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**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
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**Comments - Commentaires**

<b>Title - Sujet</b> Medevac Services	
<b>Solicitation No. - N° de l'invitation</b> H3551-150951/A	<b>Date</b> 2016-06-10
<b>Client Reference No. - N° de référence du client</b> H3551-150951	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-011-9886	
<b>File No. - N° de dossier</b> WPG-5-38100 (011)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-07-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Palmer, Adele	<b>Buyer Id - Id de l'acheteur</b> wpg011
<b>Telephone No. - N° de téléphone</b> (204) 807-6396 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> **VARIOUS DESTINATIONS WITHIN THE PROVINCE OF SASKATCHEWAN**	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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Public Works and Government Services Canada - Western  
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Room 100  
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## REQUEST FOR PROPOSAL (RFP)

### Synopsis

This Request for Proposal is initiated by the Province of Saskatchewan jointly with Public Works Government Services Canada (PWGSC) on behalf of Health Canada to serve the medical needs of all clients in the Province of Saskatchewan.

The objective of this RFP is to award two contracts to one Contractor who can provide the services detailed herein to each Government entity - one contract with the Province of Saskatchewan and one contract with Health Canada. A second contract is required for Health Canada as they serve the medical needs of Non-Insured Health Benefits clients, and therefore do not fall within the scope of the Province of Saskatchewan.

The bidder is invited to submit one proposal for both Government entities. The Mandatory Criteria and Basis of Payment detailed herein apply to both requirements. Please see Annex A and Annex B for more information.

Information up to Appendix "A" of the RFP reflects the operational and contract requirements common to the Keewatin Yatthe and Mamawetan Churchill River Health Regions (The Province of Saskatchewan) and to Health Canada. The information in Annex "A" Appendix 1 to Annex A, and all Annexes thereafter reflect operational and contract requirements specific to Health Canada.

## Solicitation Information Common to the Saskatchewan Ministry of Health and Health Canada

### 1.0 Introduction

Health Canada, Keewatin Yatthe Health Region, and Mamawetan Churchill River Health Region are seeking proposals for the provision of basic to intermediate northern air medical evacuation services (medevacs) to transport patients to locations where the required health care can be provided.

Suppliers are invited to submit proposals about how your organization would approach Northern Saskatchewan's needs and the anticipated costs for this service. This service will include both the provision of air-medical evacuations for patients and the provision of medical attendants on the medevac flight. The details of these requirements are included in the body of this report.

Additional information to meet the contractual requirements with Health Canada can be found in Annex A A.

Throughout this Request for Proposals (RFP), the following terminology is used that describes the importance to the objectives of the RFP of each requirement:

**“Must”, “Mandatory”, “Shall”**

A requirement that must be met in a substantially unaltered form in order for the proposal to receive consideration.

### 1.1 Request for Proposals Key Terms

The following terms will pertain to this Request for Proposals and to any subsequent agreement(s). Submission of a Proposal package in response to this Request for Proposals suggests an understanding and acceptance of all the terms.

- a) “Provincial Air-Medical Coordination Centre” or “PACC” means the air medical dispatch and communications centre that is the dispatch provider for all air medical services in Saskatchewan. This centre is operated by Saskatchewan Air Ambulance based in Saskatoon.
- b) “Air Crew” means the pilot in command and, where applicable, the second in command of the contracted aircraft.
- c) “Air Carrier” means a company licensed by Transport Canada to transport passengers and/or freight by air.
- d) “Air Medevac” or “Medevac” or “Medevacs” means a Basic to Intermediate Northern Air Medical Evacuation trip.
- e) “Northern Medevac Service” means the provider of basic to intermediate northern air medevac trips.
- f) “Dedicated” means aircraft or personnel that are assigned exclusively to deliver basic to intermediate northern air medevac services.
- g) “Medical Crew” means licensed medical providers contracted or otherwise supplied by the supplier.

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- h) "PCR" means Patient Care Report form used for documentation of patient care by all pre-hospital care personnel.
  - i) "RFP" means this Request for Proposals.
  - j) "Supplier" means the organization submitting information regarding the supply of Basic to Intermediate Northern Air Medevac service for Mamawetan in response to this RFP

## 1.2 Background

### Northern Air Medevac Program

Often northern Saskatchewan residents experience serious medical issues that requires transportation from their home communities to medical facilities in Saskatchewan. Patients who require emergency medical evacuation from locations in northern Saskatchewan and who do not require the specialized care provided by Saskatchewan Air Ambulance can be transported by private air carriers. These services are referred to as Basic to Intermediate Northern Air Medical Evacuations or Medevac(s).

In all cases the patient must be provided with licensed medical attention during a medevac flight. Licensed medical staff must be a nurse, doctor or, at a minimum - Primary Care Paramedic (PCP) 2011.

Medevac's are initiated once the medical/nursing staff at a health facility has assessed the patient. At this point, they contact the Provincial Air-medical Coordination Centre (PACC) to request service. In order for a medevac to be eligible for payment, the flight **must** be coordinated by PACC. Flights that do not have medical staff on board or that are not approved by/dispatched by PACC are not eligible for payment.

### Payment

Depending on the patients' coverage, either Health Canada or the Province of Saskatchewan provides financial support for the transportation of these patients when the flights are coordinated by PACC.

Health Canada pays for the services when residents qualify under the Non-Insured Health Benefits program.

Regardless of funding, the level of care and availability of service must be the same for all residents within the province.

### Catchment Area

The catchment area encompasses a wide variety of geography with some unique needs. The Northern Air Medevac Service provider will respond to isolated communities throughout Keewatin Yatthe Health Region and Mamawetan Churchill River Health Region, as well as some border communities such as Flin Flon, Manitoba. The Air Medevac service provider will provide basic to intermediate care to patients while transporting them to regional and tertiary care facilities, typically in North Battleford, Ile a la Crosse, La Ronge, Flin Flon, Prince Albert or Saskatoon.

## 2.0 Current Situation

The Northern Medevac Steering Committee, with membership from northern provincial health regions, First Nations Health services, Health Canada, First Nation's Governments and Saskatchewan Ministry of Health are working to support initiatives to strengthen the Basic to Intermediate Northern Air Medevac service.

The Steering Committee has developed a common vision and goals for the future of the northern air medevac service:

- Vision:** The service will focus on ensuring a safe, reliable, accessible service utilizing appropriately-trained personnel and appropriately equipped aircraft.
- Goals:** The service will assure access for medically appropriate cases consistently across the north, and do so in a financially sustainable manner.

The Steering Committee has agreed that the reconfiguration of service for northern air medevac service will be initiated by and within the Mamawetan Churchill River Health Region.

## 2.1 Service Description Overview

The Steering Committee has determined that the future configuration of the northern air medevac service will include (but is not limited to) the following elements:

1. Air Medical Dispatch provided by one common provincial dispatch provider for all air medical evacuation services in Saskatchewan, formed through a cooperative agreement between Saskatchewan Air Ambulance, where:
  - a) All flights must be coordinated by the Provincial Air-Medical Coordination Centre (PACC);
  - b) Decisions regarding the most appropriate means of patient transport (i.e., road or air; if air, Basic to Intermediate Medevac or Saskatchewan Air Ambulance) are made by PACC, based on defined protocols; and triage of patient condition.
  - c) Selection of the appropriate air carrier, aircraft and staffing complement is made by PACC, based on defined protocols.

Refer to Appendix G for a chart describing the PACC dispatch pathway.

2. All trips must be conducted at the request and direction of PACC. Air Medevac services must include the provision of trained medical crew and medical equipment as per Section 4 and Appendices of this document.
3. The Northern Medevac Service provider must retain at least two dedicated aircraft for medevac service – one fixed wing and one rotary wing; plus a fixed-wing aircraft for back-up. They also must provide a dedicated medical crew. The service provider must also include with their proposal a contingency plan that will provide back-up coverage in the event that the primary & secondary aircraft or crew is not available (i.e., for maintenance).
4. The provider must be able to furnish both retractable gear long distance services to all of the health region as well as maintain some short take-off and landing capability. Further details on specific service requirements are set out in Appendix A and the Annexes of this document.
5. Base location **must** have access to/be able to provide:
  - a) A lighted, Instrument Flight Rules (IFR) airstrip greater than 3000' asphalt or 3500' clay/gravel/turf;
  - b) Appropriate aircraft maintenance infrastructure (facilities and personnel);
  - c) Pilots and medical crew; and,
  - d) Timely response to all communities within the health region.

