

RETURN OFFERS TO :
RETOURNER LES OFFRES À :
 Bid Receiving - Réception des soumissions:

Correctional Service Canada
Contracting and Materiel Services
Regional Headquarters – Prairies
3427 Faithfull Avenue
Saskatoon, SK
S7K 8H6

REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES

Regional Master Standing Offer (RMSO)
 Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of the
 Correctional Service of Canada, hereby requests a
 Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service
 correctionnel Canada, autorise par la présente, une offre
 à commandes au nom des utilisateurs identifiés
 énumérés ci-après.

Comments — Commentaires :

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :

Telephone # — N° de Téléphone :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
 ou NAS ou N° d'entreprise :

Title — Sujet: First Aid Training (Vocational Training)	
Solicitation No. — N° de l'invitation 21C50-50139-15-2148287	Date: June 16, 2015
Client Reference No. — N° de Référence du Client 21C50-50139-15-2148287	
GETS Reference No. — N° de Référence de SEAG 21C50-50139-15-2148287	
Solicitation Closes — L'invitation prend fin at / à : 14 :00 On / Le : July 27, 2015	Time Zone Fuseau horaire Central Standard Time Heure normale du centre
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre: Various Correctional Service of Canada Institutions in the Prairie Region	
Address Enquiries to — Soumettre toutes questions à: Claudette Chabot	
Telephone No. – N° de téléphone: 306-659-9255	Fax No. – N° de télécopieur: 306-659-9317
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Security – Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	
Instructions: See Herein Instructions : Voir aux présentes	
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Revision of Department name
4. Security Requirement
5. Debriefings
6. Procurement Ombudsman

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offer
5. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Standing Offer Award

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*
7. Identified Users
8. Call-up Procedures
9. Call-up Instrument
10. Limitation of Call-ups
11. Financial Limitation
12. Priority of Documents
13. Certifications
14. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance
7. Ownership Control
8. Closure of Government Facilities
9. Tuberculosis Testing
10. Compliance with CSC Policies
11. Health and Labour Conditions
12. Identification Protocol Responsibilities
13. Dispute Resolution Services
14. Contract Administration
15. Proactive Disclosure of Contracts with Former Public Servants

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Security Requirements Checklist
- Annex D- Evaluation Criteria

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

- (i) The Correctional Service Canada / CORCAN have a requirement to provide First Aid Training to offenders at Federal Institutions in the Prairie Region (Manitoba, Saskatchewan and Alberta).

CORCAN is an Agency of the Correctional Service of Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs and services that facilitate inmates' re-entry into the work force following their release. Our focus is to ensure that inmates who participate in CORCAN activities are fully, regularly and suitably employed in a work environment that strives to achieve private sector standards.

The Contractor will provide a two (2) day Standard First Aid and CPR with AED (Red Cross or St. John's Ambulance) to groups of offenders at Federal Institutions in the Prairie Region and provide certificates to successful participants.

- (ii) Contractor will provide a certified instructor to deliver a two day Standard First Aid and CPR with AED Level A (Red Cross or St. John's Ambulance) to groups of offenders at Federal Institutions in the Prairie Region and provide certificates to successful participants. The identified users of the Standing Offer will be the various institutional sites in the Prairie Region.

Location of work: various Institutions in the Prairie Region.

Alberta – Bowden Institution, Drumheller Institution, Grande Cache Institution, Pe Sakastew Healing Centre, Edmonton Institution, Edmonton Institution for Women
Saskatchewan – Saskatchewan Penitentiary, Willow Cree Healing Lodge, Regional Psychiatric Centre, Okimaw Ochi Healing Lodge
Manitoba – Stony Mountain Institution

- (iii) The period for making call-ups against the Standing Offer will be from Standing Offer award to June 30th, 2017 with options to extend.
- (iv) "For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offer (RFSO)."
- (v) "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada Chile Free Trade Agreement (CCFTA), the Canada Peru Free Trade Agreement (CPFTA), the Canada Columbia Free Trade Agreement (CColFTA) and the Agreement on Internal Trade (AIT)."

3. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

4. Security Requirement

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

5. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsections 1.4 and 1.5 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements do not form part of and do not apply to the request for Standing Offer. All other subsections of '01 Integrity Provisions – Offer', form part of and apply to the request for Standing Offer.

2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, transmission of offers by facsimile or e-mail to CSC will not be accepted.

