



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
11 Laurier St./11, rue Laurier
Gatineau, Québec K1A 0S5
Bid Fax: (613) 997-9776

**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 Primary Care Paramedic Training FR	
Solicitation No. - N° de l'invitation W6369-16A064/A	Date 2016-05-16
Client Reference No. - N° de référence du client W6369-16A064	
GETS Reference No. - N° de référence de SEAG PW-\$\$XF-004-30208	
File No. - N° de dossier 004xf.W6369-16A064	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-27	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chalmers, Brianna	Buyer Id - Id de l'acheteur 004xf
Telephone No. - N° de téléphone (819) 420-2224 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

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

Health Services Project Division (XF)/Division des projets
de services de santé (XF)
Place du Portage, Phase III, 12C1
11 Laurier St./11 rue, Laurier
Gatineau
Gatineau
K1A 0S5

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

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Client Ref. No. - N° de réf. du client
W6369-16A064

Amd. No. - N° de la modif.
File No. - N° du dossier
004xf.W6369-16A064

Buyer ID - Id de l'acheteur
004xf
CCC No./N° CCC - FMS No./N° VME

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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, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Department of National Defence (DND) requires the services of a Contractor to deliver French language Primary Care Paramedic (PCP) Training on an "as and when requested basis" to designated DND students.
- 1.2.2 The Canadian Forces Health Services are responsible for the medical training of all Canadian Forces Medical Technicians at all levels of competence within the Canadian Forces. This training consists of three components: primary care training, pre-hospital care training, and military field training. Pre-hospital care training (referred to herein as Primary Care Paramedic Training) is provided to the Canadian Forces by civilian agencies. Primary care and military field training will continue to be provided by the Canadian Forces Medical Services School, at Canadian Forces Base Borden, Ontario and are not within the scope of this requirement.
- 1.2.3 The Bidder's PCP Program must meet the training standards and objectives dictated by the Ministry of Education or the Ministry of Health in the province where conducted. The Bidder's PCP Program must also meet the standards of the National Occupational Competency Profiles of the Paramedic Association of Canada.
- 1.2.4 The Bidder must provide transportation, accommodations and meals for DND students during the delivery of the PCP Program.
- 1.2.5 The period of the Contract will be for an initial three-year period with the option to extend the term of the Contract by up to two additional one-year periods under the same terms and conditions.

- 1.2.6 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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.7 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), and the Agreement on Internal Trade (AIT).
- 1.2.8 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled 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 from 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-conditions-manual>) 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 (2016-04-04) 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: 60 days
Insert: 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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 FPSs, 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 FPSs 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 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 Ontario.

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.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 (four hard copies and two soft copies on two CDs)

Section II: Financial Bid (one hard copy and 1 soft copy)

Section III: Certifications (one hard copy)

Section IV: Additional Information (one hard copy)

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.

3.2 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.

To facilitate bid preparation and bid evaluation, Bidders should prepare and submit their Technical Bid using the following Table of Contents:

3.2.1 Technical Bid Part 1

Part 1, Section 1.1 - Signed Copy of the bid solicitation

This Section should include a signed copy of page 1 of this bid solicitation (which is deemed to include all amendments) as per instructions detailed in 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements referenced in Part 2 of this bid solicitation. This

Section may also contain an executive summary and/or letter of transmittal at the Bidder's discretion.

Part 1, Section 1.2 - Bidder Contact

This Section should include at a minimum the Name and Telephone Number of a single contact person that is authorized by the Bidder for this bid solicitation.

3.2.2 Technical Bid Part 2

Part 2, Section 2.1 - Mandatory Evaluation Criteria

This Part of the Bid should be prepared in response to the Mandatory Evaluation Criteria contained in Attachment 1 of this bid solicitation.

Part 2, Section 2.2 - Point-Rated Evaluation Criteria

This Part of the Bid should be prepared in response to the Point-Rated Evaluation Criteria contained in Attachment 1 of this bid solicitation.

3.3 Section II: Financial Bid

3.3.1 Bidders must submit their financial bid in accordance with Attachment 2 of this bid solicitation.

3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5.

3.5 Section IV: Additional Information

3.5.1 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

3.5.1.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.5.1.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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. There are several phases in the evaluation process, which are described below. Even though the evaluation and selection will be conducted

in different phases, the fact that Canada has proceeded to a later phase does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous phases. Canada may conduct steps of the evaluation in parallel.

- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will conduct a multi-phase evaluation and selection process as follows:
 - (i) Phase 1: Verification of bid against the Part 2 - Bidder Instruction and Part 3 - Bid Preparation Instructions;
 - (ii) Phase 2: Technical Bid Evaluation (Mandatory and Point-Rated Criteria);
 - (iii) Phase 3: Verification of Minimum Pass Mark;
 - (iv) Phase 4: Financial Bid Evaluation; and
 - (v) Phase 5: Determination of Evaluated Price Per Point.
- (d) The Technical and Financial bids will be evaluated separately.
- (e) In addition to any other time periods established in the bid solicitation:
 - (i) Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension at his or her sole discretion.

4.1.1 Evaluation and Selection Process

4.1.2 Phase 1: Verification of bid against the Part 2 - Bidder Instruction and Part 3 - Bid Preparation Instructions

4.1.2.1 The Bidder's bid will be verified against mandatory requirements in Part 2 – Bidder Instructions and Part 3 – Bid Preparation Instructions before proceeding to the evaluation of the Technical Bid. Bids that do not comply with each and every mandatory requirement will be declared non-responsive.

4.1.3 Phase 2: Technical Bid Evaluation (Mandatory and Point-Rated Criteria)

4.1.3.1 The Bidder's Technical Bid will be evaluated using a consensus-based approach. Technical Bids will be evaluated in accordance with the mandatory and point-rated evaluation criteria as detailed in Attachment 1 of this bid solicitation. Starting with the mandatory criteria, bids will be required to comply with each and every mandatory criterion (technical) of the bid solicitation and given a "Responsive or Non-Responsive" rating. No points will be awarded for compliance with the mandatory criteria.

4.1.3.2 A bid may be deemed non-responsive at any point in time during this phase should it be determined that it has failed to meet any mandatory criterion of the bid

solicitation. Only responsive bids will move to the next phase of the evaluation process.

4.1.3.3 Following evaluation of the mandatory criteria, Bidder's written response to the point-rated criteria of the bid solicitation will be evaluated. Bid will be evaluated and scored based exclusively on the merits of the Bidder's written response in accordance with the stated evaluation criteria. A Technical Bid Score out of 711 points (subject to validation by a site visit) will be computed for each responsive bid.

4.1.4 Phase 3: Verification of Minimum Pass Mark

4.1.4.1 Following completion of Technical Bid evaluation (i.e. mandatory and point-rated criteria), each bid's score will be verified against the minimum pass mark. The Technical Bid must achieve minimum of 250 points of the 711 total points available for the point-rated criteria. Technical Bids not meeting this minimum score will be considered non-responsive and will be given no further consideration.

4.1.5 Phase 4: Financial Bid Evaluation

4.1.5.1 In the fourth phase of the evaluation process, each of the responsive bids will be subject to a Financial Bid evaluation as detailed below.

4.1.5.1.1 The Bidder's Financial Bid will be evaluated by PWGSC to ensure compliance with all submission requirements identified in the Financial Evaluation Criteria provided as Attachment 2 of this bid solicitation. Only responsive Financial Bids will move to the next step in the financial evaluation process.

4.1.5.1.2 PWGSC will conduct the financial evaluation by calculating Financial Bid Price Elements in accordance with Attachment 2, Article 2.2 Financial Bid Price Elements.

4.1.6 Phase 5: Determination of the Total Evaluated Price Per Point

4.1.6.1 Following the determination of the Financial Bid Price Elements for each responsive bid, the Total Evaluated Price Per Point will be determined in accordance with Attachment 2, Article 3. Total Evaluated Price Per Point.

4.2 Basis of Selection

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 points for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. PWGSC will rank the responsive bids from lowest to highest Total Evaluated Price Per Point. The responsive bid with the lowest Total Evaluated Price Per Point will be ranked number one and will be recommended for award of a Contract.

Should two or more Bids have an equal Total Evaluated Price Per Point, the bid with the lowest Total Evaluated Bid Price will be ranked number one.

Example:

Bid	Mandatory Criteria	Technical Bid Score (Pass Mark = 227)	Total Evaluated Bid Price	Total Evaluated Price Per Point	Ranking
A	Responsive	590	\$3,000,000.00	\$5,084.75	1
B	Responsive	250	\$2,550,000.00	\$10,200.00	3
C	Responsive	250	\$1,995,703.74	\$7,982.81	2
D	Non-Responsive	N/A	N/A	N/A	N/A
E	Responsive	200	N/A	N/A	N/A

4.2.1 Canada will evaluate the first ranked Bidder's financial capability to ensure its capability to undertake the project and deliver within the expected Contract framework and time frame. Bidder financial capability is a mandatory condition precedent to Contract award. If the first ranked Bidder does not pass this evaluation, the Bidder's bid will be deemed non-responsive, and a revised ranking will be established in accordance with the procedures herein.

4.2.2 Whether any bid is recommended for contract award depends on all the provisions of this bid solicitation (for example, the vendor performance provisions of Standard Instructions 2003 would affect whether an otherwise responsive bid is recommended for award, as would factors such as financial capability). Also, Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

4.2.3 Site Visit

4.2.3.1 The evaluation team will visit the site of the top ranked Bidder's proposed Student accommodations, classroom and practical skills training facilities, fitness facilities, and meal facilities, to validate the information provided by the Bidder in its bid and to assess the Bidder's proposed Student accommodations against the mandatory criteria at Attachment 1. The site visit cannot increase the rated evaluation score of the Technical Bid, it will either confirm the Bidder's score, result in a reduction of the Bidder's score, or result in the bid being deemed non-responsive.

4.2.3.2 Should the site visit result in the reduction of the Bidder's score or in the bid being deemed non-responsive, a revised ranking will be established in accordance with Clause 3, Basis of Selection, above.

4.2.3.3 If Canada wishes to visit the Bidder's facilities, the Bidder must make its facilities available for this purpose within ten working days of a written request by the Contracting Authority.

4.2.3.4 Should the evaluation team not be permitted to visit the site of the Bidder's proposed Student accommodations, classroom and practical skills training facilities, fitness facilities and meal facilities, the Bidder's bid may be deemed non-responsive for that reason alone.

4.3 Requirements pursuant to "An Act respecting the Ministère du Conseil exécutif (R.S.Q., Chapter M-30)"

4.3.1 Background

- a) Bidders in the Province of Quebec may be subject to An Act respecting the Ministère du Conseil exécutif (R.S.Q., chapter M-30) (referred to in this section as the "Act").
- b) Under sections 3.11 and 3.12 of the Act, municipal bodies, school bodies or public agencies as defined in the Act, must obtain prior written authorization, in accordance with the Act, before entering into any agreement with the Government of Canada, its departments or agencies, or a federal public agency.
- c) Consequently, where the top-ranked Bidder recommended for Contract award subject to the provisions of the solicitation, is subject to the Act, that Bidder must be responsible for obtaining the authorization required by the Act before entering into any agreement with the Government of Canada.