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## **2.2 Remuneration for Northern Air Medical Service**

The major insurers of the service (Saskatchewan Health and Health Canada) have made the commitment that they will only pay for those flights arranged through the Provincial Air-Medical Coordination Centre and provided by the designated Basic to Intermediate Air Medevac air carrier.

The service provider will be provided remuneration on a flown mile basis from the insurers, as well as a small monthly retainer from the region. It is estimated that this service will provide approximately 650 flights a year to patients in Northern Saskatchewan.

## SOLICITATION INFORMATION RELATING TO THE SASKATCHEWAN MINISTRY OF HEALTH

### 1.0 Scope of Response

The scope of a response to this Request for Proposals (RFP) is to provide detailed information about how your organization would approach the Region's need for Basic to Intermediate Northern Air Medevac service as outlined in this document. Proposals must contain sufficient information to allow for a decision that will permit an effective award and contract. Responses **must** include, at a minimum, the following information:

- 1.1 Company Profile and Executive Overview** - The response must describe the supplier's organization, the principal business of the organization, a short history of the organization and demonstrate the organization's expertise. Include a list of the principle members of the organization and proof of the company's Transport Canada and Canadian Transportation Agency licensing.
- 1.2 Approach to Service** – A narrative of your approach to the provision of northern air medevac services that reflects your understanding of the Saskatchewan Basic to Intermediate Northern Air Medevac program.
- 1.3 Aircraft** – A detailed description and number of aircraft you now operate or plan to operate to fulfill the requirements of this RFP, and as outlined in Appendix E of this RFP.
- 1.4 Equipment** – A detailed description of all medical equipment and pharmaceuticals that will be used in the provision of services to fulfill the requirements of this RFP, and as outlined in Annex E and F of this RFP.
- 1.5 Staffing** – Staffing requirements for the provision of this service. Please explain how you will provide ongoing coverage based on your list of proposed air crew and medical crew. Be prepared to provide supporting documentation regarding your crew's qualifications if requested. Please describe your company's training plans to keep crews current and ensure safe, effective cockpit resource management.
- 1.6 Budget** – Proposed monthly retainer and budgeted cost per flown mile projections.
- 1.7 Client references** - A list of client references who are currently using the described services including contact information for the client(s).

Please note that Health Canada requirements noted in Appendix 1 and Annexes A to E that are not included above will also need to be addressed in submissions.

The RFP is a Request for Proposal only and is not a bid solicitation nor is it to be construed as an offer or a commitment on the part of the Health Region. A contract may or may not result from this request.

This RFP is not a commitment to pursue any particular technology or solution.

### 2.0 Service Rules and Requirements

This section outlines the minimum rules and requirements for the Basic to Intermediate Northern Air Medevac service in Mamawetan Churchill River Health Region. Please indicate in your response how each of these requirements will be met.

## 2.1 Dispatch Time

Aircraft and medical crew must be airborne and enroute to location within 40 minutes of dispatch; but no later than 60 minutes after dispatch.

## 2.2 Availability of Service

Please indicate in your proposal how your contract will ensure continual air medevac coverage (24/7 for 365 days) for the Northern Regions. You must indicate the number of aircraft dedicated to the exclusive provision of Basic to Intermediate Northern Air Medical Evacuations. At a minimum, one fixed wing and one rotary wing, plus a fixed-wing aircraft for back-up required at all times. Please see Appendix 1 to Annex A – Mandatory Technical Criteria for a complete list of technical specifications associated with this requirement.

## 2.3 Aircraft

Short take-off and landing capability is a requirement for some communities, while the ability for long-distance flight is required for service to outlying communities. Please indicate in your proposal how your aircraft will meet these requirements. See Appendix A for additional aircraft requirements.

## 2.4 Medical Crew (Primary Care Paramedic PCP)

The supplier will have an agreement in place to provide licensed medical crew that meets the standards of this RFP. On all flights, there must be a minimum of two licensed medical attendants available for patient care; and at least one attendant should have the minimum medical designation/license requirement of PCP 2001.

- All medevac flights **must** have the medical crew on board the aircraft when transporting patients.
- A minimum of two qualified attendants **must** be provided on each medevac flight. Additional attendants may be permitted as approved or required by the Provincial Air-Medical Coordination Centre.
- The air medical crew must be licensed and certified in accordance with the standards prescribed by their professional association and/or the Saskatchewan College of Paramedics, and shall practice within the provincial scope of practice for their level of registration.
- Please indicate in your proposal your staff scheduling policies to minimize duty-time fatigue which include length of shift, number of shifts per week, and day to night rotation. Policies shall also address minimum rest/duty time requirements for transports that involve overnight stays.
- To the greatest degree possible, the use of clinical staff of local health facilities to assist on patient transfers will be avoided, unless otherwise determined by a nurse or ordered by a physician.

## 2.5 Medical Advisor

- Contractors will designate licensed medical staff medical advisor who is licensed and authorized to practice as a medical doctor in Saskatchewan.
- The medical advisor of the Air Medevac service shall be responsible for supervising and evaluating the quality of medical care provided by the medical personnel. The medical advisor ensures competency and currency of all medical personnel working with the Air Medevac service.
- The medical advisor shall have current medical education/experience commensurate with the scope of practice of the air medical crew, including experience in both air and ground emergency medical transportation services. If the medical advisor's experience is lacking in a clinical area,

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he or she should seek prompt consultation as appropriate to ensure proper medical care during transport for all patient types served by the Air Medevac service. This consultant should be an appropriately designated physician or the patient's receiving attending physician. Guidelines should state what parameters and disease processes need the medical director's input during patient transport.

- The medical advisor shall be actively involved with setting policies, procedures and patient care protocols of the Air Medevac service. Specific policies should address:
  - a) diseases affected by altitude with maintenance of adequate oxygen saturation and treatment of oxygen desaturation,
  - b) putting a mechanism in place to assure transports can be accomplished with the oxygen supply that is available according to patient needs and transport distances, and
  - c) volume expansion in hollow organs.

## 2.6 Flight Routes and Authorization

- The Provincial Air-Medical Coordination Centre will dispatch a Basic to Intermediate air medevac aircraft with medical crew to locations as required.
- No flight will take place without prior authorization or direction from the Provincial Air-Medical Coordination Centre. Trips initiated without prior authorization will result in loss of payment for the flight from the Northern Medical Transport Program of Saskatchewan Health or the Non-Insured Health Benefits Program administered by Health Canada.

