



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Civilian Physician Instructors	
Solicitation No. - N° de l'invitation W0113-17CS10/A	Date 2017-07-26
Client Reference No. - N° de référence du client W0113-17CS10	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-011-7326	
File No. - N° de dossier TOR-7-40022 (011)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-06	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kane, Rachel	Buyer Id - Id de l'acheteur tor011
Telephone No. - N° de téléphone (905) 615-2467 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB Borden Health Services Training Centre 30 Ortona Road - Bldg O-166 Borden Ontario L0M1C0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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

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Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40022

Buyer ID - Id de l'acheteur
TOR011
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, , DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- (a) The Department of National Defence (DND), Canadian Forces Health Services Training Centre in Borden, ON, has a requirement for the provision of services, on an "as and when requested" basis, to teach subject matter and provide assistant in the exam process of their Physician Assistant Program.
- (b) It is intended to result in the award of a contract for one (1) year with option period of four (4) one (1) year periods.
- (c) There is no security requirement associated with this contract.
- (d) The requirement is subject to the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), the Canada- Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA).

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

- (a) 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.
- (b) 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.
- (c) The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:
Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

- (a) 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.

(b) 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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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.

(c) **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:

- (i) name of former public servant;
- (ii) 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.

(d) **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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) 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 Basis for Canada's Ownership of Intellectual Property

The Canadian Forces Health Service Training Centre has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- (i) Section I: Technical Bid (4 hard copies)
- (ii) Section II: Financial Bid (1 hard copies)
- (iii) Section III: Certifications (1 hard copies)

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

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

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

(c) 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:

- (i) 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
- (ii) 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

(a) 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.

(b) 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

(a) 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.

(b) Electronic Payment of Invoices – Bid

- (i) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

(ii) If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

(iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

(c) **Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Technical Evaluation

(a) Mandatory Technical Criteria

- (i) Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Mandatory evaluation criteria are described in Annex D - Bid Evaluation Criteria.

(b) Point Rated Technical Criteria

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex D - Bid Evaluation Criteria.

4.3 Financial Evaluation

(a) Evaluation of Price - Aggregate

- (i) The Bidder must provide firm, all inclusive hourly rates for the initial contract period and option periods for the Category of Personnel identified in Annex "B" - Basis of Payment, using the tables attached at Annex "B" - Basis of Payment. The Bidder must complete and submit with its bid, pricing in accordance with Annex B, Basis of Payment.
- (ii) The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.
- (iii) The price will be evaluated in accordance with Annex B, Basis of Payment. The evaluated price will be the Total Financial Evaluated Price for the entire requirement which will be calculated using the sum of the total cost for the initial contract period and option periods.

4.4 Basis of Selection

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation; and
 - (ii) meet all mandatory criteria; and
 - (iii) obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
- (b) Bids not meeting (i), (ii) and (iii) will be declared non-responsive.
- (c) 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.
- (d) 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%.

- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine the combined rating.
- (g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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

- (h) In the event of identical Combined Ratings occurring, then the bid with the highest Price Score will become the top-ranked bidder.
- (i) One contract may be awarded in total as a result of this bid solicitation.

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.

(a) Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

(a) 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.

(b) 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#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.

5.3 Additional Certifications Required Precedent to Contract Award

(a) Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

(b) Education and Experience

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SACC Manual clause A3010T (2010-08-16), Education and Experience

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

- (a) Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.2 Task Authorization (TA)

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.

(a) Task Authorization Process

- (i) The DND Procurement authority (Technical Authority) will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Appendix 1 to Annex A.
- (ii) The Task Authorization (TA) will contain the details of the work 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 breakdown of the cost(s) established in accordance with the Basis of Payment, specified in the Contract.
- (iii) 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.

(b) Task Authorization Limit

- (i) The Program Director may authorization individual task authorizations up to a limit of \$45,000.00 Applicable Taxes included, inclusive of any revisions.
- (ii) Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

(c) Minimum Work Guarantee - All the Work - Task Authorizations

- (i) 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% of the Maximum Contract Value.
- (ii) 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 iii. 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.
- (iii) 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.
- (iv) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

(d) 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 TAs issued under the Contract.

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

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

The quarterly periods are defined as follows:

1st quarter: 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 ten (10) calendar days after the end of the reporting period.

(i) **Reporting Requirement - Details**

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

A. **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 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.

B. **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.

(e) **Task Authorization – Department of National Defence**

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.3 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.

(a) **General Conditions**

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

(b) **Supplemental General Conditions**

4007 (2010-08-16), Supplemental General Conditions- Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

6.4 Security Requirements

There is no security requirement applicable to the Contract.