4.3.2 Written Authorization

If the top-ranked bid identified according to the evaluation process described in the solicitation, is subject to the Act, the following procedures apply.

- a) The written authorization required by the Act is a mandatory condition precedent to Contract award (refer to <http://www.saic.gouv.qc.ca/secretariat/mandat/loi-sur-ministere-conseil-executif-en.asp> for further information). Unless the Bidder receives approval sooner, the Contracting Authority will allow no less than ninety calendar days for the Bidder to obtain the written authorization required by the Act. The ninety calendar day period referred to above will commence upon issuance of written notification by the Contracting Authority that the Bidder should seek the necessary written authorization.
- b) The Contracting Authority may, at its sole discretion, extend this ninety calendar day period, if the Bidder requests it. In determining whether or not to grant such an extension, the Contracting Authority may request from the Bidder any information it requires to consider the request and the impact of the request on Canada's operational requirements.
- c) A period of time has been allotted for Bidders to complete any processes to obtain the necessary written authorization from the Government of Quebec; however, the time allowed for these processes must also be consistent with Canada's legitimate operational requirements, and the Contracting Authority will only grant extensions that are compatible with these operational requirements. The time periods described above (including extensions authorized by the Contracting Authority) are collectively referred to herein as the "Allotted Approval Time".
- d) If the Bidder does not, within the Allotted Approval Time, obtain the necessary written authorization, the Contracting Authority will declare that Bidder's bid non-responsive and the second ranked Bidder will be notified by the Contracting Authority that it should seek the necessary written authorization, and so on, until a Bidder obtains the necessary written authorization.
- e) If, in the Allotted Approval Time, the Bidder receives the necessary written authorization and provides it to the Contracting Authority, the Bidder will then be recommended for contract award, subject to the following and the provisions of the solicitation. The Act provides that the written authorization may be subject to such conditions as determined by the Government of Quebec. In

the event that the authorization provided by the Government of Quebec contains conditions that would require adding clauses to or amendment of any of the resulting Contract clauses, and provided that the conditions are acceptable to Canada, in its sole discretion, Canada reserves the right to modify the terms of any resulting Contract to incorporate the conditions. Where such conditions are not acceptable to Canada the Bidder's bid will be deemed non-responsive.

- f) If, during the evaluation period, PWGSC proceeds to consider the next-ranked Bidder under this provision, it may request that all remaining responsive Bidders extend the validity periods for their bids. Bidders will not be required to extend the validity periods of their bids; however, Canada will only continue to consider bids that remain valid for acceptance.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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" 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.

5.2.3 Former Public Servant – Competitive Bid

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 FPSs, 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

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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 FPSs 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 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 requirements 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;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2 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.

6.1.3 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 E.

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.

1.0 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 _____, dated _____.

1.1 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.

1.1.1 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 five calendar days 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.

1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of \$_____ (to be inserted prior to contract award), Applicable Taxes included, inclusive of any revisions.

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

1.1.2.1 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2 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.

1.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2035 (2016-04-04), General Conditions - Higher Complexity - Services, is amended as follows:

DELETE: Section 20, entitled "Copyright", in its entirety, and

INSERT:

20. Copyright

20.1 Contractor to own IP: No Explicit License Rights for Canada

Without affecting any existing intellectual property rights or relating to information or data supplied by Canada for purposes of the Contract, copyright in anything conceived, developed, or produced as part of the Work under the Contract will belong to the Contractor.

20.2 License to Material Subject to Copyright

1. In this section, "Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.

2. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to exercise all rights comprised in the copyright in the Material, for any government purposes. Canada may use independent contractors in the exercise of Canada's license pursuant to this clause.

3. Copyright in any translation of the Material made by or for Canada belongs to Canada. Canada agrees to reproduce the Contractor's copyright notice, if any, on all copies of the Material, and to acknowledge the Contractor's title to the copyright in the original Work on all copies of translations of the Material effected by or for Canada.

4. No restrictions other than those set out in this section must apply to Canada's use of copies of the Material or of translated versions of the Material.

5. At the request of Canada, the Contractor must provide to Canada, at the completion of the Work or at such other time as Canada may require, a written permanent waiver of moral rights, in a form acceptable

to Canada, from every author that contributed to the Material. If the Contractor is an author of the Material, the Contractor permanently waives its moral rights in respect of the Material.

1.3 Security Requirements

1.3.1 The following security requirements apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening (DOS)** with approved **Document Safeguarding** at the level of **PROTECTED B**.
2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B (including an IT Link at the level of PROTECTED B).
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor 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).

1.3.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures

1.3.2.1 The Contractor must diligently maintain up-to-date, the information related to the Contractor's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

1.3.2.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ (3 years from contract award date – to be determined prior to contract award) inclusive.

1.4.2 Option to Extend the Contract

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The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-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 30 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.

1.5 Authorities

1.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Brianna Chalmers
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Special Procurement Initiatives Directorate
Address: 11 rue Laurier, Gatineau QC KIA 0S5

Telephone: 819-420-2224
Facsimile: 819-956-8303
E-mail address: Brianna.chalmers@pwgsc-tpsgc.gc.ca

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.

1.5.2 DND Procurement Authority

The DND Procurement Authority for the Contract is (*to be completed prior to contract award*):

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

The DND Procurement Authority (or delegated representative) is responsible for the DND Contract administration and for the authorization of all Work against the Contract, within their approval limit (detailed in Article 1.1.2), through the issuance of Task Authorization.

1.5.3 Technical Authority

The Technical Authority for the Contract is (*to be completed prior to contract award*):

Name: _____

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Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail: _____

The Technical Authority named above 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 technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.4 Contractor's Representative

The Contractor's Representative is responsible for responding to contractual matters and administrative issues in relation to the contract (to be completed prior to contract award):

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

1.6 Payment

1.6.1 Basis of Payment

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 in 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.

1.6.2 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 \$ _____. 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.

1.6.3 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, upon completion and delivery for the items of Work detailed in Annex B, if:
 - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

1.7 Invoicing Instructions

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. All information required on form PWGSC-TPSGC 1111;
- b. All applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. Total of all previous claims against the Contract; and
- d. Task Authorization reference number, deliverable and/or description of the Work.

Each claim must be supported by:

- a. A copy of the DND student evaluation reports, in accordance with Annex A;
- b. An attendance log for meals;
- c. An attendance log for student accommodations; and
- d. An attendance log for PCP licensing and vehicle licensing activities.

2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the DND Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The DND Procurement Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

1.8 Certifications

1.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

1.8.2 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.

1.9 Applicable Laws

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

1.10 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 general conditions 2035 (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex E, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);

- (h) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*"), as clarified on _____ " **or** ", as amended on _____ " and insert date(s) of clarification(s) or amendment(s)).

1.11 Foreign Nationals

SACC *Manual* clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) **OR**
SACC *Manual* clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

Note to Bidders: One of these clauses, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.

1.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex E. 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) calendar 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 (SOW)

Primary Care Paramedic Training (PCP Training) – French Language

1.0 Definitions

- 1.1 For the purpose of this SOW, the following definitions apply:
- 1.1.1 Chief Instructor (CI): acts as the chief training officer at the Canadian Forces Health Services Training Center (CF H Svcs TC) at Canadian Forces Base Borden (CFB Borden) and is responsible for the ongoing operation of the school which includes:
- (a) Administering CF H Svcs TC's training programs as described herein;
 - (b) Acting as the point of contact responsible for addressing and managing all DND students' failures assessments and recommendations for re-insertion; and
 - (c) Acting as the point of contact responsible for addressing and managing all CF H Svcs TC students' administrative (compassionate, leave, etc.) and discipline-related problems.
- 1.1.2 Primary Care Paramedic Training (PCP Training): means the training requirements defined by the Paramedic Association of Canada's National Occupational Competency Profile (NOCP) for Primary Care Paramedic, found at the Paramedic Association of Canada website:
<http://paramedic.ca/site/nocp?nav=02>
- 1.1.3 PCP Program: means one complete delivery of PCP Training in French including the Classroom Training, Practical Skills Training, On-car Training and Emergency Training.
- 1.1.4 Classroom Training: means any training of the type normally conducted in a classroom setting that occurs at the Contractor provided facility(ies).
- 1.1.5 Practical Skills Training: means the training that will occur at the Contractor provided facility(ies) to prepare DND students to do their On-car and Emergency Training.
- 1.1.6 On-car Training: means the training received under the direct supervision of a Preceptor when the DND students are in an ambulance.
- 1.1.7 Emergency Training: means the training received under the direct supervision of a Preceptor when the DND students are in an emergency department.
- 1.1.8 Preceptor: means a skilled practitioner or faculty member who supervises students in a clinical setting to allow practical experience with patients.
- 1.1.9 Graduate: means a DND student who has successfully completed all courses of the Contractor's PCP Program.
- 1.1.10 Successfully Complete: means the DND student has met the Contractor's minimum standard of the PCP Program and has passed applicable provincial licensing exam(s).

- 1.1.11 Remediation: Academic and/or practical assistance provided to a DND student upon his/her verbal request to a PCP Program instructor or Preceptor. A PCP Program instructor or Preceptor must provide this assistance to a DND student identified as "weak" prior to or following any type of written or practical examination or evaluation, to include emergency and on-car placements.
- 1.1.12 Training Day: A day dedicated to providing formal instruction, placements, etc. to DND students.
- 1.1.13 Training Review Board (TRB): A process to review a trainee's suitability for continued training and education, while ensuring that the trainee is afforded a fair and just assessment with all relevant information before a decision is made. A TRB will be initiated by the CI.
- 1.1.14 Canadian Armed Forces Liaison: A Canadian Armed Forces (CAF) member, appointed by the CF H Svcs TC to conduct periodic site visits to monitor the welfare, moral and well-being of students as well as assist students and with CAF relevant administrative requirements.

2.0 Background

- 2.1 The CF H Svcs is responsible for the medical training of all CAF Medical Technicians (Med Techs) at all levels of competence within the CAF. Med Techs are integral members of the military health care team who assist physicians, physician assistants and nurses in the treatment of the sick and injured across the full spectrum of operational settings and in static units of the Canadian Armed Forces.
- 2.2 Med Techs have at a minimum, obtained a Secondary School Diploma, including completion of grade 11/secondary 4 applied math and any biology or chemistry course at the grade 12/secondary 5 level. They also hold a valid driver's license. The first stage of Med Tech training is the ten-week Basic Military Qualification course at the Canadian Forces Leadership and Recruit School (CFLRS). This training provides the basic core skills and knowledge common to all military occupations. One goal of this program is to ensure that all recruits maintain the Canadian Forces physical fitness standard. As a result, the training is physically demanding. Candidates from the Reserve Force may also be selected to attend PCP Training. Reservist Med Tech will hold equivalent qualifications.
- 2.3 Basic Occupational Qualification (BOQ): Med Tech training at Qualification Level 3 (QL3), or BOQ, consists of three components as follows:
 - 2.3.1 Primary Care Training (Clinical Component): CF H Svcs TC Borden provides this training to assist in the efficient operation of garrison or deployed medical clinics and hospitals. They have the knowledge and ability to screen and examine patients, take vital signs and administer ordered treatments and procedures while working in a clinical environment (Field Hospital, Advanced Surgical Centre, Unit Medical Station or Base Clinic). Students undertake the Clinical Component in order to obtain foundations skills and knowledge prior to PCP Training;
 - 2.3.2 Pre-Hospital Care Training (Emergent Component) (referred to herein as PCP Training): CF H Svcs TC Borden does not currently provide this training. The Contractor is to provide this training as described in this Statement of Work; and
 - 2.3.3 Military Field Training (Field Component): CF H Svcs TC Borden provides this training to familiarize students with CAF emergency protocols and train to perform their duties in a deployed setting. Students undertake the Field Component after PCP Training.