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 with FPS, offerors must provide the information required below before the issuance of a Standing Offer. If the answers to the questions and, as applicable, the information have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirements within the prescribed time frame will render the offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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.

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 questions or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province where the services are being performed, in Manitoba, Saskatchewan or Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: **three (3) hard copies**

Section II: Financial Offer: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

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, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry 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 Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory requirements outlined in Annex D – Evaluation Criteria. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

2.1 Basis of Selection – Mandatory Technical Criteria

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest all inclusive evaluated price will be recommended for issuance of a standing offer.

Up to two (2) Standing Offers per province may be awarded and will be based on the following:

Only a bid which is within 20 percent of the best all inclusive priced offer will be considered for a second standing offer awarded for that province.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a Standing Offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

1. Certifications Required Precedent to Standing Offer Award

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

1.1 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\)](http://www.hrsdc.gc.ca) - Labour's website.

Canada will have the right to declare an offer non-responsive if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

1.5 Language Requirements - English Essential

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.6 Education and Experience

SACC Manual clause M3021T (2012-07-16) Education and Experience

1.7 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a Standing Offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror'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 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a Standing Offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerers" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

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 sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

4. 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).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Subsection 11.4 of 2005, General Conditions - Standing Offers - Goods or Services, will not form part of the Standing Offer. All other subsections of '2005 11 Integrity Provisions – Standing Offer', will form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award of the Standing Offer to June 30, 2017.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2) one year periods**, from July 1, 2017 to June 30, 2018, and from July 1, 2018 to June 30, 2019, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **60 days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Claudette Chabot
Contracts and Materiel Services
Correctional Service of Canada
3427 Faithfull Avenue
Saskatoon SK, S7K 8H6
Phone: 306-659-9255
Fax: 306-659-9317
Email: 501Contracts@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

(Fill in or delete, as applicable).

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on any of its proposed resources' status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Offeror has agreed that, for any resulting call-ups to a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension 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. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Prairie Region Institutional sites as per the below list –

Alberta –

Bowden Institution (Innisfail AB),
Drumheller Institution (Drumheller AB),
Grande Cache Institution, (Grande Cache AB)
Pe Sakastew Healing Centre, (Maskwacis AB)
Edmonton Institution, (Edmonton AB)
Edmonton Institution for Women, (Edmonton AB)

Saskatchewan –

Saskatchewan Penitentiary (Prince Albert SK),
Willow Cree Healing Lodge (Duck Lake SK),
Regional Psychiatric Centre (Saskatoon SK),
Okimaw Ochi Healing Lodge (Maple Creek SK)

Manitoba – Stony Mountain Institution (Stonewall MB).

8. Call-up Procedures

Right of First Refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against the standing offer.

If that offeror is unable to meet the requirement, the identified user will contact the second offeror, if applicable. In other words, call-ups are made based on the 'right of first refusal' basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (*total individual call-up limitation will be determined at Standing Offer Award*). (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$392,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 4008 Personal Information (2008-12-12)
- e) the general conditions 2005 (2006-08-15) Call-ups;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List
- i) the Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" OR "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).

13. Certifications

13.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13.2 SACC Manual Clause M3020C (2011-01-11) – Status and Availability of Resources

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba, Saskatchewan or Alberta.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

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](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) Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

2.1 General Conditions

2010B (2014-09-25), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010B 31 Integrity Provisions – Contract’ will form part of the Contract.

2.2 Supplemental General Conditions

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

2.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the contract.

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.3 Terms of Payment – Single Payment (H1000C – 2008-05-12)

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada

4.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

SACC Manual clause C2000C (2007-11-30), Taxes – Foreign-based Contractor

4.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5. Invoicing Instructions

1. 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. a copy of time sheets to support the time claimed;
- c. a copy of the invoices,

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the identified user in the Call-up (Contract) for certification and payment.

6. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

8. Closure of Government Facilities

- 8.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 8.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

9. Tuberculosis Testing

- 9.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

9.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

9.3 All costs related to such testing will be at the sole expense of the Contractor.

10. Compliance with CSC Policies

10.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

10.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

10.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

11. Health and Labour Conditions

11.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

11.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

11.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

11.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

12. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

12.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

12.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

12.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

12.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

13. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

14. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the name of the entity awarded this contract respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

15. Proactive Disclosure of Contracts with Former Public Servants

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.

