



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

Bid Receiving Canada Border Services Agency /  
Réception des soumissions Agence des services  
frontaliers du Canada

**Canada Border Services Agency**  
Bids Receiving Unit  
Unit H - 2405 St. Laurent  
Ottawa ON K1A 0L8  
613-941-6034

Bid Receiving Unit is open from Monday to  
Friday inclusively, between the hours of  
07:30 and 15:00, excluding Statutory  
Holidays.

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Canada Border Services Agency**

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

**Proposition aux: Agence des services frontaliers  
du Canada**

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

**Comments - Commentaires**

**Issuing Office – Bureau de distribution**  
Canada Border Services Agency / L'Agence des  
services frontaliers du Canada  
Place Vanier, Tower B  
17<sup>th</sup> Floor - 355 North River Road,  
Ottawa ON K1A 0L8

<b>Title – Sujet</b> First aid Training	
<b>Solicitation No. – N° de l'invitation</b> 1000328329	<b>Date :</b> January 23, 2017
<b>Client Reference No. – N° référence du client</b> 1000328329	
<b>GETS Reference No. – N° de référence de SEAG</b>	
<b>File No. – N° de dossier</b>	<b>CCC No. / N° CCC - FMS No. / N°</b>
<b>Solicitation Closes – L'invitation prend fin</b> at – à 11:00 AM on – le March 6, 2017	<b>Time Zone - Fuseau horaire</b> Eastern Standard Time EST
<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 Inquiries to : - Adresser toutes questions à:</b> <a href="mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca">CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca</a>	<b>Buyer Id – Id de l'acheteur</b> Michel Charron <a href="mailto:Michel.Charron@cbsa-asfc.gc.ca">Michel.Charron@cbsa-asfc.gc.ca</a>
<b>Telephone No. – N° de téléphone :</b> 343-291-5715	<b>FAX No. – N° de FAX</b> N/A
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  Canada Border Services Agency Agence des services frontaliers du Canada	

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

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



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, and the *Task Authorization Form*.

### **1.2 Summary**

- 1.2.1** The Canada Border Services Agency (CBSA) has a requirement for a Contractor to deliver First Aid Training to the employees and trainee agents of the Principal Campus in Rigaud Quebec. The training will consist of the delivery of Standard First Aid (SFA) including the Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certification level C. The training must be available in French and English. The Contractor will supply all teaching materials (Guide, Training manual) to participants and all required training materials (Mannequins, blankets, first aid kits and supplies) for teaching. Appropriate certificates will be given to participant upon successfully completion of training.

The contract duration is expected to be for a one (1) year, plus four (4) one-year option periods.

The First Aid training must be delivered on site at the Principal Campus in Rigaud Quebec.

- 1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), the free trade Agreement Canada-Chile (CCFTA), the Canada-Peru free trade agreement (CPFTA) and the free trade agreement between Canada and Colombia (CCFTA).

### **1.3 Debriefings**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 calendar days

### 2.2 Submission of Bids

Bids must be submitted only to the Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to CBSA will not be accepted.

### 2.3 Former Public Servant

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

#### 2.3.1 Definitions

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

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



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

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

### 2.3.2 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.

### 2.3.3 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- 3.2 Section I: Technical Bid (3 hard copies and 1 soft copy on CD/DVD);
- 3.3 Section II: Financial Bid (1 hard copies and 1 soft copy on CD/DVD);
- 3.4 Section III: Certifications (1 hard copy)
- 3.5 Section IV: Additional Information (1 hard copy)

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

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

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

3.1.2.1 Use 8.5 x 11 inch (216 mm x 279 mm) paper;



3.1.2.2 use a numbering system that corresponds to the bid solicitation.

**3.1.3** 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:

3.1.3.1 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

3.1.3.2 use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

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

## **3.3 Section II: Financial Bid**

**3.3.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 2 of Part 4. The total amount of Applicable Taxes should be shown separately.