2.4 PCP Training throughput has remained fairly consistent with an annual production of approximately 100 English graduates and 40 French graduates. As a result of increases or decreases in the operational tempo and CF H Svcs manning levels, the CF H Svcs may need to increase or decrease the Med Tech QL3 training output. This paragraph is a brief historical outline of the health services PCP Training requirements and is not intended to be representation of the requirement contained in this Statement of Work.

3.0 Objective

- 3.1 Customize an existing PCP program so that it can be delivered within 110 to 150 training days, from start to finish.
- 3.2 Deliver the PCP Training in Canada, in French, to designated DND students on an "as and when requested basis".
- 3.3 Provide transportation, accommodations and meals for DND students as applicable during the delivery of the PCP Program; and
- 3.4 Coordinate and facilitate provincial PCP licensing to include all requirements, prerequisites and activities required to challenge the exam(s).

4.0 Scope

- 4.1 The Contractor must customize a PCP Program and deliver the PCP Program to DND Students on an "as-and-when requested" basis. The PCP Program delivered to DND Students must meet the standards and objectives of the Ministry of Education or the Ministry of Health in the province where the program is conducted and must meet the standards of the National Occupational Competency Profiles (NOCP) of the Paramedic Association of Canada found at: <http://paramedic.ca/site/nocp?nav=02>.
- 4.2 The PCP Program delivered to DND Students must be broken down into units of study or courses. Each unit of study or course will be followed by a formal evaluation of students. Upon the completion of a PCP program each student will receive an official transcript and corresponding PCP certificate or diploma.
- 4.3 The Contractor must facilitate DND students' attempts to obtain a provincial Primary Care Paramedic license, upon completion of the PCP Program, from the provincial regulatory agency. This will allow graduates to transfer their license as required under the Agreement on Internal Trade to provinces where they may be posted for employment.
- 4.4 The maximum number of DND students per PCP Program will be thirty-two (32) and the minimum number of DND Students per PCP Program will be ten (10).
- 4.5 The estimated number of PCP Programs to be initiated each year of the contract is one (1), and the average estimated number of DND students per PCP Program is between sixteen (16) and twenty-four (24). These estimates are only an approximation given in good faith by Canada and does not constitute a contract guarantee.

5.0 Language Requirements

- 5.1 The Contractor must provide all correspondence, documents, course materials, and instruction to DND students in the French language.
- 5.2 All conference calls, discussions or visits from DND staff to the training site must be conducted in either the French or the English language depending on the attendees involved in the conference calls or discussions.

6.0 Schedule

- 6.1 The PCP Program length must be no less than 110 training days and no more than 150 training days. Within that time all DND students must complete all required competencies as defined by the Contractor in the PCP Program which are incorporated into all training modules, as well as the Emergency Placement and On-Car training. In addition to the completion of competencies, a minimum of 180 hours of training must occur during the Emergency Placement and On-Car training. The PCP Program length does not include administrative days or licensing activities. Simulation activities may also account towards the minimum hours required as supported by NOCP.
- 6.2 If requested, the Contractor must initiate up to three deliveries of the PCP Program throughout a year. Of those three deliveries, the Contractor must be able to complete two PCP Programs. Depending on the operational requirements, there may be a requirement to deliver two programs and to provide the applicable students accommodations concurrently. The Contractor must provide instructors and Preceptors and the accompanying materials for each delivery as identified in the approved Task Authorization.
- 6.3 All Classroom Training and Practical Skills Training must be provided at Contractor provided facilities between the hours of 8:00 a.m. and 5:00 p.m. daily, Monday through Friday. Training days must not exceed 7.5 hours daily or include weekend training without prior written approval from the Technical Authority (TA). Remediation may occur outside of these hours, with prior approval from the CI. Rest breaks, e.g. morning and afternoon coffee break, must be included in the 7.5 hours set aside for training. A minimum of 30 minutes to a maximum of 60 minutes must be permitted for the lunch meal hour. This meal break is separate from the 7.5 hours set aside for training.
- 6.4 The On-car and Emergency Training must not exceed 12 hours at a time without prior written approval by the TA. There must be at least an 8-hour break between work shifts for the student and the Preceptor. DND students must not be required to work more than 48 hours over a seven day period. Weekend shifts will be permitted for On-car and Emergency Training. The Contractor must provide the CI with the On-car and Emergency Training schedules for students once that portion of training commences.
- 6.5 Institutional professional development days are the responsibility of the Contractor and will not be included in the timings of any PCP Programs. In coordination with the TA, the CI will determine when each PCP Program is scheduled. All PCP Programs must be scheduled in accordance with the following guidelines:
 - 6.5.1 A maximum of 3 administrative days may be included in the schedule for in-clearances, out-clearances and graduation. Activities may include, but are not limited to, orientation to facilities, safety briefing, program overview, registration, moving in to accommodations, moving out, returning keys and pass keys, and receiving grade reports and transcripts. These activities do not include facilitation of licensing.

6.5.2 No training is to be provided during holiday periods as follows:

- 6.5.2.1 Christmas Day, Boxing Day, and New Year's Day: Students will be given a 2 or 3 week break during the Christmas/New Year's holiday period as specified on the Task Authorization at time of issue;
- 6.5.2.2 Easter Monday and Good Friday;
- 6.5.2.3 Victoria Day: May;
- 6.5.2.4 Canada Day: July;
- 6.5.2.5 Labour Day: September;
- 6.5.2.6 Thanksgiving: October;
- 6.5.2.7 Remembrance Day: November; and
- 6.5.2.8 On recognized provincial holidays as applicable to the province of training.

6.8 The Contractor must be prepared to conduct the first PCP Program within thirty (30) calendar days after Contract award.

7.0 Training Materials and Supplies

- 7.1 The Contractor must provide DND students, during the delivery of the PCP Training, with the most current French versions of any and all required training materials, training aids, learning aids, equipment, software, manuals, textbooks and workbooks required for the PCP Program. Students will retain manuals, hand-outs, workbooks and textbooks upon completion of PCP Training.
- 7.2 The Contractor must provide the TA and CI with a copy of all manuals, hand-outs, workbooks and textbooks (in hardcopy and PDF soft copy where available) that will be provided to DND students during the PCP Training. If changes occur to the manuals, hand-outs, workbooks and textbooks, the Contractor must provide the TA and CI with a revised copy (in hardcopy and PDF soft copy where available) for review a minimum of fourteen (14) calendar days prior to the start of any PCP Program for which their use is proposed.
- 7.3 The Contractor must supply the students with school supplies upon the start of the PCP program and as and when required. At a minimum, the following items must be provided to students individually: pencils, erasers, ballpoint pens, highlighters, three-hole lined notebooks, three-holed lined refill paper, binders, and duo-tangs. At a minimum, the following items must be provided to students as a group within the classroom: glue sticks, stapler, staples, rulers, calculators, scissors, three-hole punch, two-hole punch and markers.
- 7.4 The Contractor must prepare, maintain, and update the applicable PCP Training materials as required at no additional cost to Canada. The Contractor must keep all PCP Training materials current with changes to Government of Canada and provincial regulations, educational requirements and/or laws in the province where conducted.
- 7.5 The Contractor must provide the TA and CI with a list of the Emergency Training and On-car supplies required for each DND student no later than ten (10) calendar days after Contract award.

All Emergency Training and On-car supplies required for training will be provided to students by the Contractor. DND will provide DND students with immunizations, criminal records check, first aid, CPR training and CAF On-car uniforms.

8.0 Facilities

- 8.1 The Contractor must provide the TA and CI with a list of facilities where the DND students will be doing their On-car and Emergency Training. If facilities are added or deleted, the Contractor must provide a revised list of the changes to the TA and CI before the start of the On-Car and Emergency Training of the PCP Program.
- 8.2 The Contractor must provide each DND student with access to library services and the Internet, at a minimum, between the hours of 8:00am to 8:00pm from Monday to Friday on-site. This will be done at the Contractor provided training facility, for research purposes during the Classroom and Practical Skills Training.
- 8.3 The Contractor must provide DND students with access to fitness facilities, that include various cardiovascular and weight training equipment, throughout the duration of the PCP Program that they will be able to use free of charge. Students must have access to a fitness facility that is located either at the Contractor's facility where DND PCP training will occur or at the student accommodation facility. At a minimum, the fitness facility must include 2 cardio machines and free weights ranging from 10 – 70 lbs in intervals of 10lbs. All facilities must meet the federal, provincial and municipal health and safety standards.
- 8.4 The Contractor must provide a temporary office space for a Canadian Armed Forces Liaison who will make periodic visits to assess student morale, welfare and administrative issues. The liaison will require a work space consisting of a desk, chair, telephone and a desktop PC or lap top with internet access and printing capability.

9.0 Teaching Methods

- 9.1 The Contractor must use teaching methodologies during the PCP Training that employ active rather than passive methods of learning. The following teaching methodologies must be the primary methods utilized during the PCP Training:
- 9.1.1 Simulation;
 - 9.1.2 Role-playing;
 - 9.1.3 Demonstration;
 - 9.1.4 Drill and practice;
 - 9.1.5 Hands on (experiential);
 - 9.1.6 Case study; and
 - 9.1.7 Projects.