ANNEX A – STATEMENT OF WORK

The Correctional Service Canada (CSC) is committed to providing programming to federally sentenced offenders to meet their employment needs, consistent with community standards and labour market conditions. To meet these needs vocational training is offered within federal institutions.

The work will involve the following:

1.1 Background

CORCAN is an Agency of the Correctional Service of Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs and services that facilitate inmates' re-entry into the work force following their release. Our focus is to ensure that inmates who participate in CORCAN activities are fully, regularly and suitably employed in a work environment that strives to achieve private sector standards.

1.2 Objective:

To provide third party certification in First Aid and CPR with AED training to groups of offenders at Federal Institutions in the Prairie Region (Manitoba, Saskatchewan and Alberta).

1.3 Scope:

To provide two day Standard First Aid and CPR with AED (Red Cross or St. John's Ambulance) courses to groups of offenders, at various times throughout the year, at Federal Institutions in the Prairie Region and provide certificates to successful participants.

1.4 Tasks:

- The Contractor must provide, qualified instructor (s) certified to deliver First Aid / CPR Level A courses, and have a minimum two years experience in delivering the courses.
- The Contractor must provide Standard First Aid and CPR level A courses at Federal Institutions in the Prairie Region. The estimated number of sessions for each CSC institutional site is listed below.
- The contractor will supply: the instructor, all required materials, manuals and certification documents for successful participants.
- The contractor will provide the First Aid training courses, during the available hours of Monday-Friday, from 8:00 to 16:00.
- The Contractor must provide all necessary materials to deliver the First Aid and CPR with AED courses. This will include, but is not limited to: manuals, bandages, CPR dummies, blankets, cleaning supplies, handouts and other consumables.
- The Contractor must provide Training Manuals, written and practical exercises and testing as required for the completion of Standard First Aid and CPR, either Red Cross or St. John's Ambulance
- The Contractor must provide, upon completion of each course, a list of successful participants given to the designated manager of the institutional site.
- The Contractor must provide Red Cross or St. John's Ambulance certificates for successful candidates within 21 days of course completion, to be delivered to designated manager of the institutional site.

- The Contractor must provide a detailed invoice within 21 days of completion of each course, detailing the number of participants, course dates, location, and instructor name.
- The Contractor is to provide a number of First Aid / CPR with AED training sessions per year to various CSC institutions in the Prairie Region, locations as per the list below:

Note: These numbers are not guaranteed numbers of sessions per year. The training sessions are to be held at various times throughout the year and will depend on funding available.

Alberta

- Bowden Institution (Innisfail) – up to 6 sessions / year
- Drumheller Institution (Drumheller) – up to 6 sessions / year
- Grande Cache Institution (Grande Cache) – up to 4 sessions / year
- Edmonton Institution (Edmonton) – up to 3 sessions / year
- Edmonton Institution for Women (Edmonton) – up to 7 sessions / year
- Pe Sakastew Healing Centre (Maskwacis) up to 6 sessions / year

Saskatchewan

- Saskatchewan Penitentiary (Prince Albert) – up to 9 sessions / year
- Willow Cree Healing Lodge (Duck Lake) – up to 4 sessions / year
- Regional Psychiatric Centre (Saskatoon) – up to 3 sessions / year
- Okimaw Ochi Healing Lodge (Maple Creek) – up to 6 sessions / year

Manitoba

- Stony Mountain Institution (Stonewall) – up to 12 sessions / year

***Maximum class size will be 15 participants; Minimum class size will be 10 participants.**

*If the successful participant rate is unsatisfactory, CSC reserves the right to request a subsequent instructor to be agreed upon by both parties.

1.5 Client Responsibilities:

CSC / CORCAN at each institutional site will provide:

- CORCAN will supply the participants, a classroom for delivery and audio/visual equipment if required. Maximum class size will be 15 participants; Minimum class size will be 10 participants
- CORCAN will provide the number of participants to the contractor 1 (one) week prior to the start of the course.
- Training facilities for delivery, including classroom, video equipment, (if required), and sufficient space for practical applications.
- Name tags/cards to identify the participants for the training session.

**** CORCAN will provide the names of participants for each training session. If any additional personal information is required for certification and/or registration it will have to be collected directly from the participant by the instructor.**

1.6 Location of Work:

- a. The Work under this contract will be performed at various CSC institutions in the Prairie Region as per section 1.3 and as per section b. listed below:
- b. There are no travel and living expenses associated with the Contract.