## **3.4 Section III: Certifications**

**3.4.1** Bidders must submit the certifications and additional information required under Part 5.

## **3.5 Section IV: Additional Information**

In Section IV of their bid, Bidders should provide:

- a) their legal name;
- b) their Procurement Business Number (PBN);
- c) the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- d) for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information.





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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

The mandatory technical criteria are described in Attachment 1 to Part 4, Evaluation Criteria for the RFP.

**4.1.2 Financial Evaluation**

**4.1.2.1 Financial Evaluation**

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 2 to Part 4.

**4.2 Basis of Selection**

**4.2.1 Basis of Selection – Lowest Price Responsive Bid**

- a) To be declared responsive, a bid must:
  - i. comply with all the requirements of the bid solicitation;
  - ii. meet all mandatory evaluation criteria.
- b) Bids not meeting (i) and (ii) above will be declared non-responsive.
- c) The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- d) The table below illustrates an example where the selection of the contractor is determined by the lowest evaluated price.

**4.2.2 Basis of Selection – Lowest Price Responsive Bid – Evaluation Method**

Bidder	Mandatory Evaluation Criteria	Total Bid Price	Rank
**A	Compliant	\$28,074	1
*B	Non-Compliant	\$26,500	N/A
C	Compliant	\$31,800	2

\*Represents the lowest evaluated price

\*\*Represents the Lowest Price Responsive Bid which is the successful bidder.



## ATTACHMENT 1 TO PART 4 – Technical Evaluation Criteria

### 1.0 Mandatory Technical Criteria

1.1 The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

- (a) The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.
- (b) The Bidder must clearly demonstrate in the proposal how the experience was gained, supported by resumes and any necessary supporting documentation.
- (c) It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by and of itself DOES NOT constitute demonstrated evidence. As stated in bullet ‘B’ above, the resumes and supporting documentation will be accepted as evidence.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

### 1.2 Table 1 – Mandatory Technical Criteria (MT)

Item No.	Mandatory Technical Criteria	Bid Preparation Instructions	Compliant / Non-Compliant
A	B	C	E
<b>MT1</b>	The Bidder must be certified to deliver Standard First Aid and CPR courses in accordance with the <i>Canada Occupational Health and Safety Regulations</i> , Part XVI, subsection 16.12(1). <a href="https://www.canada.ca/en/employment-social-development/services/health-safety/prevention.html">https://www.canada.ca/en/employment-social-development/services/health-safety/prevention.html</a>	To demonstrate experience, the Bidder must provide a copy of the certificate/letter issued by the Minister of Labour or provincial or territorial recognized organization.	
<b>MT2</b>	The Bidder must provide its detailed course outline and content for the Standard First Aid and CPR courses it will deliver under the resulting contract in English and French, along with the schedule, which must be in accordance with Schedule V of the <i>Canada Occupational Health and Safety Regulations</i> . <a href="http://laws.justice.gc.ca/eng/regulations/SOR-86-304/page-45.html#h-259">http://laws.justice.gc.ca/eng/regulations/SOR-86-304/page-45.html#h-259</a>	To demonstrate that the Bidder’s course content includes the subject covered by Schedule V of the Regulations, the Bidder must submit a detailed description of its Standard First Aid and CPR course that includes:  1) training goals and learning objectives;	