10.0 Instructors and Preceptors

- 10.1 The Contractor must deliver the PCP Program with a minimum of the following instructor or Preceptor to DND student ratios:

- 10.1.1 1:32 for the Classroom Training and testing;
- 10.1.2 1:8 for the Practical Skill Training and testing;
- 10.1.3 1:4 for the Emergency Training; and
- 10.1.4 1:1 for the On-car Training.
- 10.2 The Contractor must provide qualified Classroom and Practical Skills Training instructors and On-car and Emergency Preceptors who can deliver oral and written instruction in French for each PCP Program to be delivered.
- 10.3 The Contractor must submit the curriculum vitae of each of its proposed instructor(s) and Preceptor(s) for the PCP Program to the attention of the CI. The CI will review the submitted curriculum vitae for compliance with the minimum qualifications detailed herein.
- 10.4 The instructor(s) must possess the following qualifications as a minimum:
 - 10.4.1 Four consecutive years of professional experience within the last ten years, working in emergency departments, pre-hospital care, or on an ambulance. The individual has participated in the maintenance of their emergency or pre-hospital clinical skills within the past two years.
 - 10.4.2 At least one year of professional experience within the past two years teaching at a recognized provincial or federal institution in the pre-hospital, emergency care, or medical fields.
 - 10.4.3 Formal training within the pre-hospital, emergency care or the medical profession or is certified as a Primary Care Paramedic or higher;
 - 10.4.4 Formal training or qualifications as an adult educator within a college or recognized provincial or federal institution;
 - 10.4.5 A certified member and in good standing of the applicable Canadian provincial association as follows: Medical Association; or Nursing Association; or Paramedic Association; or other provincial or national professional organizations. The Contractor must provide proof in the form of a copy of the letter, certificate, membership card, or similar documentation that confirms the individual's membership.
- 10.5 The Preceptor(s) must possess the following qualifications as a minimum:
 - 10.5.1 Four consecutive years of professional experience within the last ten years, working in emergency departments or pre-hospital care or on an ambulance. The individual has participated in maintenance of emergency or pre-hospital clinical skills within the past two years.
 - 10.5.2 Formal training as a certified Primary Care Paramedic within the pre-hospital or emergency care or the medical profession;
 - 10.5.3 A certified member and in good standing of the applicable Canadian provincial association as follows: Medical Association; or Nursing Association; or Paramedic Association; or other provincial or national professional organizations. The Contractor must provide proof in the form of a copy of the letter, certificate, membership card, or similar documentation that confirms the individual's membership; and

10.5.4 The preceptor(s) that perform medical acts during the PCP Program must be covered by the appropriate insurance normally required for the performance of their professional duties.

11.0 Evaluation and Remediation

11.1 The Contractor must provide an Evaluation and Remediation plan outlining how it will administer evaluations, remediation and the re-insertion of DND students attending the PCP Program. The requirement for re-insertion training can be precipitated by but not limited to factors such as academic difficulties, discipline issues and short absences due to personal issues or illness.

11.2 The Contractor must provide a written report on the results of the DND student evaluations (passes and failures) to the CI and the TA. The CI and TA must receive this report upon completion of units of study and upon completion of a PCP Program, no later than (seven) 7 calendar days after the end of the course or unit of study and at the end of the PCP Program. The Contractor must provide results of specific student evaluations to DND, upon request.

11.3 The report at the end of each course or unit of study for the PCP Program must include the following information where applicable:

11.3.1 The PCP Program dates;

11.3.2 The total number of DND students at the start of the unit of study;

11.3.3 The total number of DND students who were inserted during that specific unit of study, as well as the date of their insertion;

11.3.4 The total number of DND students who were removed from training during that specific unit of study, as well as the date that they were removed; and

11.3.5 The number and names of the DND students that passed, and the number and names of the DND students that failed the course or unit of study.

11.4 The report at the end of the PCP Program, must include the following information:

11.4.1 A list of the DND students who did not successfully complete the PCP Program;

11.4.2 A list of the DND students who successfully completed the PCP Program; and

11.4.3 The final course schedule for the completed PCP Program, as it occurred, including any and all revisions made during the delivery of the completed PCP Program.

11.5 The Contractor must contact the CI by phone or e-mail within one working day, when it has been identified that a DND student is experiencing academic or disciplinary issues. A CF H Svcs TC representative must be included via telecom for any meeting with students that may, or have resulted, in the student being placed on probation for any academic or disciplinary reasons. Generally, a student will be allowed to continue training until a TRB is conducted by the CI and a decision is rendered. If a DND student fails to meet objectives at any point throughout a unit of study of the PCP Program, the Contractor must provide the CI with a written evaluation within five (5) working days. In coordination with the TA, the CI and Contractor will jointly determine whether the DND student will be permitted to continue with training or be re-inserted into the current or later PCP Program.

- 11.6 When possible, re-insertion will be conducted during the current session that the student is enrolled in. The Contractor will identify if re-insertion training is required, prior to resuming the regular training. If required, the Contractor will propose a schedule for additional training, which must be approved by the TA prior to commencement. If a student cannot be re-inserted on their session they will join the next available session. The determination as to what credit a student will receive for objectives already achieved will be determined by the Contractor.
- 11.7 The Contractor will provide remediation, on an as required basis, to DND students who are experiencing difficulties during Classroom Training, Practical Skills Training or On-car and Emergency Training placements of the PCP Program. The CI will be informed of the Contractor's remediation plan for a respective student, by the Contractor, through e-mail. Should a TRB be required, the remediation plan will be included as a document for review. Any and all retesting must be accomplished within five (5) working days of a DND student's failure to meet the objectives of the PCP Program. No retesting will be permitted beyond five (5) working days without prior written approval of the CI.
- 11.8 Should an extension be required during the Emergency and On-Car portion, due to the inability to achieve the required competencies as a result of limited patient encounters, students will carry on with training at no additional tuition cost to DND. The Contractor can recover the cost of accommodations and meals as outlined in Annex B. Extensions will require TA approval, and must be coordinated with the CI to ensure student availability and to coordinate travel back to the CF H Svcs TC in Borden ON.
- 12.0 Certification and Licensing**
- 12.1 The Contractor must provide each DND student with a student transcript, and certificate or diploma upon successful completion of the PCP Program. The Contractor must also forward a copy of the student transcript and certificate or diploma to the CI within five calendar days of completion of the PCP Program.
- 12.2 Transcripts will be provided to all students. Partial transcripts will be given to students, for units of study or courses they complete, regardless of the reason for them leaving training before completion of the PCP program. At a minimum, the transcripts must include the following:
- 12.2.1 Issue date;
- 12.2.2 First and last name of the student;
- 12.2.3 Student ID number;
- 12.2.4 Program name;
- 12.2.5 Program courses and associated grades;
- 12.2.6 Name of the educational institution; and
- 12.2.7 Means of authenticating that the document is an original through an official embossed seal, official stamp, watermark or similar.
- 12.3 At a minimum, the certificate or diploma must include the following:
- 12.3.1 Issue date;

- 12.3.2 First and last name of the student;
- 12.3.3 Name of the educational institution;
- 12.3.4 Program name;
- 12.3.5 Original signatures of staff who are authorized to confer the certificate or diploma;
- 12.3.6 Written description that identifies that the student has met all requirements to receive the degree;
- 12.3.7 Means of authenticating that the document is an original through an official embossed seal, official stamp, watermark or similar; and
- 12.3.8 Measure at least 8.5 x 11 inches.
- 12.4 The Contractor must facilitate PCP licensing of graduates. Where licensing is separate from the award of the PCP certificate, a plan is required to have the graduates attempt licensing immediately upon completion of the PCP program, which is considered to be the first working day after PCP graduation. No more than ten (10) working days will be allowed in order to process the graduates for licensing, permitting time for those who fail a first attempt to undertake one or two more attempts following remediation. No later than fourteen (14) working days before the start-up meeting, the Contractor will provide the licensing plan to the TA and CI of which the Contractor must maintain and update the plan as necessary. The Contractor must address any concerns raised by the TA within five (5) working days of notification. Facilitation of licensing/certification activities must include but are not limited to:
 - 12.4.1 Scheduling any testing and making all necessary arrangements with the provincial regulatory agency;
 - 12.4.2 Transportation of students to and from any testing sessions;
 - 12.4.3 Pre-test preparation session(s);
 - 12.4.4 Remediation following any failed attempts by DND students; and
 - 12.4.5 Pay the licensing fees, including application fees and any other associated fee(s) with regard to licensing, on behalf of DND students unless prohibited by provincial regulations. These fees will be reimbursed in accordance with Annex B.
- 12.5 Where possession of an Emergency Vehicle driver's license is required for a PCP program, the Contractor must facilitate obtaining such a license for PCP students. A maximum of four (4) working days will be allowed to gain the required class of license before the PCP Program commences. Facilitation of licensing activities must include but are not limited to:
 - 12.5.1 Scheduling any testing and making all necessary arrangements with a student's respective provincial regulatory agency;
 - 12.5.2 Transportation of students to and from any testing sessions,
 - 12.5.3 Pre-test preparation session(s);
 - 12.5.4 Remediation following any failed attempts by DND students; and

- 12.5.5 Pay the licensing fees on behalf of DND students unless prohibited by provincial regulations. These fees will be reimbursed in accordance with Annex B.

13.0 Accommodations

- 13.1 For the duration of each PCP Program, including remediation training, administrative days, PCP licensing days and Emergency Vehicle driver's licensing days, the Contractor must provide DND student accommodations, on an "as and when requested" basis. The Contractor must articulate how this will be supported by providing an accommodation plan. The Contractor must provide the TA and CI with the accommodations plan no later than fourteen (14) calendar days before the start-up meeting and as required when changes are made to the Accommodations Plan.

- 13.2 The accommodations plan must at a minimum meet the following requirements:

13.2.1 A maximum of two same-sex DND students per room;

13.2.2 A dead bolt lock and chain lock, or an alternative acceptable to the CI, on the door of each DND student room and controlled access to the accommodations facility;

13.2.3 Furnished student rooms to include the following for each DND student:

13.2.3.1 A desk and a chair;

13.2.3.2 A bedside table with a lamp;

13.2.3.3 Closet space;

13.2.3.4 Two bath towels, one hand towel and one face cloth;

13.2.3.5 A bed with two pillows;

13.2.3.6 Bed linens to consist of two sheets, two pillow cases, one blanket, and one bed spread;

13.2.3.7 A minimum of one ironing board and iron;

13.2.3.8 A minimum of one clock radio with alarm; and

13.2.3.9 A minimum of one television with free cable or satellite service per student room.

13.3 In the case of accommodations where the bathroom is integral to the room, a minimum of one bathroom with shower must be included in each student room. In the case of accommodations where the bathroom is not integral to the room, a common bathroom with shower facilities may be proposed, however a minimum ratio of one bathroom and one shower per four students must be respected.

13.4 All accommodations must also contain the following:

13.4.1 Weekly housekeeping services to consist of general cleaning of rooms (i.e., dusting of furniture, vacuuming of floors, cleaning of bathrooms), change of linens and towels. DND students are responsible for making their own beds;

- 13.4.2 DND student accommodation facilities must be within one-hour road or highway driving time of the Contractor provided Classroom, Practical Skills, On-car and Emergency Training facilities;
- 13.4.3 Parking and DND student personal laundry facilities or laundry services must be made available at the accommodation facilities. Unless provided free of charge, any fee for using the parking facilities or laundry services will be obtained directly from the individual DND student;
- 13.4.4 Telephone services will be available, with free local calls. Long distance calls will be the responsibility of the individual DND students unless otherwise provided free of charge;
- 13.4.5 The enforcement of a silent hours policy between 11:00pm to 6:00am;
- 13.4.6 Access to vending machines to obtain beverages and snacks (e.g., water, milk, juices, granola bars and chips);
- 13.4.7 Access to a printer or in-house printing services. Unless provided free of charge, any fee for printing will be obtained directly from the individual DND student; and
- 13.4.8 Access to Wi-Fi services within the accommodation facility. Wi-Fi will be provided to DND students free of charge.