Travel to the following locations will be required for performance of the work under this contract: **(Travel costs for the contractor must be taken into consideration and included in the all inclusive price per participant for each site as listed in the Basis of Payment).**

Alberta	Saskatchewan	Manitoba
Bowden Institution – HWY 2 – Box 6000, Innisfail AB, T4G 1V1 Phone : 403-227-3391	Saskatchewan Penitentiary – 15 th Street West PO Box 160 Prince Albert SK, S6V 5R6 Phone: 306-765-8200	Stony Mountain Institution – Highway #7 PO Box 4500 Winnipeg Manitoba, R3C 3W8 Phone: 204-344-5111
Drumheller Institution – Highway #9 PO Box 3000 Drumheller AB, T0J 0Y0 Phone : 403-823-5101	Willow Cree Healing Lodge – PO Box 520 Duck Lake SK, S0K 1J0 Phone: 306-467-1200	
Grande Cache Institution – Hoppe Avenue Bag 4000 Grande Cache, Alberta T0E 0Y0 Phone: 780-827-4200	Regional Psychiatric Centre – 2520 Central Avenue North PO Box 9243 Saskatoon SK, S7K 3X5 Phone : 306-975-5400	
Edmonton Institution – 21611 Meridian Street PO Box 2290 Edmonton AB, T5J 3H7 Phone: 780-472-6052	Okimaw Ochi Healing Lodge – PO Box 1929 Maple Creek SK, S0N 1N0 Phone: 306-662-4700	
Edmonton Institution for Women – 11151-178 th Street Edmonton AB, T5S 2H9 Phone: 780-495-3657		
Pe Sakastew Healing Centre – Highway #2A PO Box 1500 Maskwacis AB, T0C 1N0 Phone : 780-585-4104		

1.7 Language of Work:

The contractor must perform all work in English.

1.8 Constraints

- Courses are delivered to federally sentenced offenders at Maximum, Medium and Minimum security institutions.

- Participants may exhibit difficult or resistant behaviour.
- There may be delays clearing principal entrance security. All items brought into the institution will be x-rayed and may be tested for contraband.
- Courses may be delayed due to operational requirements in the institution.
- Site contact will work with trainer to determine exact dates of the required courses.
- Any personal information, besides inmate names, will be voluntarily disclosed by the offender and not shared by CSC or CORCAN staff.

**ANNEX B
PROPOSED BASIS OF PAYMENT**

The following basis of payment will apply to any call-up issued against the Standing Offer.

1.0 Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive price as set out in this Annex, GST/HST extra

2.0 Rates

- The All inclusive Firm Unit Price includes the cost per student for a Two (2) day Standard First Aid and CPR with AED. (Maximum class size is 15 students; Minimum class size is 10 students.)
- The All inclusive Firm Unit Price includes the instructor and all required materials, equipment, supervision, travel and transportation to the various Institutional sites as set out in Annex A.
- The All inclusive Firm Unit Price does not include applicable taxes (e.g.GST/HST). However, applicable taxes will be added as a separate line item to any invoice issued as a result of a Contract.

The Bidder must bid by the province, to include performing services at all the sites under that province. Bidders do not have to bid on all provinces to be considered for award. Bidders can bid on more than one province but must include all sites under that province.

Up to two (2) Standing Offers per province may be awarded and will be based on the following:

Only a bid which is within 20 percent of the best-priced offer will be considered for the second standing offer awarded for that province.

The price will be calculated as follows:

By Province, as set out below –

(Total of Column C for Offer period + Total of C for Option Year 1 + Total of C for Option Year 2) ÷ 3 = Average Total of Contractor Price Offer.

Offer period (From Award of Contract to June 30, 2017.			A	B	C A + B = C
ALBERTA Institutional Sites	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Bowden Institution	Innisfail, AB	Up to 6	\$	\$	\$