		<ul style="list-style-type: none"> <li>2) instructor manuals and resources such as videos and PowerPoint deck;</li> <li>3) student material, including handouts;</li> <li>4) performance criteria used for each learning objective and how they are assessed.</li> </ul>	
<b>MT3</b>	The Bidder must have provided three (3) Standard First Aid and CPR courses within the past five (5) years from date of bid closing. Each course in English or French must have a class of at least 12 students.	<p>To demonstrate experience, the following information must be provided for each course:</p> <ul style="list-style-type: none"> <li>1) language of course delivery for each engagement;</li> <li>2) dates of courses given (including the month/year);</li> <li>3) total number of students in each class for each course delivered.</li> </ul>	
<b>MT4</b>	The Bidder must propose four (4) different resources, who are certified First Aid and CPR instructors.	<p>The Bidder must provide the following information for each of the proposed resources:</p> <ul style="list-style-type: none"> <li>1) the Bidder must provide the name of the proposed candidates;</li> <li>2) the Bidder must provide a resume for each proposed candidate;</li> <li>3) the Bidder must provide copies of any certifications showing that each instructor is certified in First Aid and CPR. If not submitted with bid, the Bidder must provide it within the timeframe indicated by the Contracting Authority.</li> </ul>	
<b>MT5</b>	Each proposed instructor provided in the Bidder's response to MT4 must have delivered a minimum of eight (8) Standard First Aid and CPR courses since January 1, 2011.	<p>To demonstrate experience, the Bidder must provide the following information for each of the proposed resources:</p> <ul style="list-style-type: none"> <li>1) training delivery date (month/year);</li> <li>2) name of the organization for which the training was given;</li> </ul>	
<b>MT6</b>	The Bidder must provide a detailed	To demonstrate compliance, the	



	<p>description of its Quality Assurance System for the delivery of its Standard First Aid and CPR training. At a minimum, the Bidder must provide details on the following:</p> <ol style="list-style-type: none"><li>1) recordkeeping standards;</li><li>2) keeping up-to-date and implementing changes;</li><li>3) instructor training, evaluation and certification;</li><li>4) student evaluation process.</li></ol>	<p>Bidder must provide a detailed description of the following components of its Quality Assurance System:</p> <ol style="list-style-type: none"><li>1) the Bidder must provide information on its policy and practices for keeping records;</li><li>2) the Bidder must provide its plan for implementing changes that may be required due to revisions to the First Aid and CPR standards, knowledge or technology;</li><li>3) the Bidder must provide a description of the processes used to maintain instructor qualifications and certifications required to deliver the First Aid and CPR courses as outlined in this SOW;</li><li>4) The Bidder must provide a description of the processes used to evaluate students at the completion of the First Aid and CPR courses as outlined in this SOW.</li></ol>	
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## ATTACHMENT 2 TO PART 4 PRICING SCHEDULE

- (a) The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted firm all inclusive price (in Cdn\$) taxes excluded, FOB destination for goods, Customs duties and Excise taxes included.
- (b) The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
- (c) The prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
- a. All travel and living expenses related to work performed at the CBSA College in Rigaud.
  - b. All travel expenses between the Contractor's place of business and the CBSA College in Rigaud;
  - c. And all travel and living expenses related to the relocation of resources to meet the terms of any contract.
- (d) For all periods of the contract, the Bidder must provide a firm all-inclusive price per participant for each training session. Each training session will include a maximum of 18 participants. If less than 12 participants are scheduled for a training session, the CBSA will pay for 12 participants



TABLE 1

<b>Initial Contract Period</b>	<b>Firm all inclusive price Per participant</b>	<b>Estimated volume [number of participants]</b>	<b>TOTAL (in Canadian dollars), Taxes not included C = A × B</b>
	<b>A</b>	<b>B</b>	<b>C1 Total for Contract Year 1:</b>
Contract Year 1	\$	450	
<b>Contract Option</b>	<b>Firm all inclusive price Per participant</b>	<b>Estimated volume [number of participants]</b>	<b>TOTAL (in Canadian dollars), Taxes not included C = A × B</b>
	<b>A</b>	<b>B</b>	<b>C2 Total for Contract Year 2:</b>
Contract Year 2		480	
<b>Contract Option</b>	<b>Firm all inclusive price Per participant</b>	<b>Estimated volume [number of participants]</b>	<b>TOTAL (in Canadian dollars), Taxes not included C = A × B</b>
	<b>A</b>	<b>B</b>	<b>C3 Total for Contract Year 3:</b>
Contract Year 3		512	
<b>Contract Option</b>	<b>Firm all inclusive price Per participant</b>	<b>Estimated volume [number of participants]</b>	<b>TOTAL (in Canadian dollars), Taxes not included C = A × B</b>
	<b>A</b>	<b>B</b>	<b>C4 Total for Contract Year 4:</b>
Contract Year 4		450	