14.0 Meals

- 14.1 For the duration of each PCP Program, including administrative days, PCP licensing days and Emergency Vehicle driver's licensing days, the Contractor must provide daily meals to each DND student, on an "as and when requested" basis. The Contractor must articulate how this will be supported by providing a meal plan.
- 14.2 At a minimum, the meal plan must conform to the requirements laid out within the Canada's Food Guide and must be in accordance with the following guidelines:
 - 14.2.1 Each DND student must receive three meals daily, breakfast, lunch, and dinner, seven days a week for the duration of the PCP Program. The meal plan must contain enough variety in the lunch and dinner options so that students are able to make a different selection from one day to the next;
 - 14.2.2 The meal plan must include the Contractor's strategy for providing meals during the PCP Program including while the DND students are required to attend Emergency and On-car Training;
 - 14.2.3 The meal plan must include strategies for DND students with food allergies (e.g., peanut, fish) or DND students who are vegetarians, vegans or have religious restrictions;
 - 14.2.4 All daily meals must include a minimum of two choices from each of the four main food groups as per Canada's Food Guide;
 - 14.2.5 All daily meals must include at least one hot meal choice except when DND students are provided box meals for the Emergency and On-Car Training. Box meals may also be provided in the case of remediation after normal working hours or for lunch during Classroom and Practice Skills Training. Box meals must meet the requirements of Canada's Food Guide. In these instances, a hot meal choice must be included, e.g. meal choices that can be warmed in microwave, delivery of hot soup for meal period; and

14.2.6 The meal plan must include the locations and short description of the meal facility(ies). Those facilities must comply with respective federal and provincial Health and Safety regulations.

15.0 Transportation

15.1 For the duration of each PCP Program, including administrative days and PCP licensing days and Emergency Vehicle driver's licensing days, the Contractor must provide transportation to DND students. The Contractor must articulate how this will be supported by providing a transportation plan.

15.2 The transportation plan must conform to the following constraints:

15.2.1 Transport DND students from the Contractor provided accommodations to all Contractor provided training facilities;

15.2.2 Transport DND students between facilities as required during the On-car and Emergency Training of the PCP Program;

15.2.3 Transport DND students back to their accommodations from all Contractor provided training facilities at the completion of the training day or at the end of their On-car and Emergency Training placement shifts. The maximum wait times for transportation pickup at the Contractor's training facility, and the On-car and Emergency Training placement facility after completion of the DND students shifts is 60 minutes (*Note: should the successful bidder propose a shorter wait time in their technical bid, the proposed wait time will replace the 60 minutes indicated here*);

15.2.4 Although the Contractor must provide transportation to DND Students, DND students may request to drive their own automobiles to and from training facilities. In such cases, DND students will follow the Contractor's processes, protocols or guidelines for self-drive as described in their transportation plan; and

15.2.5 Public transportation in the form of bus or subway passes will be accepted if the travel time between accommodations and training venues, including any required transfers, is 60 minutes or less. In the interest of safety, the use of public transportation, other than a pre-booked taxi, for DND students later than 8:00pm and earlier than 6:00am will not be allowed.

16.0 Administration

16.1 The Contractor's Representative must coordinate the following services and information to the TA:

16.1.1 Invoice issue resolution;

16.1.2 Scheduling of PCP Programs, including acceptance of Task Authorization submissions;

16.1.3 Services related to changing the PCP Program;

16.1.4 Annual statistics on DND students and PCP Program pass and failure rates. For reporting purposes, the training year is from April 1st to March 31st of the following year. Statistics must be effective as of March 31st and forwarded to the TA no later than April 30th for each training year and upon contract end-date; and,

16.2 The Contractor must provide a single point of contact to the CI, who will coordinate student issues, to include but are not limited to academic and disciplinary issues.

17.0 Meetings, Program Evaluation, and Communication

- 17.1 A minimum of fourteen (14) calendar days before the beginning of the first PCP Program, DND and PWGSC will attend a start-up meeting with the Contractor. The meeting will be held at the Contractor's training facility and will include:
- 17.1.1 A tour of the training areas where the DND students will be receiving the Classroom Training and Practical Skills Training;
 - 17.1.2 A tour of the DND student accommodations;
 - 17.1.3 A review of the PCP Training draft schedule for the first year;
 - 17.1.4 A discussion on and tour of the On-car and Emergency Training facilities. A tour of a representative sample of the On-car Training facilities is sufficient in the event that multiple facilities are going to be used;
 - 17.1.5 A tour of the library services, including Internet services;
 - 17.1.6 A general overview of the PCP Program that will be delivered to DND students; and
 - 17.1.7 A face to face meeting with the primary contact personnel for Contract and invoicing issues, course scheduling and disciplinary or training issues.
- 17.2 Progress review meetings between DND and the Contractor will be held up to twice a year at the TA's discretion at the Contractor's facility. PWGSC may participate via teleconference or face-to-face. The TA will organize the meeting, develop the agenda and will be responsible for the record of the minutes for all progress review meetings with the Contractor. DND will be responsible for the cost of all surveys, conference calls or visits by DND staff.
- 17.3 The TA and CI will evaluate the PCP Training on an on-going basis, ensuring that the service is meeting the objectives of the Contract. This may take the form of conference calls, faxes or visits to the training site. On-site evaluations, should they occur, may consist of DND staff visiting the Contractor's training establishment, talking to the DND students and observing the instruction. DND will be responsible for the cost of all surveys, conference calls or visits by DND staff.
- 17.4 The Contractor must conduct formal student course surveys on all components of the PCP Training, including, but not limited to, training materials, instructor performance and the On-car and Emergency facility experience. The Contractor will be responsible for all costs associated with conducting formal student surveys.
- 17.5 If changes occur to PCP Training the Contractor must provide the TA and CI with a revised copy of the PCP Program curriculum for review a minimum of 45 calendar days prior to the start of any PCP Program for which its use is proposed. Along with the revised copy of the PCP Program curriculum, the Contractor must:
- 17.5.1 Identify the rationale for any changes to the PCP Training, when the changes will be implemented and if the PCP Training changes are due to feedback received from the formal student evaluations, changes by the Ministry of Health in the province where conducted, or in the standards and objectives set by the Ministry of Education in the province where conducted or by the Paramedic Association of Canada's NOCP;

- 17.5.2 Provide a description outlining the changes to the updated PCP Program content, including but not limited to, changes to PCP Program objectives;
- 17.5.3 Outline any changes to PCP Program length as defined in article 6.1. Any and all recommended changes to the length of the PCP Program as defined at paragraph 6.1 will require the approval of the TA; and
- 17.5.4 Outline whether the PCP Program changes will require additional pre-course requirements or pre-requisites of the DND students.
- 17.6 If 20% or more of any given cohort fail to successfully complete an individual course or unit of study, or 20% fail to successfully complete the PCP Program, the Contractor must analyze the deficiencies and provide to the TA and the CI the following information within one month of the completion of the individual course or of the PCP Program as the case may be:
- 17.6.1 An analysis of the deficiencies, to include specific objectives of individual courses or the PCP Program, and the percentage of DND students who failed to successfully complete the objective;
- 17.6.2 A breakdown of the presumed reasons for the failures, to include DND student participation, disciplinary or administrative issues, course material or instructor performance; and
- 17.6.3 The plan to correct the deficiencies within the PCP Program if related to administration issues, course material or instructor performance. After the TA and CI approve the plan, the Contractor must implement the plan.

18.0 Special Requirements and Exclusions

- 18.1 The Contractor must provide PCP Training with due regard for student safety. The Contractor must provide the TA with an Emergency and Safety Plan that will apply to the students while at training facilities or their accommodation as per Appendix A. The Contractor must maintain and update the Emergency and Safety Plan as necessary. The plan is subject to TA approval. The TA will review the Contractor provided plan as and when required. The Contractor must address any concerns raised by the TA within 7 calendar days of notification.
- 18.2 The Contractor must provide the TA with the Labour Contingency Plan for labour disruption(s) that affects the delivery of the PCP Program as per Appendix A. For example, a strike by ambulance preceptors could delay production of PCP graduates. A plan is required in order to mitigate disruptions. The Contractor must maintain and update the contingency plan as necessary. The TA will review the Contractor provided plan as and when required. The Contractor must address any concerns raised by the TA within seven calendar days of notification.
- 18.3 The Contractor must not implement any plans, as outlined in the deliverables table, without the prior approval of the TA. The Contractor must address any concerns raised by the TA within seven calendar days of notification.
- 18.4 The requirement for DND students to complete a pre-program learning package in any form will not be considered as part of this Contract.
- 18.5 On occasion, there may be students who enroll into the CAF, with prior learning and experience relevant to PCP studies. The Contractor must conduct Prior Learning Assessment (PLA) on students that are identified by the TA. The Contractor must complete the PLA within 30 days of

submission and provide the assessment, along with plan for insertion to training for the respective student(s), to the TA.

- 18.6 The Contractor must have a plan in place to provide students with Critical Incident Stress Debriefings (CISDs) as required. CISDs should be in line with and compliment Critical Incident Stress Management as identified and described in the NOCP, para 3.1.c. At a minimum, the CISDs should have the following elements:
- 18.6.1 Must be voluntary for students to participate in, in such a manner that they are not put on spot to answer yes or no to an offer in a group setting;
 - 18.6.2 Group CISD settings should not place a student in the position where they would have to answer a direct question or feel that they must express their feelings amongst the rest of the group;
 - 18.6.3 Students to be given the opportunity to explore a one-on-one counselling service; and
 - 18.6.4 The CI should be notified when an event occurs where group CISD has been offered to DND students.

19.0 Deliverables

- 19.1 The Contractor must deliver all items in accordance with Appendix A - Deliverables Table.

ANNEX B

BASIS OF PAYMENT

1. Delivery of PCP Program

1.1 Upon delivery and successful completion of a course or unit of study of the PCP Program and the delivery of the evaluation report in accordance with Annex A – Article 11.2, the Contractor will be paid in accordance with the following formula:

$$\begin{array}{l} \text{Price per course} \\ \text{or unit of study of the} \\ \text{PCP Program per Student} \end{array} \quad \times \quad \begin{array}{l} \text{Highest number of students in} \\ \text{attendance at one time during} \\ \text{the course or unit of study} \end{array}$$

1.2 The price per course or unit of study of the PCP Program per Student in section 1.1 above is dependent on: the period during which the task authorization is issued; the applicable course or unit of study, and the range for the maximum number of Students in attendance at one time during the course or unit of study, GST/HST extra if applicable. The table below lists the prices per course or unit of study of the PCP Program per Student.

