed in accordance with the table below and the average of the total number of companies in a Joint Venture or Partnership will be taken.

Marks will be given according to the indicated value based on the completeness and accuracy of the response. Decimal point marks will NOT used for evaluation.			
<p>R1(a) Company Profile (25 points)</p> <p>0 - 14 points minimal information on company structure and organization</p> <p>15 - 20 points additional information with good descriptors of company and expanded organizational information</p> <p>21 - 25 points Complete information on the company structure, relationships and very good organization</p>			
R2 and R3	0 – 29 points	30-34 points	35-40 points
Must clearly demonstrate an understanding and knowledge to the overall Statement of Work and provide concise and sufficient detail to clearly engage the issue in the question to attain full marks.	Unsatisfactory – Unclear and lacking detail and substance. Lacking understanding, deficient in major areas; weak understanding of scope of work.	Satisfactory – provided sufficient evidence demonstrated understanding of the work , provided clear management practices and strategies to successfully meet the scope of the work	Superior – fully detailed, complete management philosophy and approach to directing the work, addressing issues and problems, providing workable strategy.
R4	0-29 points	30-40 points	41- 50 points
Must clearly demonstrate that the identified employees have the required certifications, qualifications and years of experience.	Unsatisfactory – Unclear and lacking detail and substance. Failed to provide minimum eight (8) resumes, missing qualifications or certifications or 3 years of current, continuous years of paramedic experience.	Satisfactory – provided sufficient evidence. Provided minimum eight (8) resumes with certifications, qualifications and years of experience that meet the minimum 3 years of current, continuous experience.	Superior – fully detailed and evidenced proposal. Provided complete and detailed evidence of at least eight (8) paramedics with the required qualifications, certifications and 4+ years of current, continuous experience

ANNEX B - BASIS OF PAYMENT

It is mandatory that Bidders submit firm prices for each period of the proposed Contract for all items. All Rates in CDN dollars. No other charges will be allowed.

This section, when completed, will be considered as the Bidder's Financial Proposal.

Section A: Firm all inclusive rates for scheduled services in accordance to Annex A (including overtime and outside regular working hours). Travel Time for coming into a or leaving a community, including cross-over days

Section B: Task Authorization "as and when requested" services in accordance to Annex A. Services may be required on an "as and when requested" basis and authorized by the Technical Authority A (including overtime and outside regular working hours). Travel Time for coming into a or leaving a community, including cross-over days

Evaluation

For evaluation purposes: The estimated quantity is based upon a 12 month period. The estimated quantity is an estimate only, provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded.

Contract Year 1: 2015 to 2016				
A1	Scheduled Services: Fox Lake (2 paramedics)	Unit of Issue	Estimated Qty	Contract Year 1 Evaluated Total
1.	Per diem rate	\$ ____/day	500 days	\$ ____
2.	Travel Time – flat rate one-way trip	\$ ____/trip	40 trips	\$ ____
	(A1) Evaluated Total Contract Year 1			\$ ____
B1	As and When Requested Services: Garden River, Jean D'Or, and Fox Lake on	Unit of Issue	Estimated Qty	Contract Year 1 Evaluated Total
1.	Per diem rate	\$ ____/day	100 days	\$ ____
2.	Travel Time – flat rate one-way trip	\$ ____/trip	20 trips	\$ ____
	(B1) Evaluated Total Contract Year 1			\$ ____

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Contract Option Period 1: 2016 to 2017				
A2	Scheduled Services: Fox Lake (2 paramedics)	Unit of Issue	Estimated Qty	Contract Year 1 Evaluated Total
1.	Per diem rate	\$ ____/day	500 days	\$ ____
2.	Travel Time – flat rate one-way trip	\$ ____/trip	40 trips	\$ ____
	(A2) Evaluated Total Contract Year 1			\$ ____
B2	As and When Requested Services: Garden River, Jean D'Or, and Fox Lake on	Unit of Issue	Estimated Qty	Contract Year 1 Evaluated Total
1.	Per diem rate	\$ ____/day	100 days	\$ ____
2.	Travel Time – flat rate one-way trip	\$ ____/trip	20 trips	\$ ____
	(B2) Evaluated Total Option Period 1			\$ ____

Contract Option Period 2: 2017 to 2018				
A3	Scheduled Services: Fox Lake (2 paramedics)	Unit of Issue	Estimated Qty	Contract Year 1 Evaluated Total
1.	Per diem rate	\$ ____/day	500 days	\$ ____
2.	Travel Time – flat rate one-way trip	\$ ____/trip	40 trips	\$ ____
	(A3) Evaluated Total Contract Year 1			\$ ____
B3	As and When Requested Services: Garden River, Jean D'Or, and Fox Lake on	Unit of Issue	Estimated Qty	Contract Year 1 Evaluated Total
1.	Per diem rate	\$ ____/day	100 days	\$ ____
2.	Travel Time – flat rate one-way trip	\$ ____/trip	20 trips	\$ ____
	(B3) Evaluated Total Option Period 2			\$ ____

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ANNEX C - SECURITY REQUIREMENTS CHECK LIST



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SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada	2. Branch or Directorate / Direction générale ou Direction First Nations & Inuit Health Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Paramedic Services		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> KA	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> NATO SECRET NATO SECRET
<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux: <u>Will be generating and accessing patient medical information.</u>	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

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Buyer ID - Id de l'acheteur
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Client Ref. No. - N° de réf. du client
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File No. - N° du dossier
WPG-4-37044

CCC No./N° CCC - FMS No./N° VME



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat H3 501-13-3581
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Fiona Jakielaszek		Title - Titre Acting Director of Nursing	Signature
Telephone No. - N° de téléphone 780-405-7098	Facsimile No. - N° de télécopieur 780-495-8728	E-mail address - Adresse courriel fiona.jakielaszek@hc-sc.gc.ca	Date March 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Ken Piercey		Title - Titre Regional Manager, Security and Business	Signature
Telephone No. - N° de téléphone 780-495-8477	Facsimile No. - N° de télécopieur 780-495-7370	E-mail address - Adresse courriel ken.piercey@hc-sc.gc.ca	Date March 2014
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Brent Henry		Title - Titre Nursing Ops Mgt Advisor	Signature
Telephone No. - N° de téléphone 780-495-7035	Facsimile No. - N° de télécopieur 780-495-8728	E-mail address - Adresse courriel brent.henry@hc-sc.gc.ca	Date 13 March 2014
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division Anna.Kulycka@psgc-pwgc.gc.ca Tel: 613-954-1258 / Fax: 613-954-4171		Title - Titre Contract Security Officer	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date May 15, 2014

TBS/SCT 350-103(2004/12)

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ANNEX D - INSURANCE REQUIREMENTS

1.0 Commercial General Liability Insurance

8. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
9. The Commercial General Liability policy must include the following:
 - a. Additional Named Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

2.0 Medical Malpractice Liability Insurance

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good Samaritan acts.
3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX E to PART 5 - BID SOLICITATION *(insert if applicable)*

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's website](#).

Date: _____ (YYYY/MM/DD) *(If left blank, the date will be deemed to be the bid solicitation closing date.)*

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ANNEX F - TASK AUTHORIZATION FORMS

1. Attached PDF document titled – “*PWGSC 572*”
2. Attached PDF document titled – “*TA Usage Form*”