<i>Contract Period</i>	<b>Firm all inclusive price Per participant</b>	<b>Estimated volume [number of participants]</b>	<b>TOTAL (in Canadian dollars), Taxes not included C = A × B</b>
	<b>A</b>	<b>B</b>	<b>C5 Total for Contract Year 5:</b>
Contract Year 5	\$	450	\$
<b>TOTAL Bid Price (C1 + C2 + C3 + C4 + C5):</b>			\$

**Sample Calculation:**

<i>Contract Period</i>	<b>Firm all inclusive price Per participant</b>	<b>Estimated volume [number of participants]</b>	<b>Total Price (A × B = C)</b>
	<b>A</b>	<b>B</b>	<b>C</b>
Contract Year 1	\$10.00	450	\$4,500.00
Contract Year 2 (option)	\$11.00	480	\$5,280.00
Contract Year 3 (option)	\$12.00	512	\$6,144.00
Contract Year 4 (option)	\$13.00	450	\$5,850.00
Contract Year 5 (option)	\$14.00	450	\$6,300.00
<b>Total Evaluated Price of Bid :</b>			<b>\$28,074.00</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. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.1.2 Additional Certifications Required with the Bid**

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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.





### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

#### **6.1.2 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.

#### **6.1.3 Task Authorization Process**

6.1.3.1 The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex C.

6.1.3.2 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.

6.1.3.3 The Contractor must provide the Project Authority, within (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

6.1.3.4 The Contractor must not commence work until a TA authorized by the Project 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.

#### **6.1.4 Minimum Work Guarantee - All the Work - Task Authorizations**



6.1.4.1 In this clause,

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

"Minimum Contract Value" means 5% of the Maximum Contract Value.

6.1.4.2 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.

6.1.4.3 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.

6.1.4.4 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### **6.1.5 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 quarterly basis to the Contracting Authority.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than (10) calendar days after the end of the reporting period.

#### **6.1.5.1 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 (contracting authority to edit the text as applicable):



6.1.5.2 For each authorized task:

- (a) the authorized task number or task revision number(s);
- (b) a title or a brief description of each authorized task;
- (c) the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- (d) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (e) the start and completion date for each authorized task; and
- (f) the active status of each authorized task, as applicable.

6.1.5.3 For all authorized tasks:

- (a) 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
- (b) the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 6.2 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.

### 6.2.1 General Conditions

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

## 6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive. (To be determined based on 1 year contract period)

### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to (4) additional (1) year period(s) 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 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.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Michel Charron
Title: Procurement Officer,
Organisation: Canada Border Services Agency
Address: 17th floor, Tower B, 355 North River Road, Ottawa ON K1A 0L8

Telephone: (to be completed at time of award)
E-mail address: (to be completed at time of award)

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.

6.5.2 Project Authority

The Project Authority for the Contract is: (to be completed at time of award)

Name:
Title:
Organization:
Address:
Telephone:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project 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.

6.5.3 Contractor's Representative (to be completed at time of award)

6.6 Payment

6.6.1 Basis of Payment

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

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

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

6.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

- 1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (to be completed at time of 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.

### **6.6.3 Terms of Payment**

#### **6.6.3.1 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

### **6.7 Invoicing Instructions**

- 6.7.1** The Contractor must submit invoices in accordance with the information required in the General Conditions.
- 6.7.2** The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers, if applicable.
- 6.7.3** By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- 6.7.4** The Contractor must send the invoice to [vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca) for payment. This email address is to be used only for submitting invoices and for payment status inquiries.

### **6.8 Discretionary Audit**

1. The following are subject to government audit before or after payment is made:
  - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
  - b. The accuracy of the Contractor's time recording system.