Task Authorizations issued during: Contract award to _____ (3 years from contract award)		Price Per Course or Unit of Study of the PCP Program		
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per Student	Price per Student	Price per Student
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
Total Price per Student for the PCP Program (all courses or units of study)		\$	\$	\$

Task Authorizations issued during: _____ to _____ (Option Year 1)		Price Per Course or Unit of Study of the PCP Program		
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per Student	Price per Student	Price per Student

1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
Total Price per Student for the PCP Program (all courses or units of study)		\$	\$	\$

Task Authorizations issued during: _____ to _____ (Option Year 2)		Price Per Course or Unit of Study of the PCP Program		
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per Student	Price per Student	Price per Student
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
Total Price per Student for the PCP Program (all courses or units of study)		\$	\$	\$

1.3 The Price per course or unit of study of the PCP Program per Student above includes all costs associated with the delivery of the PCP Program as specified in Annex A, including the Classroom Training, Practical Skills Training, On-car and Emergency Training, transportation from student accommodation to all training and examination facilities, reports and all training materials including, but not limited to all required training aids, learning aids, equipment, software, manuals, textbooks and workbooks.

1.4 Canada has the right to decrease the number of Students enrolled in a PCP Program. Canada also has the right to increase the number of Students enrolled in a PCP Program with Students who have completed the required previous levels. The Task Authorization will be amended for administrative purposes to reflect the revised number of Students enrolled in the PCP Program, and the revised limitation of expenditure.

In accordance with Article 11.8 of Annex A, no additional tuition will be charged for students who require extensions to the Emergency and On-Car training, due to the inability to achieve required competencies as a result of limited patient encounters.

2. Licensing Fees for Students

For the Work described in Articles 12.4 and 12.5 of Annex A, the Contractor will be reimbursed for the licensing fees reasonably and properly incurred in the performance of the Work at cost with no allowance for profit and/or administrative overhead. All claims must be supported by receipts and/or documentation.

3. Extensions or Re-insertions

3.1 The Contractor will be paid a firm all-inclusive per diem price per Student, GST/HST extra if applicable, for the provision of a required extension to a course or unit of study in order to complete the course or unit of study as follows:

Task Authorization issued during:	Per Diem Per Student Price
Contract award to (3 years from contract award)	\$
_____ to _____ (Option Year 1)	\$
_____ to _____ (Option Year 2)	\$

3.2 The Contractor will be paid only for the actual number of Students and the actual number of days for which the Contractor provides extensions/re-insertions to a course or unit of study to Students.

4. Student Accommodations

4.1 The Contractor will be paid a firm all-inclusive per diem price per Student room, GST/HST extra if applicable, for the provision of Student accommodations during the period of the PCP Program as follows:

Task Authorization issued during:	Per Diem Per Student Room Price
Contract award to (3 years from contract award)	\$
_____ to _____ (Option Year 1)	\$
_____ to _____ (Option Year 2)	\$

4.2 The Contractor will be paid only for the actual number of rooms and the actual number of days for which the Contractor provides accommodations to Students.

5. Student Meals

5.1 The Contractor will be paid a firm all-inclusive per diem price per Student, GST/HST extra if applicable, for the provision of Student meals during the period of the PCP Program as follows:

Task Authorization issued during:	Per Diem Per Student Price
Contract award to (3 years from contract award)	\$
_____ to _____ (Option Year 1)	\$
_____ to _____ (Option Year 2)	\$

5.2 The Contractor will be paid only for the actual number of Students and the actual number of days for which the Contractor provides meals to Students. The Contractor must provide documentation identifying when each individual student is provided a meal.

6. Prior Learning Assessment

The Contractor will be paid a firm all-inclusive price per student for Prior Learning Assessments (PLA) submitted by the TA as described in article 18.5 of Annex A.

Task Authorization issued during:	Price Per Student
--	--------------------------

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Buyer ID - Id de l'acheteur
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Contract award to (3 years from contract award)	\$
_____ to _____ (Option Year 1)	\$
_____ to _____ (Option Year 2)	\$

7. Travel and Living

Canada will not accept any travel and living expenses incurred with respect to an employee of the Contractor or of a subcontractor.

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See attached.

ANNEX D to PART 5 - BID SOLICITATION

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)

ANNEX E

INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

1. 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.
2. The Commercial General Liability policy must include the following:
 - a. Additional 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.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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ANNEX F

DND 626 TASK AUTHORIZATION FORM

See attached.

Item #	Deliverable	Delivery Date	Number of Copies	Format	Delivered To	SOW Reference
Schedule						
1	Provide draft schedule of PCP program	At the start-up meeting and as and when required	One	PDF soft copy	CA, TA and CI	6.1
Training Materials and Supplies						
2	Copy of all PCP Training materials	No later than thirty calendar days after Contract award	One	PDF soft copy	TA and CI	7.1
3	Training materials for each DND student attending a PCP program	At the beginning of each PCP Program	One per DND Student	As Required	Each DND Student	7.1
4	School supplies	At the beginning of each PCP Program and as and when required	NA	NA	Each DND student or for entire class as applicable	7.3
5	List of the On-Car and Emergency Training supplies requirements	10 calendar days after Contract award	One	PDF soft copy	TA and CI	7.5
Facilities						
6	List of facilities for the On-Car and Emergency Training	At bid closing	One	PDF soft copy	N/A	8.1
7	Confirmation of an adequate fitness facility	At bid closing	N/A	Visual Tour	N/A	8.3
9	Confirmation of office space for the Canadian Armed Forces Liaison	At bid closing	N/A	Visual Tour	N/A	8.4
Instructors and Preceptors						
10	Submit the curriculum vitae of proposed instructor(s) and/or Preceptor(s)	At bid closing	One per instructor/preceptor	PDF soft copy	N/A	10.3
11	Submit the curriculum vitae of replacement and newly hired instructor(s) and/or Preceptor(s)	As required	One per instructor/preceptor	PDF soft copy	CA & CI	10.6
Evaluation and Remediation						
12	DND Student Evaluations	As required	One per DND student	PDF soft copy	CI	11.1
13	Evaluation and Remediation Plan	At bid closing and as required	One	PDF soft copy	N/A	11.2
14	Report on the results of DND student evaluations at the end of each course or unit of study	Within 7 calendar days after the end of a course or unit of study of any PCP Program	One	PDF soft copy	TA and CI	11.3
15	Report on the results of DND student evaluations at the end of any of the PCP Program	Within seven calendar days after the end of the PCP Program	One	PDF soft copy	TA and CI	11.4
16	Written evaluation when DND student fails to meet objectives at any point throughout a course or unit of study	Within five calendar days when a DND student fails to meet objectives at any point throughout a course or unit of study	One	PDF soft copy	CI	11.5
Certification and licensing						
17	Certificate or Diploma and student transcript	Original upon successful completion of the PCP Program by DND student and copy within five calendar days of completion of the PCP Program	One per student/One for CI	Hard Copy for each student/Scanned PDF of each student for CI	Original to each DND student and soft PDF copies to CI	12.1
18	Example of transcripts	At bid closing and as required	One	PDFsoft copy	N/A	12.2
19	Example of certificate or diploma	At bid closing and as required	One	PDFsoft copy	N/A	12.3
20	PCP licensing plan	At bid closing and as required	One	PDFsoft copy	N/A	12.4
21	Emergency vehicle licensing plan	At bid closing and as required	One	PDFsoft copy	N/A	12.5
Accommodation and Meals						
22	Accommodation Plan	At bid closing and as required	One	PDF soft copy	N/A	13.2
23	Meal Plan	At bid closing and as required	One	PDF soft copy	N/A	14.2
Transportation						
24	Transportation Plan	At bid closing and as required	One	PDF soft copy	N/A	15.2
Meetings, Program, Evaluation and Communications						
25	Start-up meeting at the Contractor's training facilities	14 calendar days before the beginning of the first PCP Program	N/A	N/A	N/A	17.1
26	Progress Review Meeting at the Contractor's facility	Up to twice a year/As required	N/A	N/A	N/A	17.2
27	Results of Contractor evaluation or assessments of PCP Program	Within two months after a completed PCP program	One	PDF soft copy	TA and CI	17.4
28	Changes to PCP Training curriculum	Minimum of 45 calendar days before the start of any PCP Program	One	PDF soft copy	TA and CI	17.5
29	Analysis of DND student failures	Within one month of the completion of the individual course or of the PCP Program as the case may be	One	PDF soft copy	TA and CI	17.6
Special Requirements and Exclusions						
30	Emergency and Safety Plan	At bid closing and as required	One	PDF soft copy	N/A	18.1
31	Labour Contingency Plan	At bid closing and as required	One	PDF soft copy	N/A	18.2
32	PLA review of students with prior experience and insertion to training plan	Within 30 calendar days of submission to the Contractor	One	PDF soft copy	TA and CI	18.5
33	Critical Incident Stress Debriefings (CISD) plan	As required	One	PDF soft copy	N/A	18.6

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SEP 10 2015



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat W6369-16-A064
Security Classification / Classification de sécurité UNCLASSIFIED

**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 Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Directorate of Health Services Personnel (D HS Pers)	
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. Delivery of Primary Care Paramedic course in french at contractor facility.		
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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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? (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) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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"/>	All NATO countries / Tous les pays de l'OTAN <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:	
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"/>



Contract Number / Numéro du contrat W6369-16-A064
Security Classification / Classification de sécurité UNCLASSIFIED

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? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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? No Yes
Non Oui

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"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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? No Yes
Non Oui

If Yes, will unscreened personnel be escorted? *Unscreened pers. may only access public/reception zone* No Yes
Dans l'affirmative, le personnel en question sera-t-il escorté? Non Oui

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? No Yes
Non Oui

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? No Yes
Non Oui

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? No Yes
Non Oui

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? No Yes
Non Oui

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? No Yes
Non Oui



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W6369-16-A064

Security Classification / Classification de sécurité
UNCLASSIFIED

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).

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à	<p style="text-align: center;">_____</p> <p style="text-align: center;">Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p style="text-align: center;">_____</p> <p style="text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

TECHNICAL EVALUATION CRITERIA

INTRODUCTION

This document sets out the criteria that will be used to evaluate the Bidder's Technical Bid and describes the content required for conducting the technical evaluation.

Section 1 contains mandatory evaluation criteria denoted as M1 through M4.

Section 2 contains point-rated evaluation criteria organized into 9 subsections or categories (Corporate Experience, Accessibility of Learning and Training Aids, Bidder Training Facility(ies), Student Accommodations, Fitness Facility(ies), Student Meal Plans, Maximum Student Wait Times, Accreditation by the Canadian Medical Association (CMA) and Licensing Plan) denoted as R1 through R9 respectively. Specific criteria are found under each of the 9 subsections.

1. MANDATORY EVALUATION CRITERIA

To be considered technically responsive, a bid must meet all of the following Mandatory Evaluation Criteria.

Failure to meet all the Mandatory Criteria will result in the Bid being declared non-responsive and will be given no further consideration. Therefore, Bidders are encouraged to supply as much information as necessary to demonstrate clearly that the mandatory requirements have been met.