## 2.7 Operations

- Denotes accreditation standards of the Commission on Accreditation of Medical Transport Systems (CAMTS), 5th ed.
- Safety is our primary concern, and air Medevac trips must not jeopardize the safety of the patient, medical crew or air crew.
- The Northern Air Medevac Service **must** have written policies and procedures specifying the mission statement and defining the scope of care to be provided by the air medevac service.\*
- The Northern Air Medevac Service **must** have a training and continuing education program in place to familiarize the flight crew and air medical crew with the unique problems of transporting patients by air. Competency and currency must be ensured and documented through relevant continuing education programs/certification programs.\*
- All resources necessary for patient care, including personnel and equipment, **must** be readily available in the aircraft, or available for placing in the aircraft and operational prior to flight.\*
- The Northern Air Medevac Service **must** supply and maintain the mandatory medical equipment and supplies as described in Appendix E, and pharmaceuticals as described in Appendix F. All medical equipment **must** be maintained according to the manufacturer's instructions.
- The Northern Air Medevac Service **must** ensure patient care and other reporting forms are completed and handled as directed by the region and the Provincial Air-Medical Coordination Centre.
- The Northern Air Medevac Service **must** be integrated with and communicate with other public safety agencies, including ground emergency service providers and Saskatchewan Air

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Ambulance. This may include participation in provincial or regional quality improvement reviews, disaster planning, and mass casualty incident drills to include an integrated response to disaster or terrorist events.\*

- The Northern Air Medevac Service **must** demonstrate compliance with the legal requirements and regulations of all local, provincial and federal agencies under whose authority it operates.\*
- The Northern Air Medevac Service must adhere to the Saskatchewan College of Paramedics Clinical Protocols.
- The Northern Air Medevac Service **must** develop and demonstrate use of a written code of ethical conduct that demonstrates ethical practices in business, marketing and professional conduct.\*
- The Northern Air Medevac Service must demonstrate environmental integration with the local community with noise abatement and “fly or drive friendly” procedures.\*
- The Northern Air Medevac Service **must** report aviation and medical incidents and accidents to the region.\*

### **3.0 Liabilities and Insurance**

- 3.1** The Northern Medevac Service shall carry comprehensive general liability insurance with a limit of not less than \$5,000,000.00 per occurrence for bodily injury (including death) and damage to property including loss of use. This insurance shall include coverage for all services provided by the supplier.
- 3.2** The Northern Air Medevac Service shall ensure that the flight crew, air medical crew, and any other persons contracted by the Northern Medevac Service carry professional liability insurance with a limit of not less than \$5,000,000.00 per occurrence. This insurance shall include coverage for all services provided by the crew of the supplier.
- 3.3** The Northern Air Medevac Service indemnifies the Mamawetan Churchill River Health Region, its board of governors, officers, employees, servants, volunteers, patients, students, and/or agents harmless from all claims, demands, losses, costs, damages, actions, suits or proceedings initiated by third parties arising from the negligence or wrongful acts and omissions of the supplier, its employees, servants, or agencies. This indemnity shall include any and all related legal costs.

Please refer to Annex “D” for Health Canada’s Insurance requirements.

### **4.0 Terms & Conditions**

- 4.1** All conditions and provisions of this RFP are deemed to be accepted by the supplier and incorporated by reference in the response, except those that are expressly challenged by the supplier in the supplier’s response.
- 4.2** The Supplier must identify any information in its response which it considers to be confidential or proprietary. The Supplier acknowledges that the Mamawetan Churchill River Health Region and all related materials in its possession are subject to access of information provisions in the Freedom of Information and Protection of Privacy Act of Saskatchewan.

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- 4.3** Information pertaining to the Mamawetan Churchill River Health Region obtained by the supplier as a result of responding to this RFP is confidential and must not be disclosed by the supplier except as authorized in writing by the region's CEO.
- 4.4** The Mamawetan Churchill River Health Region shall not be liable for any costs of preparation or presentation of responses to this RFP.
- 4.5** The responses and accompanying documentation submitted by the supplier are the property of the Mamawetan Churchill River Health Region and will not be returned.
- 4.6** The Northern Air Medevac RFP Selection Committee of the Mamawetan Churchill River Health Region reserves the right to verify any and all information provided by the supplier.
- 5.0 Evaluation of the Proposal**
- 5.1** Proposals will first be examined, after the due date and time, for compliance with all the requirements outlined in this RFP. Proposals that do not comply will receive no further consideration. Thereafter, the Northern Air Medevac RFP Selection Committee of the Mamawetan Churchill River Health Region will objectively evaluate responses.
- 5.2** To fully evaluate the proposals received, the Northern Air Medevac RFP Selection Committee may request clarification of sections of the submitted proposals from some or all of the suppliers. This will not occasion an opportunity for the supplier to revise, resubmit or in any fashion amend the original submission.
- 5.3** The Northern Air Medevac RFP Selection Committee reserves the right to negotiate terms of the proposal submission deemed in the best interest of the Region, after the supplier selection has been made, and prior to any contract being awarded. Awards will be made at the sole discretion of the Northern Air Medevac RFP Selection Committee.
- 5.4** All suppliers will be notified in writing of their status concerning the contract decision.
- 5.5** The Northern Air Medevac RFP Selection Committee of the Mamawetan Churchill River Health Region reserves the right to reject, in whole or in part, any and/or all submissions. The lowest proposal may not necessarily be accepted. A contract may or may not be awarded as a result of this RFP.

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## Solicitation Information Relating to Health Canada - Appendix "A"

### PART 1 - GENERAL INFORMATION

#### 1.1 Summary

Health Canada requires a Contractor to provide air medical emergency evacuation (Medevac) Air Services for First Nations & Inuit Health Branch in the Province of Saskatchewan.

The Scope of Work comprises the Contractor to provide air medical emergency evacuation (Medevac) Air services by authorized Task Authorization to transport a) approved NIHB clients and, if applicable, escorts, from locations in Northern Saskatchewan to medical facilities in order to receive care and b) authorized Primary Care Paramedic (PCP) to/from locations in Northern Saskatchewan to medical facilities.

The Contractor is required to have available sufficient number of aircraft; two dedicated aircraft for medevac service –one fixed wing and one rotary wing (in the event the airstrip is unavailable); plus a fixed-wing aircraft for back-up; (to provide continuous medevac services without undue delay. All aircraft must comply with all Acts and Regulations inclusive of but not limited to the Canada Transportation Act, the Aeronautics Act, the Air Transportation Regulations; the Canadian Aviation Regulations Aircraft must be maintain adequate safety and comfort features to make the trip as safe and comfortable as possible.

Pilots must be qualified in accordance with Canadian Air Regulations, Air Taxi or Commuter Operations as appropriate.

Medevac Air Service is required by Health Canada, First Nations and Inuit Health Branch (FNIHB), Saskatchewan Region under the National Medical Transportation Policy Framework to use the most economical mode of transportation. All medevac flights are coordinated through the Provincial Aeromedical Coordination Centre (PACC).

This requirement is exempt from the World Trade Organization Agreement on Government Procurement (WTO-AGP) in accordance with Annex 4, Services Coverage for the WTO-AGP Defined by the Common Classification System – V203A is not listed as services covered by WTO-AGP.

The requirement is exempt from the North American Free Trade Agreement (NAFTA) under Chapter 10, Annex 1001.1b-2, Services, Section B - Excluded Coverage - Schedule of Canada Services Exclusion by Major Service Category- V – Transportation, travel and relocation - All Classes (except V503).

This requirement is exempt from the Agreement on Internal Trade (AIT) in accordance with Annex 502.1B - Services Covered by Chapter Five. 1. All services are covered except the following: f) health services and social services

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](#).

#### 1.2 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: 180 days

### 2.2 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*

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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.

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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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.

## **2.4 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I:        Technical Bid three (3) hard copies  
Section II:       Financial Bid three (3) hard copies  
Section III:      Certifications two (2) hard copy

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

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

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

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

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

### **Section I: Technical Bid**

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

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

## **Section II: Financial Bid**

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

### **3.1.2 SACC Manual Clauses**

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Health Canada, Saskatchewan Ministry of Health Mamawetan Churchill River Health Region, and Keewatin Yatthe Health Region will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Mandatory and Point Rated evaluation criteria as detailed in Annex A, Appendix 1 of this bid solicitation.

##### **4.1.1.1. Mandatory Technical Criteria (M)**

- a) Mandatory evaluation criteria and the ability to perform the full scope of the work as described in Annex "A", Statement of Work and the entirety of this solicitation package. Bidder's must submit completed Appendix 1 to Annex A.
- b) Mandatory requirements are evaluated on a simple pass or fail basis. Failure by Bidders to meet any of the Mandatory requirements will render the Bidder's proposal non-responsive, and no further evaluation will be given.
- c) Provision of pricing as per the instructions in Annex "B", Basis of Payment.