- c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
  - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **6.10 Applicable Laws**

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

### **6.11 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 general conditions 2035 (2016-04-04); General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any) (if applicable);
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

### **6.12 Foreign Nationals (Canadian Contractor)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.



OR

#### **6.13 Foreign Nationals (Foreign Contractor)**

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

#### **6.14 Insurance**

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

#### **6.15 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

#### **6.16 Proactive Disclosure of Contracts with Former Public Servants** (This clause will be deleted prior to contract award if the Bidder is not a Former Public Servant.

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





## ANNEX A STATEMENT OF WORK

### 1. TITLE

Training in first-aid (certificate of standard first aid) including Cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED) certification level C.

### 2. Background

The Canada Border Services Agency College of Rigaud is composed of 3 pavilions and is open 24 hours a day, 7 days a week and 365 days a year. The college is occupied by employees, contractors and sub-contractors, clients (**stay** period varies from **one (1)** day to two **(2)** weeks) and trainee agents (18 weeks). We hold the following activities: practical and theoretical training (border agents, detector dog program), retreats, meetings and workshops for development.

### 3. Objective

Train employees and trainee agents of CBSA College in Rigaud in order for them to obtain or renew their first aid certification thereby fulfilling one of their conditions of employment in matters of first aid.

### 4. Scope

This training is a condition of employment for trainee agents, instructors, supervisors and managers and/or all other employees of the CBSA College in Rigaud. It must also meet the requirements of the Canadian labor code Part XVI in relation to the responsibility of the employer in relation to the first aid training for the college. The training must be valid in all Canadian provinces.

### 5. Tasks

The Contractor must on an as and when requested basis:

1. Deliver standard first aid (SFA), cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) as a 2 day training courses in Canadian English and/or Canadian French, that meets all of the requirements of the Canadian Occupational Health and Safety Regulations, Schedule V, part XVI, at dates provided by the Project Authority via a Task Authorization request form. The class size for the training will be 12-18 participants;
2. provide one (1) instructor for every scheduled class to deliver a two (2) day session of Standard First Aid, CPR certification and AED to First Aid attendants on an as and when requested basis as outlined in this Statement of Work;
3. offer training in French and/or English (as required);
4. use instructor-led interactive method of delivery which provides extensive opportunities for participants to obtain hands-on experience;
5. provide the required copies of all training material (participant's manual, pamphlets and bulletins) for each participant in the language of the course, at the beginning of the course;
6. provide the training materials; mannequins (baby, child, adult), blankets, first aid kits and all supplies;
7. provide one (1) mannequin for every three (3) participants on the course;





8. maintain all training materials up-to-date (instructors manual, participants manual, pamphlets, bulletins);
9. provide administrative details to participants, at the beginning of the session, such as the location of fire exits, washrooms, lunchroom and the course outline;
10. distribute the attendance list to participants for their signature.;
11. send the signed attendance list by email to the Project Authority the following day;
12. provide all the course participants with an approved Certificate and / or personalized card not later than 1 month after their completion of the course. The certificate and/or personalized card must include the validity dates and appropriate levels achieved by each candidate who successfully completed the training. All Documents must be sent by mail to the Project Authority;
13. return the classroom to its original set-up after the training;
14. identify one point of contact responsible for scheduling, printing of manuals, providing updates/status reports and for all quality assurance activities with the Project Authority.

## **6. Course content**

- 6.1 The subjects indicated in the Canada Labour Code Part XVI, Schedule V, Item 2 – Standard first aid must form part of the course content. (See link below). The course content must also include the most recent cardiopulmonary resuscitation (CPR level C) protocols from the Heart and Stroke Foundation of Canada. (See Link Below).