M1	PCP Program Curriculum
	The Bidder must provide a draft curriculum for its proposed PCP Program.
M2	Certification of the PCP Program
	<p>The Bidder must demonstrate that its current PCP Program has been approved by the provincial Ministry of Health, and/or equivalent provincial authority.</p> <p>To demonstrate compliance, the Bidder must submit a copy of a letter or other official document from the provincial Ministry of Health or equivalent provincial authority, with sufficient detail as to allow verification of compliance.</p>
M3	Experience Conducting Primary Care Paramedic Training
	<p>The Bidder must demonstrate that it possesses a minimum of two years' experience, within 5 years prior to bid closing, in teaching pre-hospital or emergency care programs at the Primary Care Paramedic level.</p> <p>To demonstrate its experience in conducting Primary Care Paramedic training, the Bidder must submit a detailed description of its experience so as to allow verification of compliance. The Bidder should present its experience in chronological order and must include time frames by month and year (eg. MM/YY).</p> <p>Experience from overlapping time periods from concurrent training will only be counted once.</p>
M4	Bidder's Capacity
	<p>The Bidder must submit a description of the following items, in sufficient detail to allow verification of compliance of its ability to initiate up to 3 PCP Program deliveries, of 32 Students each, per year. Within that year, the Bidder must also be able to graduate 2 of the 3 PCP Programs.</p> <p>The description must include the following:</p>

<p>a) the length of the Bidder's PCP Program (refer to SOW Article 6.1);</p> <p>b) a sample yearly schedule of its proposed PCP Program showing 3 PCP Program starts and at least 2 completions within a one year period;</p> <p>c) the number of classrooms, large enough to accommodate 32 Students, that the Bidder has available, and a description demonstrating how this number is sufficient to permit 3 PCP Program starts and at least 2 completions within a one year period;</p> <p>d) the number of practical skills training areas that the Bidder has available that can accommodate PCP Programs with a total of 32 Students each, and a description demonstrating how this number is sufficient to permit 3 PCP Program starts and at least 2 completions within a one year period; and</p> <p>e) the number of certified full time PCP instructors (refer to SOW Article 10.) dedicated to PCP Training and a description demonstrating how this number is sufficient to permit 3 PCP Program starts and at least 2 completions within a one year period.</p>
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2. POINT-RATED EVALUATION CRITERIA

A technically responsive bid will be further assessed against the following categories of point-rated criteria, each weighted according to the maximum points indicated.

The Technical Bid(s) will be scored out of a total of 711 available points. To be considered further, a bid must achieve a minimum of 250 points for the point-rated criteria.

Reference	Point Rated Criteria	Maximum Points
R1	Corporate Experience	171
R2	Accessibility of Learning and Training Aids	51
R3	Bidder Training Facility(ies)	185
R4	Student Accommodations	24
R5	Fitness Facility(ies)	36
R6	Student Meal Plans	52
R7	Maximum Student Wait Times	30
R8	Accreditation by the Canadian Medical Association (CMA)	81
R9	Licensing Plan	81
	Total	711

The following sections set out, for each of the above categories, the specific criteria that will be used to evaluate the Bidder's Bid along with their sub-weightings, the detailed scoring structure and the content required for evaluation.

R1 Corporate Experience

R1.1 Experience delivering PCP Programs

The Bidder should provide a detailed description of its experience teaching Primary Care Paramedic Programs within the five-year period prior to bid closing. Experience from overlapping time periods will only be counted once. The Bidder should include in its response the following for all relevant programs that it has delivered:

- the program title;
- the course outline; and
- the period covered by month and year (ie. MM/YYYY).

Description	Points awarded
-------------	----------------

Greater than 48 months of experience within the last 60 months.	81
Greater than 36 months to 48 months of experience within the last 60 months.	54
Greater than 24 months to 36 months of experience within the last 60 months.	27
24 months and less of experience within the last 60 months.	0

R1.2 Pass percentage of PCP Graduates

The Bidder should provide the pass percentage for its PCP Program in the two-year period ending at time of bid issuance. The Bidder will be awarded points as follows:

Pass percentage of PCP graduated students	Points Awarded
91% and more	45
81% to less than 91%	30
71% to less than 81%	15
Less than 71%	0

R1.3 Number of PCP students trained by the Bidder

The Bidder should provide the number of PCP students trained in its institution in the two-year period ending at the time of bid issuance. The Bidder will be awarded points as follows:

# of PCP students trained by the Bidder	Points Awarded
More than 100	45
81 to 100	30
60 to 80	15
Less than 60	0

R2 Accessibility of Learning and Training Aids

The Bidder should describe what learning and training aids are available and how accessible those aids will be to the Students during non-classroom hours.

Description	Points Awarded
The learning and training aids are accessible to the Students during non-classroom hours for 21 or more hours during a week (ie. seven day period)	51
The learning and training aids are accessible to the Students during non-classroom hours for 14 to less than 21 hours during a week (ie. seven day period);	34
The learning and training aids are accessible to the Students during non-classroom hours for 7 to less than 14 hours during a week (ie seven day period).	17
The learning and training aids are accessible to the Students during non-classroom hours for less than 7 hours during a week (ie. seven day period).	0

R3 Bidder Training Facility(ies)

R3.1 Classroom and Practical Skills Training Facility(ies)

The Bidder should provide a detailed description of its proposed training facility(ies) for the classroom and practical skills training. The description should include features which are directly attributable to learning enhancement or quality of life. Learning enhancement features would qualify as items such as but not limited to; interactive display boards, student access to skills/simulation labs, student access to photocopiers and Wi-Fi. Quality of life features would qualify as items such as but not limited to; access to telephones, break room, vending machines and HVAC.

R3.1.1 Learning Enhancement Features

Description	Maximum Points Available
Bidders will be awarded 10 points for each learning enhancement feature identified to a maximum of 70 points.	70

R3.1.2 Quality of Life Features

Description	Maximum Points Available
Bidders will be awarded 7 points for each quality of life feature identified to a maximum of 35 points.	35

R3.2 Emergency Training Facility(ies)

For the proposed emergency facility(ies), the Bidder should provide a detailed description of the facilities it has access to for the purposes of emergency training. Access is considered for Bidder-owned facilities or facilities with which the bidder has a formal agreement with. Should a facility meet more than one of the sub-categories it should be clearly noted, as points will be awarded accordingly for each requirement met.

R3.2.1 The number of emergency departments that the Bidder has access to, with operating services dedicated to trauma services.

Description	Maximum Points Available
Bidders will be awarded 8 points per facility with trauma services to a maximum of 32 points.	32

R3.2.2 The number of emergency departments that the Bidder has access to, with trauma capabilities. Trauma Capabilities is defined as an emergency department that has access to operating services but they are not dedicated services.

Description	Maximum Points Available
Bidders will be awarded 8 points per facility with trauma capabilities to a maximum of 32 points.	32

R3.2.3 The number of emergency departments that the Bidder has access to, with non-surgical intervention. Non-Surgical Intervention is defined as an emergency department that does not have access to operating room services.

Description	Maximum Points Available
Bidders will be awarded 4 points per facility with non-surgical intervention to a maximum of 16 points.	16

R4. Student Accommodations

R4.1 Location of Student Accommodations

R4.1.1 Distance between Accommodations and Classroom Training Facility

The Bidder should demonstrate the proximity of the Student accommodations facility, described in Annex A to the classroom training facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of classroom training facility;
- b) Address of accommodations facility; and,
- c) Walking distance in kilometers between the classroom training facility and the accommodation

facility as specified by Google.ca Maps using the walking option.

Description	Points Awarded
1.0 kilometer or less between the Student accommodations facility to the classroom training facility.	12
More than 1.0 kilometer to 3.0 kilometers between the Student accommodations facility to the classroom training facility.	8
More than 3.0 kilometers to 5.0 kilometers between the Student accommodations facility and the classroom training facility.	4
More than 5.0 kilometers between the Student accommodations facility and the classroom training facility.	0

R4.1.2 Distance between Accommodations and Practical Skills Training Facility

The Bidder should demonstrate the proximity of the Student accommodations facility, described in Annex A to the practical skills training facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of practical skills training facility;
- b) Address of accommodations facility; and,
- c) Walking distance in kilometers between the practical skills training facility and the accommodation facility as specified by Google.ca Maps using the walking option.

Description	Points Awarded
1.0 kilometer or less between the Student accommodations facility to the practical skills training facility.	12
More than 1.0 kilometer to 3.0 kilometers between the Student accommodations facility to the practical skills training facility.	8
More than 3.0 kilometers to 5.0 kilometers between the Student accommodations facility and the practical skills training facility.	4
More than 5.0 kilometers between the Student accommodations facility and the practical skills training facility.	0

R5 Fitness Facility(ies)

R5.1 Location of Fitness Facility(ies)

R5.1.1 Distance between Fitness Facility(ies) and Classroom Training Facility

The Bidder should demonstrate the proximity of the fitness facility, described in article 8.3 of Annex A, that Students will be allowed to use free-of charge, to the classroom training facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of classroom training facility;
- b) Address of fitness facility; and,
- c) Walking distance in kilometers between the fitness facility and the classroom training facility as specified by Google.ca Maps using the walking option.

Description	Points Awarded
1.0 kilometer or less between the fitness facility to the classroom training facility.	12
More than 1.0 kilometer to 3.0 kilometers between the fitness facility to the classroom training facility.	8
More than 3.0 kilometers to 5.0 kilometers between the fitness facility and the classroom training facility.	4

More than 5.0 kilometers between the fitness facility and the classroom training facility.	0
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R5.1.2 Distance between Fitness Facility and Student Accommodations

The Bidder should demonstrate the proximity of the fitness facility, described in Article 8.3 of Annex A, that Students will be allowed to use free-of charge, to the accommodation facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of fitness facility;
- b) Address of Student accommodation facility; and,
- c) Walking distance in kilometers between the fitness facility and the Student accommodation facility as specified by Google.ca Maps using the walking option.

Description	Points Awarded
1.0 kilometer or less between the fitness facility and Student accommodation facility.	12
More than 1.0 kilometer to 3.0 kilometers between the fitness facility and the Student accommodation facility.	8
More than 3.0 kilometers to 5.0 kilometers between the fitness facility and the Student accommodation facility.	4
More than 5.0 kilometers between the fitness facility and the Student accommodation facility.	0

R5.2 Variety of Equipment

The Bidder should describe the variety of physical training equipment (that is in good working order) available for the use of Students at the fitness facility identified by the Bidder (e.g., weight machines, free weights, yoga gear, elliptical and/or other cardiovascular trainers).

Description	Points Awarded
The Bidder has proposed 11 or more types of physical training equipment.	6
The Bidder has proposed 6 to 10 types of physical training equipment.	3
The Bidder has proposed less than 6 types of physical training equipment.	0

R5.3 Quantity of Equipment

The Bidder should describe the quantity of physical training equipment (that is in good working order) available for use by Students at the fitness facility identified by the Bidder. For this evaluation criteria, physical training equipment is defined as weight machine(s), free weight(s) (regardless of number of free weights these will only count as one piece of equipment), and cardiovascular trainer(s).