**AND**

##### **4.1.1.2 Point Rated Technical Criteria (R)**

- a) Bids passing the Mandatory Evaluation Criteria (M) will be scored on the Point Rated Evaluation Criteria (R). All bids meeting the Mandatory Criteria must achieve a minimum pass mark of 75% for the Point Rated Evaluation Criteria. Bidders must provide a narrative and/or description of how they meet each point rated criteria in their proposal.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Please refer to Annex "B" Basis of Payment.

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

#### **4.2 Basis of Selection**

##### **4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 120 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 160 points.

Bids not meeting a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 160 and the lowest evaluated price is \$45,000 (45).

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

	BIDDER 1	BIDDER 2	BIDDER 3
<b>Overall Technical Score</b>	140/160	120/160	135/160
<b>Bid Evaluated Price</b>	\$55,000	\$50,000	\$45,000
<b>CALCULATIONS</b>			
<b>Technical Merit Score</b>	$140/160 \times 60\% = 52.50$	$120/160 \times 60\% = 45.00$	$135/160 \times 60\% = 50.62$
<b>Pricing Score</b>	$45/55 \times 40\% = 32.72$	$45/50 \times 40\% = 36.00$	$45/45 \times 40\% = 40.00$
<b>Combined Rating</b>	$52.50 + 32.72 = \mathbf{85.22}$	$45.00 + 36.00 = \mathbf{81.00}$	$50.62 + 40.00 = \mathbf{90.62}$
<b>Overall Rating</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>1<sup>st</sup></b>

## 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>), 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

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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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

## PART 6 - INSURANCE

### 6.1 Insurance Requirements

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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### 7.1.1 SACC Manual Clauses

[B4028C \(2008-05-12\)](#), Air Charter Conditions

### 7.1.2 Task Authorization

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

#### 7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex "C".
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. On a monthly basis, the Technical Authority will provide a blanket TA for the estimated cost for performing the task, established in accordance with the Basis of Payment specified in the Contract. The Contractor must provide immediate response for calls dispatched by the Provincial Aeromedical Coordination Centre (PACC).
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk

#### 7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$ to be inserted at 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 Contracting Authority before issuance.

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

#### 7.1.2.3 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 10%.
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.

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

#### **7.1.2.5 Periodic Usage Reports – Contracts with Task Authorizations**

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

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

The data must be submitted on a monthly basis to the Contracting Authority and to the Project Authority.

The data must be submitted to the Contracting Authority no later than 5 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

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

##### **For each authorized task:**

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

##### **For all authorized tasks:**

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

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## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

### 7.2.2 Supplemental General Conditions

[4008 \(2008-12-12\)](#), Personal Information, apply to and form part of the Contract.

## 7.3 Security Requirements

7.3.1 There is no security requirement applicable to this Contract.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from September 1, 2016 to August 31, 2019, inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by one 1-year period 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.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Adèle Palmer  
Supply Specialist  
Public Works and Government Services Canada  
Western Region  
Acquisitions Section  
Suite 100-167 Lombard Avenue  
Winnipeg, MB R3B 0T6

Telephone: (204) 807-6396  
Facsimile: (204) 983-7796  
E-mail address: [adele.palmer@pwgsc-tpsgc.gc.ca](mailto:adele.palmer@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is: **To be inserted at Contract Award**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the 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.

### 7.5.3 Contractor's Representative

**To be inserted at Contract Award**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment - Limitation of Expenditure – Task Authorizations

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

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

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

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

#### **7.7.3 Monthly Payment**

H1008C (2008-05-12), Monthly Payment

#### **7.7.4 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

#### **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices submitted by the Contractor for medevac services must include the following:
  - Origin, destination, flight ID, flight date and times, (dispatch ID – authorization number from the Province; and
  - Aircraft type and model used, miles flown,
  - Patient ID, treaty number, client name
3. It is the responsibility of the Contractor to facilitate and maintain regular communication with the Technical Authority to ensure services are progressing well and in accordance with the terms of this Contract. Communication is defined as all reasonable efforts to inform all parties of the progression of the deliverables, any issues, problems or areas of concern as related to any work under this Contract as they arise. Communication may include: phone calls, emails, faxes, mailings, and meeting as determined/required by the Technical Authority.

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## 7.9 Certifications

### 7.9.1 Compliance

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

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

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

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4008 \(2008-12-12\)](#), Personal Information;
- (c) the General Conditions – Higher Complexity – Services [2035 \(2016-04-04\)](#);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Task Authorization;
- (g) Annex D, Insurance Requirements;
- (h) Annex E, Equipment List
- (i) Annex F, Pharmaceutical List,
- (j) Annex G, PACC Dispatch
- (k) Annex H, Federal Contractors Program for Employment Equity - Certification;
- (L) the Contractor's bid dated \_\_\_\_\_,

### 7.12 Insurance Requirements

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

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

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

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## ANNEX "A"

### HEALTH CANADA'S STATEMENT OF WORK

#### 1.0 Scope

##### 1.1 Title

Medevac Air Services for First Nations & Inuit Health Branch Patients in need of Emergency Medical Air Transport, in Saskatchewan.

##### 1.2 Introduction

Health Canada, First Nations and Inuit Health Branch (FNIHB), Saskatchewan Region requires air medical evacuation (medevac) air services on an "as and when requested" basis to transport a) approved NIHB clients and, if applicable, escorts according to policy requirements, from locations in Northern Saskatchewan to medical facilities in order to receive care and b) licensed Primary Care Paramedic (PCP) from locations in Northern Saskatchewan to medical facilities. All clients and, if applicable, escorts will be required to receive prior approval for travel by the Provincial Aeromedical Coordination Centre (PACC).

##### 1.3 Objectives of the Requirement

Residents and non-medical escorts in Northern Saskatchewan during a medical emergency may require medevac services from home communities to other medical facilities. For a non-medical escort to travel with client it must be in accordance with NIHB policy criteria: if client is "mentally incompetent", needs legal consent, is a minor or has language barrier an escort can be provided. Provincial Aeromedical Coordination Centre (PACC) provides triage and determines the most appropriate means of patient transport. PACC selects the appropriate air carrier, aircraft and staffing complement. The main communities in Saskatchewan that receive medevac services are, but not limited to, Wollaston, Patuanak, Southend, Pinehouse, LaRonge, Sandy Bay, LaLoche, Ile a la Crosse, Uranium City in Saskatchewan, and Flin Flon, Manitoba. Typically the medevac destination is to La Ronge, Flin Flon, Prince Albert and Saskatoon.

During a medevac service the patient must be provided with medical attention from licensed medical personnel. A Primary Care Paramedic (PCP) with a minimum level of 2011 is mandatory for each flight.

##### 1.4 Background, Assumptions and Specific Scope of the Requirement

Medevac services are part of program delivery for the Non-Insured Health Benefits department in Saskatchewan.

The need for medevac services is based on the large number of clients from the communities, who are referred outside of their community and require critical and or emergency care and/or treatment. The use of medevac services, as opposed to scheduled flights, meets the requirement under the National NIHB Medical Transportation Policy Framework to use the most economical mode of transportation, taking into consideration the urgency of the situation and the medical condition of the client, as described below:

Section 4.6 - National NIHB Medical Transportation Policy Framework, Medical transportation benefits include medevac transportation for a client in emergency situations when:

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A medical assessment has been conducted by an on-site nurse or physician and the need for Emergency transportation to a hospital for either immediate or emergency treatment has been established, transportation by a commercial scheduled flight could compromise the Client's condition (PACC). For medevacs applicable to this contract, only PACC has the authority to approve and dispatch the flight.

Or

The emergency occurs in a remote location and neither an on-site nurse or physician is available to conduct a medical assessment and the air ambulance/medevac has been authorized by a representative of FNIHB or of First Nations or Inuit Health Authority or organization." (PACC). For medevacs applicable to this contract, only PACC has the authority to approval and dispatch the flight.

The service provider must be able to provide medevac services to the locations listed above in section 1.3.

## **2.0 Requirements**

### **2.1 Tasks, Activities, Deliverables and Milestones**

The Contractor is required to provide appropriate activities that will ensure safe medevac services of approved NIHB clients from Northern Saskatchewan to appropriate medical facility.