6.5 Term of Contract

(a) Period of the Contract

The period of the Contract is from date of Contract award ending one (1) year later. (*Dates to be inserted at Contract award*)

(b) Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (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 least ten 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.

6.6 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Rachel Kane
Title: Intern Officer
Directorate: Public Works and Government Services Canada
Acquisitions Branch, Ontario Region
Address: 33 City Centre Drive, Suite 480
Mississauga, Ontario, Canada, L5B 2N5.
Telephone: 905-615-2078
Facsimile: 905-615-2060
E-mail address: Rachel.Kane@tpsgc-pwgsc.gc.ca

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

(b) Technical Authority

The Technical Authority for the Contract is:

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

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

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

(c) **Contractor's Representative** (fill out with bid)

Name: _____
Title: _____
Organization: _____
Business Procurement Number (PBN): _____
Address: _____
Telephone: _____
Facsimile: _____

6.7 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.

6.8 Payment

(a) **Basis of payment - Limitation of Expenditure- Task authorization**

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

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

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

(b) **Limitation of Expenditure - Cumulative Total of all Task Authorizations**

- (i) 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 \$45,000.00. Customs duties are included and Applicable Taxes are extra.
- (ii) 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.
- (iii) 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.

- (iv) 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.

(c) **Monthly payments**

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:

- (i) 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;
- (ii) all such documents have been verified by Canada;
- (iii) the Work performed has been accepted by Canada.

(d) **SACC Manual Clauses**

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

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

6.9 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.10 Invoicing Instructions

- (a) 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.
- (b) Invoices must be distributed as follows:
 - (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment (to be provided at Contract award).
 - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.11 Certifications and Additional Information

(a) **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.

6.12 Applicable Laws

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

6.13 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 4007 (2010-08-16), Supplemental General Conditions-Canada to own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2016-04-04);
- (d) Annex A, Statement of Work;
Appendix 1 to Annex A - DND 626, Task Authorization (TA) Form
Appendix 2 to Annex A- Commandant (Cmdt) Directive 5275-1 Personal Relationships
- (e) Annex B, Basis of Payment;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____, (*insert date of bid*)

6.14 SACC Manual Clauses

A7017C (2008-05-12), Replacement of Specific Persons

A9062C (2011-05-16), Canadian Forces Site Regulations

6.15 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

6.16 Specific Person(s)

The Contractor must provide the services of the following person to perform the Work as stated in the Contract: (*insert name of person. (To be filled in at contract award and as designated by the Bidder)*)

Instructor: _____

ANNEX A- STATEMENT OF WORK

1. REQUIREMENT

The Department of National Defence (DND), Canadian Forces Health Services Training Centre, has a requirement for the provision of services, on an "as and when requested" basis, to teach subject matter and provide assistance in the exam process of their Physician Assistant Program.

2. BACKGROUND

The Canadian Forces Health Services Training Centre (CFHSTC) in Borden, ON, trains Physicians Assistants (PA) in order to be clinical practitioners under the supervision of a physician. The students are selected from senior military Medical Technicians via a selection process. The Canadian Medical Association (CMA) presently accredits the program through the Conjoint Accreditation Program. The training is two years and is divided into six semesters. Semester 1-4 is the didactic portion taught at CFHSTC and includes classroom and practical instruction. Semesters 5 & 6 involve 47 weeks of clinical rotations in various Canadian medical facilities. An End of Program Assessment completes the program through comprehensive Objective Standardized Clinical Encounter (OSCE)-based testing at CFHSTC.

3. DEFINITIONS

Performance Objective (PO). A PO includes a description, in operational terms, of what the individual must do, the conditions under which the performance must be completed, and the standard to which the performance must conform. These three elements are respectively defined as performance statement, conditions and standard. A PO is divided into subcomponents called enabling objectives.

Enabling Objective (EO). An EO is a principal unit of learning and constitutes a major step towards achieving the PO. EO's may correspond to the major components identified in the first round of deconstructing PO's, or they may result from grouping several related components. It is composed of three essential parts: a performance statement, conditions statement, and a standard.

Training Plan (TP). The Training Plan is the master document that fully details and defines all aspects of the PA curriculum including all PO's and EO's, testing, resources, etc.

Course Director. A Course Director is a Captain/Lieutenant (Navy) (Capt/Lt(N)) or Lieutenant/Sub-Lieutenant (Lt/SLt) who is responsible to the Program Director for the conduct and administration of a PA session. The Course Director also liaises with the Contractor to provide direction on the training schedule.