Link to Heart and Stroke Foundation of Canada:

[http://www.heartandstroke.com/site/c.iklQLcMWJtE/b.9298365/k.7519/2015\\_Canadian\\_Resuscitation\\_and\\_First\\_Aid\\_Guidelines.htm](http://www.heartandstroke.com/site/c.iklQLcMWJtE/b.9298365/k.7519/2015_Canadian_Resuscitation_and_First_Aid_Guidelines.htm)

Link to the Canada Labour Code:

<http://laws.justice.gc.ca/eng/regulations/sor-86-304/index.html>

## **7. Constraints**

- 7.1 The Contractor must hold a valid certification from an approved organization throughout the duration of the Contract.
- 7.2 Instructors providing training must be accredited by the Minister of Labour in accordance with Part XVI of the Canada Occupational Health and Safety Regulations) <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/FullText.html> throughout the duration of the Contract.
- 7.3 Language Requirements: The Instructors must be fluent in the language that they are teaching in order to deliver the English and the French course as requested. Canada reserves the right to evaluate the language proficiency of the resource throughout the period of the Contract. Should the evaluation determine that the instructor does not meet the language requirement; the Contractor must immediately replace the instructor at no additional cost and in accordance with the Contract.

## **8. Roles and Responsibilities of CBSA College**

- a) The CBSA College in Rigaud will provide the following items:
  - i. Classroom;
  - ii. television, DVD/VCR, projector, screen, giant note pads and pencils;



- iii. individual floor mat.
- b) The CBSA will provide 30 days' notice to the Contractor for the scheduled learning date along with the language of the requested session;
- c) The CBSA will provide a list of participants, and provide it to the Contractor's contact person a week before the session.
- d) make the necessary arrangements to provide instructors with access to the building or classroom. The CBSA will evaluate the quality of the Instructor's course delivery services, as needed;
- e) Without any prior notice to the Contractor, the Project Authority can decide to attend a course, as an observer, to determine if the Instructor's service is in line with the Terms and Conditions of the Contract. Observations will be discussed with the Contractor and the Contractor must take corrective measures within an approved timeframe and at no additional cost to the CBSA.
- f) Project Authority will also be reviewing the participant's evaluation questionnaire and will discuss the feedback with the Contractor. Corrective measures may be requested and must be addressed by the Contractor within an approved timeframe and at no additional cost to the CBSA.

**9. Schedule**

9.1 Estimated schedule of courses for the Initial Contract Period is as follows:

**Table 1**

<b>Estimated Schedule for the Initial Contract Period of 1 Years from Contract Award Date</b>		
Title of course	Language	Number of participants
Standard First Aid, CPR and AED certification	English	300
	French	150

- 9.2 The above schedule is only an estimate. Courses will be delivered on an as and when requested basis, and will be authorized through the issuance of an approved Task Authorization.
- 9.3 The Contractor must be able to deliver a course within 30 calendar days of the issuance of the approved Task Authorization.
- 9.4 The Instructors must be on-site 15 minutes prior to the start time of the course to ensure that the room is properly set up and that the equipment is functioning;
- 9.5 Training will be held Monday to Fridays between 07:00 and 24:00 as well as Saturdays and Sundays between 08:00 and 17:00 for trainee agents and/or employees of CBSA College of-Rigaud.
- 9.6 Dates of the training are to be determined by CBSA Project Authority in conjunction with the Contractor.
- 9.7 The participant selection and coordination of the courses will be done by CBSA.
- 9.8 The CBSA College reserves the right to cancel the training without any fee with a 72 Hrs notice. Any course may be canceled or rescheduled in whole or in part by the Project Authority by giving a written notice to the contractor 72 Hrs prior to the course commencement date. There will be no charge to Canada for such a cancelation, or rescheduling.



10. If the Project Authority has to cancel due to an unforeseeable or uncontrollable event (such as a strike, a virus attack, a pandemic, a power or a technical failure, etc.) no charge will be applied regardless of when the notice is received by Contractor

11. Meetings

11.1 The Contractor will not be reimbursed for any costs incurred for any meetings it will need to attend with the Contracting Authority or Project Authority.

11.2 **Kick-off meeting;**

a) A Kick-off meeting chaired by the Contractor will be held three (3) calendar days from the date of Contract award. The kick-off meeting can be organized as a teleconference or in person in a location at the CBSA College in Rigaud. The exact time of the kick-off meeting will be provided upon Contract award. The purpose of the kick-off meeting will be to:

- i. Review the contractual requirements;
- ii. review and clarify the respective roles and responsibilities of the Contracting Authority (CA), the Project Authority and the Contractor to ensure common understanding of the requirement and the terms and conditions of the Contract; and
- iii. to discuss the upcoming training calendar.