The Contractor agrees all flights must be coordinated by the Provincial Aeromedical Coordination Centre (PACC). The medevac services are initiated when medical staff in communities contact PACC. PACC, then, selects the appropriate means of patient transport. This includes appropriate aircraft and staffing complement. In order to ensure payment of medevac services, PACC must approve and dispatch the flight.

The Contractor is able to access communities such as, but not limited to, , Wollaston, Patuanak, Southend, Pinehouse, La Ronge, Sandy Bay, La Loche, Ile a la Crosse, Uranium City in Saskatchewan, and Flin Flon, Manitoba. Typically the medevac destination is to La Ronge, Flin Flon, Prince Albert and Saskatoon.

The Contractor must provide continuity of service during periods of illness, mechanical failures, vacations and strikes.

During a medevac service the patient must be provided with medical attention from licensed medical personnel. In situations where the PCP is substituted with other medical personnel such as nurse or doctor, only the PCP rate will be reimbursed.

### **2.2 Specifications and Standards**

The Contractor is required to have available sufficient number of airplanes to provide continuous medevac services without undue delay. All aircraft shall be in safe mechanical and operating condition and shall comply with air transport regulations and such aircraft shall be kept clean and have adequate safety and comfort features to make the trip as safe and comfortable as possible.

All pilots must be qualified in accordance with Canadian Air Regulations, Air Taxi or Commuter Operations as appropriate.

The Contractor will comply with all laws, rules, requirements and regulations of every governmental authority and agency governing the provision of medevac services and will at its own expense make any and all changes or alterations to the provision of the service which may be required at any time by any such present or future law, rule, requirements or regulations and to provide proof of such compliance when requested.

The Contractor must comply with de-icing guidelines and regulations as determined by weather conditions.

The Contractor must ensure it obtains landing privileges at respective airports and applicable landing fees are paid.

The Contractor must be responsible for loss or damages of equipment under its control due to negligence, wear and tear beyond normal controls.

The deliverables must be measured as complete, based on the approved clients getting to their destination.

The Contractor must have at least two dedicated aircraft for medevac service – one fixed wing and one rotary wing; plus a fixed-wing aircraft for back-up, as well as have the ability to quickly obtain medical crew (available and airborne within 60 minutes of dispatch). The second fixed wing aircraft will serve as back-up in the event that the first fixed wing aircraft is unavailable for service. In the event an airstrip is unavailable, a rotary wing aircraft will be used for service in place of the fixed wing aircraft.

## **2.3 Invoicing and Reporting Requirements**

Invoices submitted by the Contractor for medevac services must include the following:

1. Origin, destination, flight ID, flight date and times, (dispatch ID – authorization number from the Province; and
2. Aircraft type and model used, miles flown,
3. Patient ID, treaty number, client name

It is the responsibility of the Contractor to facilitate and maintain regular communication with the Technical Authority to ensure services are progressing well and in accordance with the terms of this Contract. Communication is defined as all reasonable efforts to inform all parties of the progression of the deliverables, any issues, problems or areas of concern as related to any work under this Contract as they arise. Communication may include: phone calls, emails, faxes, mailings, and meeting as determined/required by the Technical Authority.

## **2.4 Insurance – Air Medical Crew**

The Contractor must ensure that each person(s) subcontracted by the Contractor as air medical crew (PCP), maintains current PCP accreditation along with being in good standing with Saskatchewan College of Paramedics and with no licensing restrictions in accordance with that stipulated in the contract Annex C (or equivalent professional liability).

## **3.0 Other Terms and Conditions of the SOW**

### **3.1 Health Canada Obligations**

Health Canada will provide:

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- Availability of staff when Contractor may need to consult; and
- Provide other assistance or support, as required.
- Have monthly teleconferences with the Contractor to discuss the status of the Contract
- Monitor expenses against the Contract to ensure funding levels are appropriate

### **3.2 Contractors Obligations**

Refer to Annex "A", clause 2.0 "Requirements" of the Contract.

### **3.3 Location of Work, Work Site and Delivery Point**

The main communities in Saskatchewan that receive medevac services are, but not limited to, Wollaston, Patuanak, Southend, Pinehouse, LaRonge, Sandy Bay, LaLoche, Ile a la Crosse, Uranium City in Saskatchewan, and Flin Flon, Manitoba. Typically the medevac destination is to La Ronge, Flin Flon, Prince Albert and Saskatoon.

### **3.4 Language of Work**

All communication, both written and orally will be conducted in English.

### **4.0 Relevant Terms, Acronyms and Glossaries**

DAY – means any period of 24 consecutive hours

MONTH - means any period of 30 consecutive days

FLIGHT – means the movement of an aircraft from the point of take-off to the first point of landing.

PRIMARY DEPARTURE – means the location where services offered from which the charges are applicable.

ESCORT - is an individual who has been approved by PACC– following a doctor's or community health professional's request – to accompany the client during the medical travel.

NIHB –Non-Insured Health Benefits

TASK AUTHORIZATION (TA) - A contract with Task Authorizations is a method of supply for services under which all of the work or a portion of the work will be performed on an "as and when requested basis" through predetermined Conditions including an administrative process involving task authorizations.

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## PROVINCE OF SASKATCHEWAN AND HEALTH CANADA - Appendix "1" to Annex "A"

### Mandatory Technical Criteria (M)

Submission of this Compliance Matrix is mandatory to be considered responsive. Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.

In order to be deemed compliant, Bidders must meet each Mandatory Criteria listed below. Failure to meet all of the Mandatory Criteria will result in your bid being deemed non-compliant and it will not be given any further consideration in the evaluation process.

#### INSTRUCTIONS:

1. The Bidder must clearly demonstrate how they meet each criteria listed below.
2. To clearly demonstrate compliance with the mandatory criteria, Bidders must respond with complete specifications of the services required.
3. The complete specifications should be submitted with the proposal, but may be submitted afterwards. If the complete specifications are not submitted as requested, 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 offer non-responsive.

**Mandatory Technical Criteria** - Mandatory requirements are evaluated on a simple pass or fail basis. To be considered responsive, a bid must meet all of the following criteria.

<b>M</b>	<b>Mandatory Requirement Description</b>	<b>COMPLIANT YES/NO</b>
	Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.	
<b>M1</b>	a) indicate that they accept and will adhere to the Statement of Work at Annex A; and b) return a signed copy of the bid proposal (Page 1 of the RFP)	
<b>M2</b>	Must comply with the provisions of the Acts and Regulations of Canada; inclusive of but not limited to the Canada Transportation Act, the Aeronautics Act, the Air Transportation Regulations; the Canadian Aviation Regulations and all directives, orders, rules and regulation as applicable to Commercial Air Charter service.	
<b>M3</b>	Must provide a copy of their current Domestic License issued by the Canadian Transportation Agency.	
<b>M4</b>	Must have a minimum of two (2) years' experience within the last (5) years providing medevac services.	
<b>M5</b>	Must have available sufficient number of aircraft: a) minimum of one (1) dedicated fixed wing, with one (1) one back-up fixed wing, and one (1) rotary wing aircraft (if airstrip unavailable) to provide continuous medevac services without undue delay, 24/7, 365 days per year	

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	<p>b) have aircraft with retractable landing gear and float/ski landing equipment, and</p> <p>c) capacity to provide long distance service(s) to the entire region, and</p> <p>d) capability for short take-off and landing on clay/gravel/turf</p>	
<b>M6</b>	<p>Must have a base location with access to/be able to provide:</p> <p>a) A lighted, Instrument Flight Rules (IFR) airstrip greater than 3000' asphalt or 3500' clay/gravel/turf;</p> <p>b) Appropriate aircraft maintenance infrastructure (facilities and personnel);</p>	
<b>M7</b>	<p>Must submit the names and provide resumes of qualified flight crew including education, certifications, qualifications and years of experience:</p> <p>a) Current class1 IFR, and</p> <p>b) Night rating, and</p> <p>c) minimum 50 hours current PIC on the aircraft type being flown in the last 90 days, and an overall minimum of 500 hrs as PIC;</p>	
<b>M8</b>	<p>Must provide continuity of service during periods of illness, mechanical failures, vacations and strikes.</p>	