Program Director. The Program Director is a Major/Lieutenant Commander (Maj/LCdr) responsible to the Officer Commanding (OC) the PA Program for the delivery and administration of all aspects of the PA Program.

Medical Director. The Medical Director is a physician (Capt/Lt(N)) responsible to the Program Director and OC in matters pertaining to the professional-technical aspects of the curriculum.

4. OBJECTIVE

The Contractor must provide one (1) Physician Instructor who reviews, updates and instructs existing medical theory and practical lessons to the PA students in accordance with the guidelines outlined in the Training Plan (TP). The resource will review and produce exam questions for each lesson taught and through their expertise, provide recommendations on any necessary changes to the program. They will be responsible for evaluating PA students on an as-required basis through Performance Checks (PC) and Evaluate Checks (EC) and may be required to assist the PA staff to review the content and design of written tests, practical tests and scenarios.

The resource may also be required to produce written analysis to substantiate his or her recommended TP changes. They will also attend PA meetings at CFHSTC and be required to review reports from medical supervisors at partner sites.

5. RESPONSIBILITIES

The resource's responsibilities include, but are not limited to, the following tasks and deliverables. To ensure completeness, the contract tasks are divided by category with each assigned an alphabetical designation.

5.1 Category A. The Contractor must:

- 5.1.1 Review, update and instruct existing medical theory lectures and practical lessons in accordance with the guidelines outlined in the TP;
- 5.1.2 Provide the assigned lectures to the Course Director in electronic format (MS Power Point or MS Word) upon completion of the lecture;
- 5.1.3 Review the existing exam questions and produce one new multiple choice exam question for each 50 minutes of didactic lesson taught. Also produce five critical thinking; long or short answer exam questions for every partial or completed PO. Exam questions are to include references and solutions. All references are to be taken from current TP;
- 5.1.4 Provide expert advice and make recommendations on the improvement to the TP as necessary;
- 5.1.5 Be required to be present in person to deliver the following lectures at CFHSTC on the dates and at the times scheduled by the Course Director; and
- 5.1.6 Deliver all lectures outlined in Table 1, in person. The paid ratio of lesson preparation time to lesson presentation time will be 1.5 to one or a total of **167 hours** preparation time for **111 hrs** of teaching time (estimated).

Table 1: Lectures

PO/EO	SUBJECT	Estimated teaching time in hours
004.09	Obtain Health History	4
004.12	Discuss Diagnostic Imaging	3
004.13	Formulate a Clinical Plan	4
004.15	Patient Summaries	4
008.01	MSK Radiography	14
008.02	Connective Tissue Disorders	11
008.03	MSK Tumors	2
008.10	Manage Fractures & Dislocations	9
015.10	Demonstrate an Approach to Plain Film Imaging of the Abdomen	4
016.07	Manage fluid, electrolyte and acid base imbalances	20
016.09	Treat Prostate, Penis, Urethral & Scrotal Disorders	4
016.10	Treat Male UTIs	3
016.11	Recognize GU Tumors	2
022.01	Manage Patients With Known or Suspected Drug or Alcohol Overdoses	11
022.02	Manage Sepsis	1
022.03	Manage Submersion Injuries	1
022.04	Manage Emergent Glycemic Conditions	3
022.05	Manage Blood Product Transfusions	1
022.06	Manage hypersensitivity reactions	2
022.09	Provide Management of Acute Chest Pain	4
022.19	Manage Trauma Related Infections	2
022.16	Manage Environmental Exposure	2
Estimated teaching hours:		111

5.2 Category B. Must assist CFHSTC staff by assisting with the evaluation of students during practice sessions as well as student practical exams through Objective Structured Clinical Examinations (OSCE) and health history evaluations as indicated in the following table. Category B is estimated to not require more than 84 hours of the resource's time.

Table 2: Practical Examinations and Evaluations

PC/EC	Subject	Estimated Testing Time in Hours
Semester 2 Topics	OSCE's	16
Semester 3 Topics	OSCE's	16
Semester 4 Topics	OSCE's	16
008.12	Obtain Health History for MSK	4

010.10	Obtain Health History for Endocrine Conditions	4
011.15	Obtain Health History for Neurological Conditions	4
012.09	Obtain Health History for HEENT Conditions	4
013.15	Obtain Health History for Respiratory Conditions	4
014.15	Obtain Health History for Cardiovascular Conditions	4
015.11	Obtain Health History for GI Conditions	4
016.12	Obtain Health History for GU System	4
017.20	Obtain Health History for Gynecological Conditions	4
Estimated teaching hours:		84