Description	Points Awarded
The Bidder has proposed more than 25 pieces of physical training equipment.	6
The Bidder has proposed 16 to 25 pieces of physical training equipment.	4
The Bidder has proposed 6 to 15 pieces of physical training equipment.	2
The Bidder has proposed less than 6 pieces of physical training equipment.	0

R6 Student Meal plans

R6.1 Location of Meals Facility

R6.1.1 The Bidder should demonstrate the proximity of the meals facility where Students will eat breakfast and dinner, as described in article 14 of Annex A, to the Student accommodation facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of meals facility;
- b) Address of Student accommodation facility; and,
- c) Walking distance in meters between the meals facility and the Student accommodation facility as specified by Google.ca Maps using the walking option.

Distance between the meals facility and the Student accommodations facility	Points Awarded
Less than 200 meters	12
200 meters to 600 meters	8
More than 600 meters to 1,000 meters	4
More than 1,000 meters	0

R6.1.2 The Bidder should demonstrate the proximity of the meals facility where Students will eat lunch during classroom training days, as described in Article 14 of Annex A, to the classroom training facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of meals facility;
- b) Address of classroom training facility; and,
- c) Walking distance in meters between the meals facility and the classroom training facility as specified by Google.ca Maps using the walking option.

Distance between the meals facility and the classroom training facility	Points Awarded
Less than 200 meters	12
200 meters to 600 meters	8
More than 600 meters to 1,000 meters	4
More than 1,000 meters	0

R6.2 Variety of Meal Option

R6.2.1 Variety - Duration of Program

The Bidder should provide a detailed description of its proposed meal plan, in accordance with Article 14.2 of Annex A. The meal plan should describe the variety of meal options that would be available to the Students throughout the length of the PCP Program.

The Bidder has proposed a meal plan that is repeated every.	Points Awarded
22 or more days over the length of the PCP Program.	12
15 to 21 days over the length of the PCP Program.	8
7 to 14 days over the length of the PCP Program.	4
6 or less days over the length of the PCP Program.	0

R6.2.2 Variety - Each Meal

The Bidder should provide a detailed description of its proposed meal plan, in accordance with Article 14.2 of Annex A. The meal plan should describe the variety of meal options that would be available to the Students at every meal.

Description	Points Awarded
The Bidder has proposed that each meal include 5 or more choices from each of the four main food groups as per Canada's Food Guide.	16
The Bidder has proposed that each meal include 3 to 4 choices from each of the four main food groups as per Canada's Food Guide.	8
The Bidder has proposed that each meal only include a minimum of 2 choices from each of the four main food groups as per Canada's Food Guide.	0

R7 Maximum Student Wait Times

The Bidders' transportation plan should include the maximum Student wait times for transportation pickup at the training facility.

Maximum Student wait time for transportation:	Points Awarded
Less than or equal to 20 minutes	30
More than 20 minutes to 30 minutes	24
More than 30 minutes to 40 minutes	18
More than 40 minutes to 50 minutes	12
More than 50 minutes to 60 minutes	6
More than 60 minutes	0

R8 Accreditation by the Canadian Medical Association (CMA)

The Bidder should provide confirmation of its current accreditation status, effective at bid closing.

Accreditation Status	Points Awarded
The Bidder has a current status of 6-Year Accreditation.	81
The Bidder has a current status of 2-Year Accreditation.	54
The Bidder is registered for accreditation and a visit has been tentatively scheduled for an assessment or the assessment is underway.	27
The Bidder does not have a current 2 or 6 year accreditation status nor is it registered.	0

R9 Licensing Plan

The Bidder should demonstrate the timelines in which it can facilitate PCP licensing/certification for students, upon completion of the PCP Program. Details should contain written confirmation identifying the earliest that the licensing/certification examinations can occur, from an authorized representative of the respective Provincial Paramedic Regulator of the province that the PCP Program was delivered in.

Accreditation Status	Points Awarded
The Bidder can facilitate licensing/certification in less than 7 days after completion of the PCP Program.	81
The Bidder can facilitate licensing/certification in less than 14 days after completion of the PCP Program.	54
The Bidder can facilitate licensing/certification in less than 30 days after completion of the PCP Program.	27
The Bidder cannot facilitate licensing/certification in less than 30 days after completion of the PCP Program.	0

ATTACHMENT 2 – FINANCIAL EVALUATION CRITERIA

1. Overview

- 1.1 The Financial Bid must be submitted in accordance with all the instructions herein and must include the Financial Bid Price Elements listed under article 2.2 below.
- 1.2 PWGSC will be solely responsible for the conduct of the financial evaluation, which will be done independently of the Technical Bid evaluation. Failure to provide any of the information as requested under article 2 below may prohibit PWGSC from evaluating the reasonableness of the bid price or calculating the bid price for evaluation purposes and may result in the bid being deemed non-responsive and being given no further consideration.
- 1.3 The weights provided below will be used consistently across all Bidders to calculate the bid evaluation price for prices proposed in accordance with article 2 below. The inclusion of weights provided in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the services identified in this bid solicitation will be consistent with the weights provided herein. Weights are provided for bid evaluation purposes only.

2. Financial Bid Preparation Instructions

2.1 Format of Financial Bid

- 2.1.1 The Financial Bid is to be submitted as a separate section within the Bidder's bid. The Bidder's Financial Bid must address each of the Financial Bid Price Elements specified in article 2.2 below and must provide prices in accordance with the stated requirements, as detailed in Annex B - Basis of Payment to the Resulting Contract, of this bid solicitation.
 - 2.1.2 Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder that does not confirm that the price for a blank item is \$0.00 will be declared nonresponsive.
 - 2.1.3 Bidders must not make any assumptions or restrictions that are associated with their Financial Bid.
 - 2.1.4 All prices in the Financial Bid must be in Canadian funds, exclusive of Harmonized Sales Tax (HST), Provincial Sales Tax (PST) and Good and Services Tax (GST). The GST/HST, where applicable, is extra to these prices and will be paid by Canada.
 - 2.1.5 Prices must be firm with Canadian customs duties and excise taxes included as applicable and pricing must be on an FOB destination basis.
 - 2.1.6 Any and all costs associated with meeting the requirements detailed in this bid solicitation, including any travel and living expenses incurred as a consequence of any relocation required to satisfy the terms of the Contract, are the responsibility of the Bidder.
- 2.2 Financial Bid Price Elements
- 2.2.1 Price per DND Student for delivery of PCP Program
 - 2.2.1.1 The Bidder must provide its proposed firm, all-inclusive Total Price per DND student for the PCP Program as per article 1 of Annex B - Basis of Payment.

A	B	C
Task Authorization's issued during:	Total Price per DND student for the PCP Program	Weight (used for evaluation purposes only)
Initial Contract period (3 years)		
Range of 10 to 16 DND Students		35
Range of 17 to 24 DND Students		50
Range of 25 to 32 DND Students		15
Option Year 1		
Range of 10 to 16 DND Students		11.5
Range of 17 to 24 DND Students		16.5
Range of 25 to 32 DND Students		5.0
Option Year 2		
Range of 10 to 16 DND Students		11.5
Range of 17 to 24 DND Students		16.5
Range of 25 to 32 DND Students		5.0

2.2.1.1 For evaluation purposes, every price provided in column B will be multiplied with the respective weight in column C, then totalled in order to obtain the Financial Bid Price Element for 2.2.1.

2.2.1.2 The Total Price per DND student submitted in column B above, will be further broken down in Annex B – Basis of Payment into a price per course or unit of study of the PCP Program per DND Student, which will be paid upon the delivery and completion of a course or unit of study of the PCP Program and the delivery of the evaluation report in accordance with Annex A – Article 11.2.

2.2.1.2.1 The Bidder should provide a course or unit of study breakdown of their “Total Price per DND student per PCP Program” submitted in column B above. The Bidder should fill in the table below with the following information:

- a. The titles of the course or unit of study for the Initial Contract period and each of the Option Years. The Bidder may list as many courses or units of study as required for their PCP Program.; and
- b. For each course or unit of study, the price per DND student for each range of DND students.

Task Authorizations issued during: Contract award to ____ (3 years from contract award)		Course or Unit of Study Unit Price		
		Range for the maximum number of DND students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per DND student:	Price per DND student:	Price per DND student:

1	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
2	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
3	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
4	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
5	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
Total Price per DND student for the PCP Program (all courses or units of study)		\$	\$	\$

Task Authorizations issued during: _____ to _____ (Option Year 1)		Course or Unit of Study Unit Price		
		Range for the maximum number of DND students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per DND student:	Price per DND student:	Price per DND student:
1	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
2	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
3	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$

4	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
5	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
Total Price per DND student for the PCP Program (all courses or units of study)		\$	\$	\$

Task Authorizations issued during: _____ to _____ (Option Year 2)		Course or Unit of Study Unit Price		
		Range for the maximum number of DND students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per DND student:	Price per DND student:	Price per DND student:
1	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
2	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
3	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
4	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
5	Completion of _____ (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2	\$	\$	\$
Total Price per DND student for the PCP Program (all courses or units of study)		\$	\$	\$

2.2.1.2.2 If the information in Article 2.2.1.2.1 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.

2.2.2 Extensions or Re-insertions

The Bidder must provide its proposed firm, all-inclusive prices per day, for the provision of a required extension to a course or unit of study in order to complete the course or unit of study as per article 3 of Annex B Basis of Payment. This may be due to a student absence, academic, medical or disciplinary reason.

Task Authorization's issued during:	C Price per DND student per day	D Weight (used for evaluation purposes)
Initial Period of the Contract (3 years)	\$	540
Option Year 1	\$	180
Option Year 2	\$	180

For evaluation purposes, every price provided in column C will be multiplied with the respective weight in column D, then totalled in order to obtain the Financial Bid Price Element for 2.2.2.

2.2.3 DND Student Accommodations

The Bidder must provide its proposed firm, all-inclusive prices per day, for the provision of DND student accommodations during the period of the PCP Program, as per article 4 of Annex B Basis of Payment.

Task Authorization's issued during:	C Price per Student room per day	D Weight (used for evaluation purposes)
Initial Period of the Contract (3 years)	\$	17,280
Option Year 1	\$	5,760
Option Year 2	\$	5,760

For evaluation purposes, every price provided in column C will be multiplied with the respective weight in column D, then totalled in order to obtain the Financial Bid Price Element for 2.2.3

2.2.4 DND Student Meals

The Bidder must provide its proposed firm, all-inclusive prices per day, for the provision of DND student meals during the period of the PCP Program, as per article 5 of Annex B Basis of Payment.

Task Authorization's issued during:	C Price per DND student per day	D Weight (used for evaluation purposes)
Initial Period of the Contract (3 years)	\$	34,500
Option Year 1	\$	11,500
Option Year 2	\$	11,500

For evaluation purposes, every price provided in column E will be multiplied with the respective weight in column F, then totalled in order to obtain the Financial Bid Price Element for 2.2.4

3. Financial Bid Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

The Total Evaluated Bid Price for each Bidder will be computed by taking the sum of all of the Financial Bid Price Elements:

	Financial Bid Price Element as per article 2.2.1 above
+	Financial Bid Price Element as per article 2.2.2 above
+	Financial Bid Price Element as per article 2.2.3 above
+	<u>Financial Bid Price Element as per article 2.2.4 above</u>
=	Total Evaluated Bid Price