### Point Rated Criteria (R)

<b>R</b>	<b>Company Profile</b>	<b>Max Points</b>	<b>Bidder Points Scored</b>	<b>Bidder Response</b>	<b>Point Rated Scoring Grid</b>
	There is an overall pass mark of 75% (120 points)	<b>160</b>		<b>Cross-reference where supporting information is found in the proposal and insert comments(s)</b>	
<b>R1</b>	<p><b>Company Background and Experience</b></p> <p>The Bidder must provide a narrative detailing:</p> <p>a) Company profile, expertise in aircraft charter service, and include the company organization chart with Directors, management and operational personnel; and</p> <p>b) Experience in providing Medevac Air Charter service specific to Northern and remote communities.</p>	<b>40</b>			<p>a) Company Profile narrative maximum of 40 points</p> <p>b) Medevac air charter experience to a maximum of 40 points:</p> <p>2 to 3 years = 25 points &gt;3 to 4 years = 30 points &gt;4 to 5 years = 35 points &gt;5 years = 40 points</p>
<b>R2</b>	<p><b>Company Management Practices</b></p> <p>The Bidder must provide a narrative describing in detail management practices to ensure continuity of medevac air charter services to Northern communities. A detailed contingency plan in the event of disruption of services is required.</p>	<b>40</b>			<p>Written narrative to a maximum of 40 points.</p> <p>Contingency Plan for Medevac Air Charter services.</p>

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					<p>Back-up plan for any given situation that might disrupt operations. Situations may include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Aircraft;</li> <li>• Personnel/pilots;</li> <li>• EMT's;</li> <li>• Equipment;</li> <li>• Business Operations;</li> <li>• Natural disasters.</li> </ul> <p>For each situation the narrative <u>must</u>:</p> <ol style="list-style-type: none"> <li>i. Identify the risk (1 point)</li> <li>ii. Determine the likelihood and impact of the risk. (1 point)</li> <li>iii. Identify a detailed contingency plan/process for handling the risk. (6 points).</li> </ol> <p>Point Breakdown per identified risk situation and complete narrative as described above:            1 situation = up to 8 points            2 situations = up to 16 points            3 situations = up to 24 points            4 situations = up to 32 points            5 situations = up to 40 points</p>
<p><b>R3</b></p>	<p><b>Quality Assurance of Air Charter Service</b>  The Bidder must provide a quality assurance program describing in detail performance and maintenance of aircraft.</p>	<p><b>40</b></p>			<p>Written narrative to a maximum of 40 points</p>

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## ANNEX "B"

### BASIS OF PAYMENT

Reference of terms used in the Basis of Payment:

#### FIXED WING and/or ROTARY AIRCRAFT

i. a) Rate per Statute Mile: On all flights, rates per mile will apply for all point-to-point flights where flight distances are measurable.

b) Rate per Hour of "Air Time:

On travel involving flights or parts thereof where flight distances are not measurable.

ii Minimum Charge per Flight:

Will apply when the charges for flying are less than the applicable minimum charge per flight.

iii. Detention Free Time:

Is holding time accumulated by using the aircraft and which can be deducted from the applicable total Detention Time charged to Health Canada (minimum 1 hour free for each hour flown to a maximum of 4 hours).

iv. Detention Charge per Hour:

Hourly rate charged when the aircraft is detained by Health Canada beyond the Detention Free Time provided under Item (iii). The total charge for a day must not exceed the daily rate under Item (v).

v. Detention Charge per Day:

Daily rate charged when the aircraft is detained by reasons imposed by Health Canada beyond the Detention Free Time provided under Item (iv). Any charges for flying on that day shall be deducted from the total Detention Charge per Day.

vi. Number of Free Landing(s) per flight INCLUDING Final Landing:

Indicates the number of Free Landings permitted during one period. The landings may be cumulative on the hours flown (i.e. 1/hr). The landings referred to are those made pursuant to a request by Health Canada.

vii. Charge per Additional Landing:

Will apply when landings in addition to the Final Free Landing is made pursuant to a request by Health Canada. Landing charges must not apply to the landings made upon positioning or repositioning of the aircraft after completion of the work provided for in the flight.

viii. Cancellation Conditions: Indicated as a firm percentage.

Without restricting any other term and condition, any TA may be terminated in whole or in part by Canada giving written notice at least twenty-four (24) hours prior to the requested air charter services start time.

If the cancellation is made within less than twenty-four (24) hours prior to the requested Charter start time, the cancellation charge will apply and be calculated as follows: percentage indicated multiplied by the total estimated Charter cost based on the predetermined destination and distance, excluding Fuel, Airport Fee, NavCan charges.

#### **1. Prices and Rates:**

Prices and rates must be in accordance to the rates in the attached pricing schedule below and must remain firm for the duration of the contract period.

In all cases, prices and rates must be in Canadian dollars, GST/HST and Air Transportation Tax (if applicable) excluded, all applicable Customs Duties and Excise taxes included.

In all cases, prices and rates exclude fuel, but include lubricants. No other charges will be allowed.

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## **2. Application of Rates and Charges:**

a) Rate per Statute Mile: On all charters, rates per mile will apply for all point-to-point flights where flight distances are measurable. The distances of flights will be measured in a straight line between the places of commencement and termination of the work provided for in the charter using aeronautical charts of the National Topographic Series, as issued by the Department of Natural Resources, Ottawa.

When a flight is required to be flown over airways routes or routes prescribed by the Department of Transport, the distances shall be measured in straight lines along such routes.

b) Rate per Hour of "Air Time: On charters, involving flights or parts thereof ONLY where flight distances are not measurable; and where Rotary wing aircraft is dispatched.

The hours and minutes for which a charge is made shall be computed from the time the aircraft leaves the surface of the earth and terminating when the aircraft touches the surface of the earth at the next point of landing. The term "Firm Rate Per Hour" is an hourly charge or portion thereof of "Air Time" as defined in the Canadian Aviation Regulations, Part VIII, Air Navigation Services, and will be the basis of calculating charges for air services.

c) Fuel Charges: Fuel charges are not included in the rates. Fuel charges shall be reimbursed at cost, supported by receipts, with no allowance for overhead or profit.

### **Fuel costs will be calculated as follows:**

i) Health Canada Verification staff will check the estimated fuel consumption rate to ensure it matches the invoiced consumption rate.

ii) Cost per litre will be determined by total fuel invoice (including fuel shipping charge) received from the last two weeks of the previous month divided by litres purchased during those weeks. The cost per litre as determined will be used for purposes of invoicing and verification throughout the following month. If fuel is purchased under a contractual rate, then a fuel memo can be used as supporting documentation, attached to the invoice.

iii) Estimated fuel consumption will be multiplied by actual miles flown which will be multiplied by the cost per litre.

iv) Actual miles will be compared against estimated distances between arrival and departure points.

d) Reimbursable Fees as listed below:

- Airport Fee will be charged at cost, with no allowance for overhead or profit. In lieu of receipts, the Contractor must provide evidence of airport charge at the commencement of the Charter.
- Miscellaneous Charges such as ground handling, de-icing and other services offered by a subcontractor of the Carrier, is the responsibility of the Contractor and will not be reimbursed.

**REIMBURSABLE FEES ARE NOT INCLUDED IN FIRM CHARTER RATES.**

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At a minimum two fixed-wing aircraft and one rotary aircraft must be available at all times.\*

<b>AIRCRAFT INFORMATION</b>	<b>Aircraft 1*</b>	<b>Aircraft 2* (Back-up)</b>	<b>Rotary*</b>	<b>Aircraft 4 (Optional)</b>	<b>Aircraft 5 (Optional)</b>
Make and Model:					
Number of Engines:					
Cruise Speed:					
Estimated Fuel Consumption: (Indicated in litres per HOUR)					
Estimated Fuel Consumption: (Indicated in litres per MILE)					
Passenger Capacity:					
Fuel Type:					
Range:					
Landing Gear (floats/skis):					

**BASIS OF PAYMENT:** Prices and rates must remain firm for the duration of the contract in accordance with the periods of the contract detailed in the costing schedules below. In all cases, prices and rates must be in Canadian dollars.