- 5.3 Category C. When given a minimum of 30 days notice by the Program Director, must attend any meetings at CFHSTC. If both parties are in agreement, a DND 626 Task Authorization (TA) form will be completed and submitted. It should be noted, in the last three years, the current contractor was not requested to attend any meetings.
- 5.4 Category D. Must contribute to the continuing improvement of the PA Program by suggesting changes to the Program Director when, in the resource's professional opinion, it is beneficial to do so. The resource must initially offer such suggestions verbally to the Medical Director. The Medical Director will then consult with the resource to determine the billable hours, conditions and deadlines allocated for the Contractor to produce a written paper to explain and justify the change. These changes are separate from those required in Category A, but may involve any other aspect of the program such as teaching, evaluating, development or recommendation of learning and/or teaching aids, curriculum development or program development. If both parties are in agreement, a DND 626 Task Authorization (TA) form will be completed and submitted, on average, 50 hours were billed per year over the last 6 years.
- 5.5 Category E. On an as required basis, the Course Director may request in writing with a minimum of 30 days notice that the resource fill in for lectures such as the examples in the following table. Should the resource accept to fill in for a lecture, that acceptance must be provided in writing to the Course Director. Once both parties are in agreement, a DND 626 Task Authorization (TA) form will be completed and submitted. On average, 30 hours of lectures were presented per year over the last 6 years. To fulfill this service, the Contractor must build/update, prepare and deliver identified lectures to meet the Enabling Objectives stated in the TP as follows:
- 5.5.1 Review, update and instruct any of the lessons in the following table in accordance with the guidelines outlined in the TP;
- 5.5.2 Provide the lectures presented to the Course Director in electronic format (MS Power Point or MS Word) upon completion of the lecture;
- 5.5.3 Review the existing exam questions and produce new exam questions for each lesson taught as per 5.1.3;
- 5.5.4 Offers a physician's knowledge and perspective by suggesting changes to the TP as is necessary; and
- 5.5.5 When required, deliver all additional lectures in Table 3, in person. The paid ratio of lesson preparation time to lesson presentation time will be 1.5 to one (a total of 67.5 hours preparation time for 45 hours of teaching time (estimated)).

Table 3: Additional Lectures

Lecture Number	Subject
007.01	Explain Hematopoiesis
007.02	Relate Diagnostic Investigations to Hematological Disorders
007.03	Manage Disorders of Red Blood Cells
007.04	Manage Disorders of White Blood Cells
007.05	Manage Disorders of Hematopoiesis
007.06	Manage Disorders of Hemostasis
007.07	Manage Thrombotic Disorders
007.08	Administer and Provision of Blood Products and Transfusions
007.09	Manage Hematology Oncology
009.01	Integrate Dermatological Language
009.02	Manage Conditions of Hair, Nails, and Glands
009.03	Provide Foot and Hand Care
009.04	Manage Acneiform Disorders
009.05	Manage Dermatitis and Inflammatory Reaction Conditions
009.06	Treat Infections of the Integumentary System
009.07	Treat Benign and Malignant Dermatological Conditions
009.08	Manage Urgent Dermatological Conditions
009.11	Perform a Physical Exam of the Integumentary System
011.02	Relate Diagnostic Investigations to Neurological Conditions
011.03	Manage CNS Masses
011.04	Manage Seizure Disorders
011.05	Manage Headaches
011.06	Manage Infections of the Nervous System
011.07	Manage Cerebrovascular Disease
011.08	Manage Dizziness and Vertigo
011.09	Manage Spinal Cord Disorders
011.10	Manage Peripheral Neuropathies
011.11	Manage Neuromuscular Junction Disorders
011.12	Manage Movement Disorders
011.13	Manage Dementia and Memory Disturbances
011.14	Traumatic Brain Injury
012.04	Assess S&S of Conditions of the Ears
012.05	Manage Conditions Affecting the Ears
012.06	Manage Conditions Affecting the Nose and Paranasal Sinuses
012.07	Manage Conditions Affecting the Throat
012.08	Provide Initial Recognition and Referral of Neoplasms of the H&N
013.03	Relate Diagnostic Investigations to Respiratory Conditions
013.04	Manage Conditions of the Respiratory System
013.05	Manage Conditions of the Pleura and Chest Wall Disease
013.06	Manage Conditions of the Mediastinum
013.07	Manage Interstitial Lung Disease
013.08	Manage Obstructive Pulmonary Conditions
013.09	Manage Pulmonary Vascular Diseases
013.10	Manage Urgent Pulmonary Conditions
013.11	Manage Pulmonary Neoplasms
013.12	Manage Sleep Related Respiratory Disorders
015.12	FAST U/S
016.01	Anatomy and Physiology of the Renal and Male Reproductive System