Drumheller Institution	Drumheller, AB	Up to 6	\$	\$	\$
Edmonton Institution	Edmonton, AB	Up to 3	\$	\$	\$
Edmonton Institution for Women	Edmonton, AB	Up to 7	\$	\$	\$
Grande Cache Institution	Grande Cache, AB	Up to 4	\$	\$	\$
Pe Sakastew Centre	Maskwacis, AB	Up to 6	\$	\$	\$
				Total Column C =	
SASKATCHEWAN Institutional Sites	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Regional Psychiatric Centre	Saskatoon, SK	Up to 3	\$	\$	\$
Saskatchewan Penitentiary	Prince Albert, SK	Up to 9	\$	\$	\$
Willow Cree Healing Lodge	Duck Lake, SK	Up to 4	\$	\$	\$
Okimaw Ochi Healing Lodge	Maple Creek, SK	Up to 3	\$	\$	\$
				Total Column C =	
MANITOBA Institutional Site	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Stony Mountain Institution	Stonewall, MB	Up to 12	\$	\$	\$
				Total Column C =	

3.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article <To Be Inserted at Contract Award> of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive rates, in accordance with the following table, GST or HST extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

Option - YEAR 1 (July 1, 2017 to June 30, 2018)			A	B	C A + B = C
ALBERTA Institutional Sites	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Bowden Institution	Innisfail, AB	Up to 6	\$	\$	\$
Drumheller Institution	Drumheller, AB	Up to 6	\$	\$	\$
Edmonton Institution	Edmonton, AB	Up to 3	\$	\$	\$
Edmonton Institution for Women	Edmonton, AB	Up to 7	\$	\$	\$
Grande Cache Institution	Grande Cache, AB	Up to 4	\$	\$	\$
Pe Sakastew Centre	Maskwacis, AB	Up to 6	\$	\$	\$
				Total Column C =	
SASKATCHEWAN Institutional Sites	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Okimaw Ochi Healing Lodge	Maple Creek, SK	Up to 3	\$	\$	\$
Regional Psychiatric Centre	Saskatoon, SK	Up to 3	\$	\$	\$
Saskatchewan Penitentiary	Prince Albert, SK	Up to 9	\$	\$	\$
Willow Cree Healing Lodge	Duck Lake, SK	Up to 4	\$	\$	\$

				Total Column C =	
MANITOBA Institutional Site	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Stony Mountain Institution	Stonewall, MB	Up to 12	\$	\$	\$
				Total Column C =	

Option - YEAR 2 (July 1, 2018 to June 30, 2019)			A	B	C A + B = C
ALBERTA Institutional Sites	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Bowden Institution	Innisfail, AB	Up to 6	\$	\$	\$
Drumheller Institution	Drumheller, AB	Up to 6	\$	\$	\$
Edmonton Institution	Edmonton, AB	Up to 3	\$	\$	\$
Edmonton Institution for Women	Edmonton, AB	Up to 7	\$	\$	\$
Grande Cache Institution	Grande Cache, AB	Up to 4	\$	\$	\$
Pe Sakastew Centre	Maskwacis, AB	Up to 6	\$	\$	\$
				Total Column C =	
SASKATCHEWAN Institutional Sites	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Okimaw Ochi Healing Lodge	Maple Creek, SK	Up to 3	\$	\$	\$
Regional Psychiatric Centre	Saskatoon, SK	Up to 3	\$	\$	\$

Saskatchewan Penitentiary	Prince Albert, SK	Up to 9	\$	\$	\$
Willow Cree Healing Lodge	Duck Lake, SK	Up to 4	\$	\$	\$
				Total Column C =	
MANITOBA Institutional Site	Location	Estimated # of training sessions per year	All inclusive Firm Unit Price per student	Cost for additional day of instruction, if required due to operational issues	Total
Stony Mountain Institution	Stonewall, MB	Up to 12	\$	\$	\$
				Total Column C =	

4.0HST or GST

- (a) All prices and amounts of money in the Standing Offer are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- (b) The estimated HST or GST of \$*<To Be Inserted at Standing Offer Award>* is included in the total estimated cost shown on page 1 of this Standing Offer. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.

ANNEX C
SECURITY REQUIREMENTS CHECK LIST

ANNEX D - EVALUATION CRITERIA

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.

- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

MANDATORY TECHNICAL CRITERIA – _____

#	Mandatory Technical Criteria	Offeror Response Description (include location in offer)	Met/Not Met
M1	<p>Trainer Qualifications: Bidders must provide the names of individuals proposed to teach the courses. The Bidder must provide a copy of each proposed Instructor's current St. John Ambulance Instructor Certificate including the expiry date.</p>		
M2	<p>The proposed instructor(s) must have a minimum of two (2) years experience in delivering First Aid/CPR training. Provide dates (months and year) to substantiate the experience.</p>		