**For evaluation purposes: Reference to any estimated quantity is an estimate only, provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded.**

**Rate(s) must be specific to the aircraft make and model proposed above**

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<b>CONTRACT PERIOD: YEAR ONE</b>					
<b>Firm Air Charter Rates: FIRM RATE</b>					
<b>Estimated Quantities are for evaluation purposes only. Reference to any estimated quantity is provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded.</b>					
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F1</b>
<b>Description of Fee</b>	<b>Estimated Quantities*</b>	<b>Aircraft 1 Fixed Wing - Firm Rate</b>	<b>Aircraft 2 - (Back-up) Fixed Wing - Firm Rate</b>	<b>Aircraft 3 Rotary - Firm Rate</b>	<b>EVALUATED SUB TOTAL = B x (C+D+E)</b>
1.1 Rate per Statute Mile (SM)	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.2 Firm Rate per Hour of Airtime	1000	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.3 Fuel Burn Rate/SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.4 Fuel Burn Rate/HR	1000	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.5 Minimum Charge/Flight	1000	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.6 Medical Pharmaceuticals and Equipment/SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.7 PCP/Medical Escort /SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.8 Floats	10	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.9 Skis	10	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.10 Landing Fee (per landing)	1000	\$ _____/Landing	\$ _____/Landing	\$ _____/Landing	\$ _____
1.11 Detention Fees	10	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.12 Maximum Detention Fee	10	\$ _____/Day	\$ _____/Day	\$ _____/Day	\$ _____
1.13 Cancellation Fee (percentage charge)	10	_____ %	_____ %	_____ %	_____ %
1.14 Cancellation Fee – PCP Call out	10	\$ _____/Call-out	\$ _____/Call-out	\$ _____/Call-out	\$ _____
<b>TOTAL YEAR ONE (SUM OF COLUMN F1)</b>					\$ _____



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<b>CONTRACT PERIOD: YEAR THREE</b>						
<b>Firm Air Charter Rates: FIRM RATE</b>						
<b>Estimated Quantities are for evaluation purposes only. Reference to any estimated quantity is provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded.</b>						
<b>1.0</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F3</b>
	<b>Description of Fee</b>	<b>Estimated Quantities*</b>	<b>Aircraft 1 Fixed Wing - Firm Rate</b>	<b>Aircraft 2 - (Back-up) Fixed Wing - Firm Rate</b>	<b>Aircraft 3 Rotary - Firm Rate</b>	<b>EVALUATED SUB TOTAL = B x (C+D+E)</b>
1.1	Rate per Statute Mile (SM)	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.2	Firm Rate per Hour of Airtime	1000	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.3	Fuel Burn Rate/SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.4	Fuel Burn Rate/HR	1000	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.5	Minimum Charge/Flight	1000	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.6	Medical Pharmaceuticals and Equipment/SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.7	PCP/Medical Escort /SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.8	Floats	10	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.9	Skis	10	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.10	Landing Fee (per landing)	1000	\$ _____/Landing	\$ _____/Landing	\$ _____/Landing	\$ _____
1.11	Detention Fees	10	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.12	Maximum Detention Fee	10	\$ _____/Day	\$ _____/Day	\$ _____/Day	\$ _____
1.13	Cancellation Fee (percentage charge)	10	_____ %	_____ %	_____ %	_____ %
1.14	Cancellation Fee – PCP Call out	10	\$ _____/Call-out	\$ _____/Call-out	\$ _____/Call-out	\$ _____
						<b>TOTAL YEAR THREE (SUM OF COLUMN F3)</b>
						\$ _____

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<b>CONTRACT PERIOD: OPTION YEAR ONE</b>						
<b>Firm Air Charter Rates: FIRM RATE</b>						
<b>Estimated Quantities are for evaluation purposes only. Reference to any estimated quantity is provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded.</b>						
<b>1.0</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F4</b>
	<b>Description of Fee</b>	<b>Estimated Quantities*</b>	<b>Aircraft 1 Fixed Wing - Firm Rate</b>	<b>Aircraft 2 - (Back-up) Fixed Wing - Firm Rate</b>	<b>Aircraft 3 Rotary - Firm Rate</b>	<b>EVALUATED SUB TOTAL = B x (C+D+E)</b>
1.1	Rate per Statute Mile (SM)	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.2	Firm Rate per Hour of Airtime	1000	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.3	Fuel Burn Rate/SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.4	Fuel Burn Rate/HR	1000	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.5	Minimum Charge/Flight	1000	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.6	Medical Pharmaceuticals and Equipment/SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.7	PCP/Medical Escort /SM	1000	\$ _____/SM	\$ _____/SM	\$ _____/SM	\$ _____
1.8	Floats	10	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.9	Skis	10	\$ _____/Flight	\$ _____/Flight	\$ _____/Flight	\$ _____
1.10	Landing Fee (per landing)	1000	\$ _____/Landing	\$ _____/Landing	\$ _____/Landing	\$ _____
1.11	Detention Fees	10	\$ _____/Hr	\$ _____/Hr	\$ _____/Hr	\$ _____
1.12	Maximum Detention Fee	10	\$ _____/Day	\$ _____/Day	\$ _____/Day	\$ _____
1.13	Cancellation Fee (percentage charge)	10	_____ %	_____ %	_____ %	_____ %
1.14	Cancellation Fee – PCP Call out	10	\$ _____/Call-out	\$ _____/Call-out	\$ _____/Call-out	\$ _____
						<b>TOTAL OPTION YEAR ONE (SUM OF COLUMN F4)</b>
						\$ _____

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**FINANCIAL EVALUATION = TOTAL (F1 + F2 + F3 + F4)**

(F1) TOTAL YEAR ONE \$ \_\_\_\_\_

(F2) TOTAL YEAR TWO \$ \_\_\_\_\_

(F3) TOTAL YEAR THREE \$ \_\_\_\_\_

(F4) TOTAL OPTION YEAR ONE \$ \_\_\_\_\_

FINANCIAL EVALUATION TOTAL \$ \_\_\_\_\_

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**ANNEX "C"**

**TASK AUTHORIZATION FORM**

Please see attached.

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## ANNEX "D"

### INSURANCE REQUIREMENTS

#### 1.0 Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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 \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation 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, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. 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.
  - d. 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.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - g. 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.
  - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
  - i. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
  - j. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.
  - k. 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,

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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.

### 1.1 Aircraft Charter Insurance

1. The Contractor must not provide a domestic or international aircraft charter service to Canada unless, for every incident related to the Contractor's operation of that service, it has:
  - a. liability insurance covering risks of injury to or death of passengers in an amount that is not less than the amount determined by multiplying \$300,000 by the number of passenger seats on board the aircraft engaged in the service, or in accordance with the applicable regulations, whichever is greater;
  - b. in addition to passenger liability limits in (a) above, insurance covering risks of public liability in an amount that is not less than:
    - i. \$1,000,000, where the maximum permissible take-off weight of the aircraft less than 3,402 kg (7,500 pounds);
    - ii. \$2,000,000, where the maximum permissible take-off weight of the aircraft is between 3,402 kg (7,500 pounds) and 8,165kg (18,000 pounds); and,
    - iii. \$2,000,000 plus an amount determined by multiplying \$68 by the number of kilograms by which the maximum permissible take-off weight of the aircraft exceeds 8,165 kg (18,000 pounds), where the maximum permissible take-off weight of the aircraft is over 8,165 kg.
2. The insurance coverage required by subsection 1. (a) does not need to extend to any passenger who is an employee of the Contractor if workers' compensation legislation governing a claim for damages against that Contractor by the employee is applicable.
3. The Contractor's insurance 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

- c. 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.
- d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the contract, extend to assumed liabilities with respect to contractual obligations.
- e. 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.