016.03	Diagnostic Investigations of the Renal System
016.04	Manage Glomerular Disease
016.05	Manage Non-glomerular Disease
016.06	Manage Acute Kidney Injury and Chronic Kidney Disease
020.01	Integrate Age-Related Physiology to Common Geriatric Conditions
020.02	Provide Advice on Palliative Care and End-Of-Life Decisions
022.07	Manage IO access and invasive line monitoring
022.08	Manage Ballistic and Blast Injuries
022.13	Manage cervical spine and Spinal Cord Injuries
022.14	Provide ATLS
022.15	Perform Advanced Airway Management with C-spine Consideration
022.21	Manage Traumatic Injuries of the Chest
023.06	Provide ACLS
023.08	Administer Local Anesthetics
023.09	Perform Minor Surgery
023.10	Perform Advanced Wound Care
023.11	Biopsy and Collect Specimens
023.12	Remove Foreign Bodies

6. DELIVERABLES

The Contractor must provide the following:

- 6.1 Provide lesson plans in MS Word and/or MS Power Point as defined in paragraphs 5.1.3;
- 6.2 Provide examination questions in MS Word as defined in paragraphs 5.1.3;
- 6.3 Deliver presentations in person at CFHSTC for practical and theory lessons as defined in paragraphs 5.1.3;
- 6.4 Provide verbally and/or written suggested changes to the PA Program as defined in paragraphs 5.1.3; and
- 6.5 Attend and participate in meetings.

7. CONSTRAINTS

- 7.1 Student Numbers. The number of students will be no more than 30.
- 7.2 Daily Routine. All student training and evaluation associated with this contract will occur daily between 7:30 a.m. and 4:50 p.m., Monday through Friday (excluding holidays).
- 7.3 Location. All student training associated with this contract will be delivered at CFHSTC, 30 Ortona Road, Canadian Forces Base Borden.
- 7.4 Language.
 - 7.1.2 Instruction of the students will be in English;
 - 7.1.3 Assistance will be made to Francophone students in their language of choice; and
 - 7.1.4 Evaluation of the students will be made in the official language of their choice whenever possible.
- 7.5 Ownership of Intellectual Property. Canada will have full Ownership of intellectual property. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and

royalty-free licence to exercise such of the Intellectual Property Rights in the Information incorporated into the Work or necessary for the performance of the Work as are necessary in order for Canada to modify, improve or further develop the Work produced through the requirements of the contract.

- 7.6 Course Monitoring. The DND/CFHSTC reserves the right to monitor classes at any time throughout the course, for the purpose of quality assurance.
- 7.7 Personal Relationships and Fraternization. The resource must abide by Cmdts Dir 5275-1, and refrain from any personal relationships with any student who is associated with the PA course.
- 7.8 Dress. The resource must wear appropriate business attire, unless they are working in a skills environment.
8. **CLIENT SUPPORT**
- 8.1 Training Materials. CFHSTC can provide all required training materials, training aids, learning aids, equipment, and software.
- 8.2 Classroom. Classroom space for student instruction will be provided by CFHSTC.
- 8.3 Scenario Location. Training ward space and medical simulation equipment will be provided by CFHSTC.
- 8.4 Information Technology (IT). The computer and projector within the PA classroom utilizes the GP-net, therefore a knowledge form for the DND use of computers is required by the contractor. CFHSTC is able to provide Internet and/or Intranet access on site at CFB Borden.

**Appendix 1 to Annex A
DND 626, Task Authorization (TA) Form**

 National Defence / Défense nationale		TASK AUTHORIZATION AUTORISATION DES TÂCHES	
All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.			Contract no. - N° du contrat Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentatory/Réduction	Previous value - Valeur précédente	
To - À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prêtez d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery location - Expédié à	Date _____ for the Department of National Defence / pour le ministère de la Défense nationale		
Delivery/Completion date - Date de livraison/d'achèvement			
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
APPLICABLE ONLY TO PW38C CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TP38C : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
for the Department of Public Works and Government Services / pour le ministère des Travaux publics et services gouvernementaux			

Appendix 2 to Annex A

Appendix 2 to Annex A - Commandant (Cmndt) Directive 5275-1- Personal Relationships **References:**

- A. DAOD 5019-1 ([Personal relationships and Fraternalization](#))
- B. DAOD 5019-4 ([Remedial measures](#))
- C. DAOD 5019-0 ([Conduct and Performance deficiencies](#))
- D. DAOD 5019-5 ([Sexual misconduct](#))
- E. DAOD 5012-0 ([Harassment prevention](#))

Purpose

- 1. The policies regarding personal relationships are well articulated. However, this directive amplifies Reference (Ref) A concerning the conduct and administration of unit personnel involved in personal relationships with unit members including students.
- 2. This directive shall be read in conjunction with Refs A, B, C, D, and E.