11.3 **Urgent Meeting**

- a) The project Authority and/or Contracting Authority may request a teleconference or a meeting at any time to resolve any urgent matters, issues or concerns;
- b) in person meetings will be held at the CBSA College in Rigaud.

12. **Travel and Living**

a. Travel and Living is not required.

13. **Training Location**

The training will take place in the premises of the CBSA College located at:

Complete Address :  
CBSA College  
Canada Border Services Agency  
475 chemin Grande-Ligne  
Rigaud Quebec J0P 1P0



**ANNEX B - BASIS OF PAYMENT**

**A- Contract Period and Contract Option Periods**

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

**1.0 Price per participant**

- (a) The Contractor will be paid a firm all inclusive price (in Cdn\$) taxes excluded, FOB destination for goods, Customs duties and Excise taxes included for each participant.
- (b) Each training session will include a maximum of 18 participants. If less than 12 participants are scheduled for a training session, the CBSA will pay for 12 participants

**TABLE 1**

<b>Contract Period (exact dates to be inserted at contract award)</b>	<b>Firm All-inclusive price (CDN\$) per Participant <i>[price to be inserted at contract award]</i></b>
Initial Contract Year 2017 – 2018	\$
Contract Option 1 2018 – 2019	\$
Contract Option 2 2019 – 2020	\$
Contract Option 3 2020 – 2021	\$
Contract Option 4 2021 – 2022	\$



**ANNEX C  
TASK AUTHORIZATION FORM**



**Formulaire d'autorisation de tâche  
Task Authorization Form**

**Annexe C  
Annex C**

<b>Autorisation de tâche Task Authorization</b>	Numéro du contrat - Contract Number
	N° de l'autorisation de tâche (AT) - Task Authorization (TA) No.
	Titre de la tâche, s'il y a lieu - Title of the task, if applicable
	Coût total estimatif de la tâche (Taxes applicables en sus) Total Estimated Cost of Task (Applicable taxes extra) \$

**1. Conditions - Conditions**

**LE NUMÉRO DE CONTRAT AINSI QUE LE NUMÉRO D'AUTORISATION DE TÂCHE DOIVENT ÊTRE SUR TOUTE LES FACTURES  
THE CONTRACT NUMBER AND TASK AUTHORIZATION NUMBER MUST BE ON ALL INVOICES**

**DATE REQUIS / DATE REQUIRED:**

Balance résiduelle sur le contrat avant cette AT (taxes inclus) : / Residual balance on contract prior to this TA (taxes included) :	\$
Valeur de cette AT (taxes inclus) : / Value of this TA (taxes included) :	\$
Balance résiduelle sur le contrat après cette AT (taxes inclus) : / Residual balance on contract following to this TA (taxes included) :	\$

**Aux fins de révision seulement - For Revision only**

Numéro de révision de l'AT, s'il y a lieu / TA Revision Number, if applicable	Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision / Total Estimated Cost of Task (Applicable taxes extra) before the revision \$	Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu Increase or Decrease (Applicable taxes extra), as applicable \$
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**Autorisation d'origine – Original Autorisation**

Coût total estimé de la Tâche (TVQ / TPS en sus) avant toute révision: Total Estimated Cost of Task (QST/GST extra) before any revisions:	\$
<b>TPS / GST</b>	\$
<b>TVQ / QST</b>	\$
<b>Sous-total / Sub-Total</b>	\$
<b>Total</b>	\$

**Début des travaux de l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**2. Travaux requis - Required Work**

A. Description de tâche des travaux requis - Task Description of the Work required -	CI-Joint - See Attached <input type="checkbox"/>
B. Description de tâche des travaux requis - Task Description of the Work required -	CI-Joint - See Attached <input type="checkbox"/>