## 1.2 Medical Malpractice Liability Insurance

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.

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3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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## ANNEX "E"

### EQUIPMENT LIST

The air medevac supplier is responsible to ensure that the following minimum medical equipment is on board the aircraft prior to each medevac trip. This equipment may either be stored in the aircraft, or brought on board in a carry-on kit. Other equipment may be added to these requirements at the discretion of the supplier's Medical Director.

#### Basic to Intermediate Life Support Medical Equipment

ITEM	MINIMUM NUMBER REQUIRED	SPECIFICATIONS
<b>MONITORING EQUIPMENT</b>		
Automatic External Defibrillator / AED	1	<ul style="list-style-type: none"> <li>• Three lead functions</li> <li>• Interchangeable, rechargeable battery packs</li> <li>• Battery pack charger</li> <li>• AC power adaptor and cord</li> </ul>
External defibrillator electrodes (Adult)	2	Hands free
External defibrillator electrodes (Child)	2	Hands free
Defibrillator therapy cable	1	
ECG 3 Lead cable	1	
ECG Electrodes	12	
NIBP Hose	1	
NIBP Cuff (Large Adult)	1	
NIBP Cuff (Small Adult)	1	
NIBP Cuff (Child)	1	
SPO2 Cable	1	6 feet minimum length
SPO2 Finger probe (Adult)	1	
SPO2 Finger probe (Child)	1	
Glucometer	1	
Digital Thermometer	1	
<b>AIRWAY/OXYGEN EQUIPMENT</b>		
BVM with Reservoir (Adult)	1	
BVM with Reservoir (Child)	1	
BVM with Reservoir (Neonate)	1	
Masks	6	Disposable – 1 each of sizes 0,1,2,3,4,5
Oral Airways	7	1 each of sizes 3,4,5
Small/Large Combitude or LMA or Kingtube	3	
Oxygen Extension Tubing	1	
Oxygen Nasal Prongs (Adult)	1	
Oxygen Nasal Prongs (Child)	1	
Oxygen NRB mask (Adult)	1	
Oxygen NRB mask (Child)	1	
Nebulizer Mask (Adult)	1	
Nebulizer Mask (Child)	1	
<b>SUCTION EQUIPMENT</b>		
Aircraft Suction Unit	1	
Portable Suction Unit	1	

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Suction Catheters	10	2 Each of #6,8,10,12,14
Yankauer Suction	2	
Suction extension tubing	2	
Suction Tubing Connecters	2	
Bulb Aspirator	1	
<b>INTRAVENOUS EQUIPMENT</b>		
Chlorahexadine Swabs	6	
Alcohol Swabs	6	
Syringes	2 each	10ml, 3ml
Tuberculine Syringe 1ml 26G 3/8 needle	2	
Op-site clear dressing	4	
Blunt Needles	2 each	18G, 20G
<b>DRESSING EQUIPMENT</b>		
Gauze 2x2	12	
Gauze 4x4	10	
Gauze 8x10	6	
Kling	3 each	4" and 6"
Large Pressure Dressing	3	
Small Pressure Dressing	3	
Assorted Bandages	12	
Adhesive Tape	2	1" hypo allergenic
Adhesive Tape	2	1" cloth
Adhesive Tape	2	1" Waterproof
Triangular Bandages	2	
Pair EMA Shears	1	
<b>OBSTETRICAL EQUIPMENT</b>		
Emergency Disposable Obstetrical Kit	2	
Disposable Incontinent Pads	4	
Safe and Warm Mattress heater	2	
Flannel receiving blankets	4	
Silver Swaddler	2	
<b>MISCELLANEOUS EQUIPMENT</b>		
Antiseptic hand cleaner	1	
Bedpan and Urinal	1 each	
Garbage Bags with Ties	2	
Disposable Face Masks	4	
Protective Goggles or Face Shield	2	
Emesis Bags	2	
Mouth Swabs Packages	2	
Stethoscope	1 each	Adult and Child
Disposable Tissue/Toilet Paper Roll	1	
Flashlight	1	
Trauma kit	1	Portable, multi-compartment, with adequate supplies to meet immediate patient treatment needs away from the ambulance <sup>a</sup>
Burn Kits (mini pack)	2	Sterile, disposable, prepackaged, containing six burn towels, gauze bandage, 1" tape, saline solution Linens

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Blankets, sheets, pillow cases, hypo-allergenic pillows, plastic pillow covers, plastic sheets (shrouds). Spare "D" Cylinder	2 each	
One full oxygen cylinder		

**ANNEX "F"****PHARMACEUTICALS LIST**

Must be carried in a kind and quantity as prescribed by the Medical Director of the Air Medical crew, and be within the scope of practice of the highest qualified attending medical personnel. The following list of medications has been reproduced from the scope of practice charts in the Saskatchewan Emergency Treatment Protocols, dated December 2007. Scope of practice may be updated from time to time, and it is the responsibility of the Air Medical Director to follow the most recent protocols.

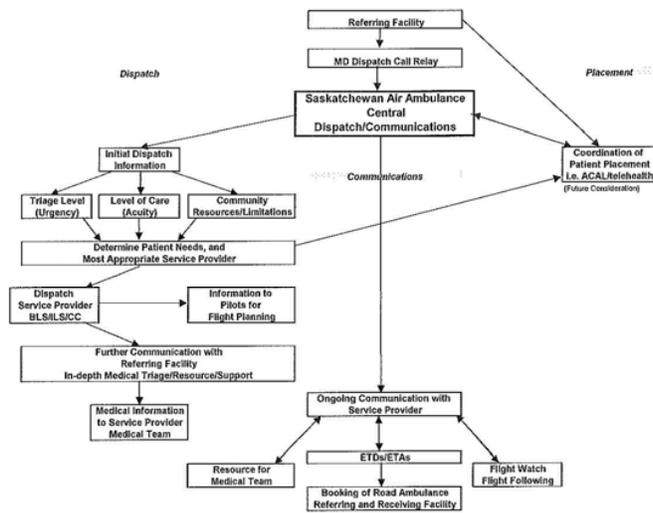
Medication/Solution	Method/Route
Acetaminophen (Tylenol)	Oral/Rectal
Acetylsalicylic Acid (ASA)	Oral
Activated Charcoal	Oral
Adenosine (Adenocard)	Intravenous
Amiodarone Hydrochloride	Intravenous
Amyl Nitrate	Inhalation
Atropine Sulphate	Intravenous; Etube
D50W/D25W	Intravenous
Dimenhydrinate (Gravol)	Intravenous
Diphenhydramine (Benadryl)	Intravenous/Oral/IM
Epinephrine 1:10,000	Intravenous
Epinephrine 1:1000	Subcutaneous/IM
Epinephrine Drip (Bradycardia)	Intravenous
Epi-Pen	IM/SQ
Glucagon	SQ
Haloperidol Decanoate (Haldol)	IM
Ipratropium Bromide (Atrovent)	Nebulized Inhalation
Lidocaine HCL	Drips; IV; ETube
Lorazepam	IM/IV/Intra-nasal
Midazolam	IM/IV/Intra-nasal
Methylpredisolone (Solumedrol)	Intravenous
Morphine Sulphate	Intravenous
Nitroglycerine (Tabs & Spray)	Sublingual
Nitrous Oxide	Self-administered inhalation
Salbutamol (Ventolin)	Nebulized Inhalation & E.T.
Sodium Bicarbonate	Intravenous
Thiamine HCL	Intravenous

**ANNEX "G"**

**PACC DISPATCH**

Mamawetan Churchill River Health Region

**Appendix B: Provincial Air-Medical Communications Centre  
Dispatch/Communications Pathway**



Solicitation No. - N° de l'invitation  
H3551-150951  
Client Ref. No. - N° de réf. du client  
H3551-150951

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-5-38100

Buyer ID - Id de l'acheteur  
WPG011  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX "H"

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

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