Definition

- 3. In accordance with (IAW) Ref A, personal relationship means a romantic, emotional, sexual or family relationship, including legal marriage, a common-law relationship or a civil union between staff and students.
- 4. IAW Ref A, an adverse relationship is a personal relationship which has a negative effect on the security, cohesion, discipline or morale of a unit.

General

- 5. The Canadian Forces Health Services Training Centre (CFHSTC) conducts numerous courses each year ranging from two weeks to two years in length. Therefore, there is ample opportunity for relationships to develop between staff and students. Problems arise when the staff/student relationship develops into a situation where the members become emotionally, romantically, and sexually involved. In order not to compromise the integrity and to maintain good order and discipline within the unit, this Directive outlines the limits of interaction between staff and students as well as between staff members.
- 6. Good discipline requires that certain attitudes exist in units and other elements of the Canadian Forces (CF). These attitudes include respect for authority, immediate obedience to orders and confidence that authority will be used fairly and impartially. Among other factors, high cohesion and morale depend on members of a unit being treated and perceiving that all other members are treated without favouritism. A healthy military environment is dependent upon members being equally committed to the support of all others in the team in which they function and on the performance and safety of the unit being the primary concern of all members.

Personal Relationships between staff

- 7. The CF is committed to respecting the right of CF members to form personal relationships with persons of their own choosing and also to respect the privacy of the personal relationships of CF members.
- 8. The example set by the staff must be beyond reproach. Activities, which have a detrimental influence on the unit cohesion and/or the well-being of students or subordinates, will not be condoned.
- 9. IAW Ref A, for staff members who form a personal relationship while serving in the same unit, one member shall not be permitted to be involved in the other member's:
 - a. performance assessment or reporting, including training evaluations and audits;
 - b. posting transfer, or attached posting;
 - c. individual training or education;
 - d. duties or scheduling for duties;
 - e. documents or records;
 - f. grievance process; or

- g. release proceedings.
10. Normally, the Commandant (Cmndt) will not intervene to prevent or restrict the development of a personal relationship, except when required to ensure unit effectiveness through the maintenance of discipline, morale and cohesion. To prevent conflicts of interest, staff members who are known to be engaged in a personal relationship, while serving in the unit, will not be employed within the same sub-unit or permitted to be involved in any of the duties or responsibilities mentioned in para 9.
 11. If work relationships cannot be changed for members in a supervisor/subordinate relationship, or if in the Cmndt's opinion, a personal relationship is having an adverse effect on the unit, the Cmndt shall take action IAW Ref A.
 12. In circumstances where work relationships must be rearranged or posting action taken as a result of a personal relationship, such measures are not to be punitive in nature, nor are there to be any negative stigma or career implications.

Personal Relationships between staff and students

13. The student staff relationship is based upon mutual trust and respect. In order to protect both parties, this directive prohibits personal relationships between staff and students who are in a direct chain of command (i.e. an instructor and student of the same course).
14. Personal relationships between staff and students, which match para 13 definition, are considered adverse and include, among other things, any mutual association or involvement of a financial, physical, social or sexual nature. This type of relationship is prohibited because of the inherent power or influence that the staff has over the student.
15. As mentioned previously, high cohesion and morale depend on members being treated and perceiving that all members are treated without favouritism. Activities which promote these factors are welcome. Acceptable examples would be: course parties or sporting activities involving the entire course and staff in an official location. An official location means a site which as previously been approved by the Cmndt.
16. No matter how innocent the intentions, relationships between instructors and individual students or small groups within a class could lead to the perception of favouritism with consequent morale problems, and a loss of credibility for both the instructor and the CFHSTC. Student/instructor relationships must remain professional and be consistent both in the workplace and during off-duty hours.
17. Notwithstanding para 7, CF members shall notify the chain of command of any personal relationship. It is imperative for the senior member to report to the Cmndt, through the chain of command, that there might be a conflict of interest caused by a personal relationship. The Cmndt may then take appropriate action based on the situation.

Conclusion

18. In conclusion, although it is allowed for staff members to enter in a personal relationship while serving in the same unit, it is imperative that para 8 & 9 be respected at all time. However, personal relationship between staff and student, as mentioned in para 13, is strictly forbidden.
19. After an investigation, should it be determined that an instructor or staff member has entered into a personal relationship with a student, any or all of the following steps may take place:
 - a. in the case of a military member, breach of this policy shall result in disciplinary and/or administrative action against the offender(s) IAW the QR&O and Refs A and B;
 - b. in the case of a civilian member or contractor, action will be taken in accordance with the provisions of the applicable collective bargaining agreement or contract; and
 - c. the Cmndt will review the incident for disposition based on the written recommendations of the Deputy Commandant and the Training Centre Chief Warrant Officer. In the case where

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disciplinary action is contemplated, the Cmdt shall not review the incident until after charges have been laid.

OPI: Adjt

ANNEX B- BASIS OF PAYMENT

1. **Initial Contract Period:** one year (from contract award ending one year later) dates to be inserted at Contract award))

Category of Personnel	Estimated Number of Hours	Firm Hourly Rate	Total Cost
Physician Instructor	575	\$	\$

2. **Option Period 1:** one year (from _____ to _____ (dates to be inserted at Contract award))

Category of Personnel	Estimated Number of Hours	Firm Hourly Rate	Total Cost
Physician Instructor	575	\$	\$

3. **Option Period 2:** one year (from _____ to _____ (dates to be inserted at Contract award))

Category of Personnel	Estimated Number of Hours	Firm Hourly Rate	Total Cost
Physician Instructor	575	\$	\$

4. **Option Period 3:** one year (from _____ to _____ (dates to be inserted at Contract award))

Category of Personnel	Estimated Number of Hours	Firm Hourly Rate	Total Cost
Physician Instructor	575	\$	\$

5. **Option Period 4:** one year (from _____ to _____ (dates to be inserted at Contract award))

Category of Personnel	Estimated Number of Hours	Firm Hourly Rate	Total Cost
Physician Instructor	575	\$	\$

Total Financial Evaluated Price (Initial Contract Period + Option Period 1 + Option Period 2 + Option Period 3 + Option Period 4):	\$TBD
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ANNEX C- BID EVALUATION CRITERIA

Technical proposals will be evaluated in accordance with the following evaluation criteria

(Mandatory and Rated Requirements).

Instructions

- (i) The Bidder must obtain a pass mark of 70% which equates to 70 points out of a maximum of 100 points under the overall Rated Resource Evaluation Criteria.
- (ii) All Resource Evaluation tables must be filled out completely.
- (iii) All criteria under Mandatory Resource Evaluation Criteria will be evaluated on a pass/fail (Met / Not Met) basis.
- (iv) Mandatory Experience will be measured by details provided in the résumés.
- (v) When completing the resource grids, the specific information, which demonstrates the requested criteria and reference to the page number of the resume, should be incorporated so that the evaluator can verify this information.

For the proposed resource, an up-to-date resume must be included.

Description Guide:

Certified Copy: is a photocopy that must be notarized/certified by one of the following professionals: Notary Public, Lawyer, Commissioner of Oaths, Designated official at a Canadian Embassy or Consulate, Medical Doctor or Dentist currently licensed in Canada, Police officer, municipal, provincial, or federal (RCMP), Canadian Judge, Magistrate or Mayor, Professional accountant who is a member of APA, CA, CGA, CMA, PA or RPA), Member of Parliament (MP); Member of Provincial Parliament (MPP) (Ontario); Member of National Assembly (MNA) (Quebec); Member of House of Assembly (MHA) (Newfoundland and Labrador); Member of the Legislative Assembly (MLA) (all other provinces and territories). The name, title and contact information of the professional must appear on the copy along with their signature.

Current: any certification(s) that indicates an expiration dates, the expiration date must be valid or within 30 days of bid closing.

Primary Health Care Facility: includes but not limited to urgent care clinic, hospital, long-term care facility, CAF Health Services Unit and adult day care facility.

Project: means work funded and accepted by an identified business client using various techniques to satisfy the business problem at hand, and is of a minimum duration of three months' (unless otherwise noted).

Physician Assistant Program: is a program that trains individuals to work alongside physicians. Physician assistants are concerned with preventing and treating human illness and injury by providing a broad range of health care services under the direction of a physician or surgeon. Physician Assistant Programs can be military or civilian from a Canadian or an American institution.

Personnel Qualification Requirements

1.0 Mandatory Resource Evaluation Criteria:

1.1 PHYSICIAN INSTRUCTOR

The Bidder must demonstrate that the proposed Physician Instructor has the following minimum experience:

#	Mandatory Criteria
M1	<p>The Bidder must demonstrate that the proposed resource is licensed* to practice medicine in Canada.</p> <p><i>*Must provide a Certified Copy of the resource's license with the proposal.</i></p> <p>If the Professional designation, accreditations or certification documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days their bid will be non-responsive and that it will be given no further consideration.</p>
M2	<p>The Bidder must demonstrate that the proposed resource has a Current certificate* for Advanced Cardiac Life Support (ACLS).</p> <p><i>*Must provide a Certified Copy of the resource's certification with the proposal.</i></p> <p>If the Professional designation, accreditations or certification documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days their bid will be non-responsive and that it will be given no further consideration.</p>
M3	<p>The Bidder must demonstrate that the proposed resource has a Current certificate* for Advanced Trauma Life Support (ATLS).</p> <p><i>*Must provide a Certified Copy of the resource's certification with the proposal.</i></p> <p>If the Professional designation, accreditations or certification documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days their bid will be non-responsive and that it will be given no further consideration.</p>
M4	<p>For each demonstrated experience under the Rated Requirements, the Bidder must provide a reference and include the following information:</p> <p>i. reference name;</p> <p>ii. current telephone number; and</p>

	<p>iii. current e-mail address.</p> <p>References may be contacted for clarification and accuracy of the information submitted.</p>
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2.0 Resource Rated Requirements:

2.1 PHYSICIAN INSTRUCTOR

The Bidder should demonstrate that the proposed Physician Instructor has demonstrated:

#	Rated Criteria	Points Max.	Bidder's Response
			Demonstrated Experience (Bidders should insert Page # of Resume)
R1	<p>The Bidder should demonstrate that the proposed resource has continuous experience* in a Primary Health Care Facility.</p> <p><i>*Experience must include patient screenings, history taking and physical examinations. Duration of Projects may overlap.</i></p> <ul style="list-style-type: none"> • 2 points for each year up to a maximum of 20 points. 	20	
R2	<p>The Bidder should demonstrate that the proposed resource has continuous experience* mentoring and supervising a Physician Assistance in a clinical practice or in an academic institution.</p> <p><i>*Each Project must have been for a minimum duration of 6 months.</i></p> <ul style="list-style-type: none"> • 2 points for each Project up to a maximum of 20 points. 	20	
R3	<p>The Bidder should demonstrate that the proposed resource has completed teaching and/or education* courses**.</p> <p><i>*Teaching and education courses include, but not limited to, military instructional technique courses or civilian equivalent such as Basis Instructional Techniques, Advanced Instructional Techniques, or a teaching diploma or degree.</i></p> <p><i>**In order to be found compliant, the Bidder should provide a copy of the certification (completed course), diploma, degree or Member's Personnel Record Resume (MPRR).</i></p> <ul style="list-style-type: none"> • 1 point for each completed course or 10 points for a teaching degree or diploma up to a maximum of 10 points. 	10	

R4	<p>The Bidder should demonstrate that the proposed resource has experience teaching*.</p> <p><i>*Teaching experience cannot be related to a Physician Assistant Program.</i></p> <ul style="list-style-type: none"> • 1 point for each year up to a maximum of 10 points. 	10	
R5	<p>The Bidder should demonstrate that the proposed resource has experience teaching a certified Physician Assistant Program.</p> <ul style="list-style-type: none"> • 2 point for each year up to a maximum of 20 points. 	20	
R6	<p>The Bidder should demonstrate that the proposed resource has participated as an evaluator in an Objective Structured Clinical Examination (OSCE) within any accredited program.</p> <p><i>* Provide a start and end date for each OSCE and the location.</i></p> <ul style="list-style-type: none"> • 1 points for each OSCE session up to a maximum of 10 points. 	10	
R7	<p>The Bidder should demonstrate that the proposed resource has Current medical certifications* over and above M1, M2, and M3.</p> <p><i>*Medical certifications could include, but not limited to, military academics, ACLS instructor, International Trauma Life Support (ITLS), Advance or Basic, Dive Medicine, Basic Aviation Medicine, Pediatric advanced Life, Support, Neonatal Resuscitation Program and Pre-hospital life Support.</i></p> <p><i>In order to be found compliant, the Bidder should provide a copy of each medical certification.</i></p> <ul style="list-style-type: none"> • 2 points for each additional certification up to a maximum of 10 points. 	10	
Maximum Available Points:		100	
Minimum Pass Mark (70%):		70	
Technical Score:			

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ANNEX D- ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)