



**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

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**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

<b>Title - Sujet</b> Civilian Physician Instructors	
<b>Solicitation No. - N° de l'invitation</b> W0113-17CS10/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> W0113-17CS10	<b>Date</b> 2017-08-23
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-011-7326	
<b>File No. - N° de dossier</b> TOR-7-40022 (011)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-09-06</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kane, Rachel	<b>Buyer Id - Id de l'acheteur</b> tor011
<b>Telephone No. - N° de téléphone</b> (905) 615-2467 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## SOLICITATION AMENDMENT No. 003

This solicitation amendment No. 003 is raised to:

- 1) publish questions and answers that have been received in relation to this solicitation; and
- 2) amend the solicitation.

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- 1) The following Questions and Answers have been provided:

### QUESTION 1:

Subject solicitation identifies in Annex A - Statement of Work, para 4 that the "Contractor must provide one (1) Physician Instructor" to provide the services for this contract. Given the majority of physicians remain clinical, this would potentially impact flexibility in service delivery as the contract anticipates 575 hours (over fifteen full-time weeks) of service. Would the Crown consider accepting a team of no more than three (3) qualified physicians to enhance flexibility in service delivery? It would also permit some redundancy in event of injury, illness, or other legitimate reason for absence.

### ANSWER 1:

There will be no change in the requirement, bidders must provide one resource to provide the services.

### QUESTION 2:

The lack of support for travel tremendously limits the contractor pool for this solicitation. There is no other certified physician assistant program in the Barrie/Borden area. Rated Criteria R5 provides up to 20 points for experience teaching a certified Physician Assistant Program. This makes it much more likely that the incumbent will be successful in this bid and provides an unfair advantage. Would the Crown consider removing R5 as a rated criteria or provide for travel costs to allow qualified applicants at one of the certified Physician Assistant Programs in Canada, namely University of Toronto, McMaster, or University of Manitoba, to compete equitably.

### ANSWER 2:

Canada will not remove R5 or provide provision for travel costs. However, Canada has made changes to the point rated requirements that will be demonstrated in Solicitation Amendment 003.(see below)

- 2) Solicitation amendments:

- 2(a) At Part 4 Evaluation Procedures and Basis of Selection, of the solicitation,

**Delete:** Article 4.4(a), in its entirety, and

**Insert:** 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 52.5 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 75 points.

- 2(b) At Part 6, of the solicitation, "**Payment**",

**Delete:** Article 6.8(a), in its entirety, and

**Insert:** **Basis of Payment: Individual task authorizations**

- (a) The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at annex B.
- (b) Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

- (c) No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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.

2(c) At Annex C - Bid Evaluation Criteria, of the solicitation,

**Delete:** Annex C – Bid Evaluation Criteria, in its entirety, and

**Insert:** Annex C – Bid Evaluation Criteria (Revision 1) (see below)

2(d) **Insert:** Annex E- Additional Certifications (see below)

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

## **ANNEX C- BID EVALUATION CRITERIA (Revision 1)**

**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 52.5 points out of a maximum of 75 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.

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### **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
<b>M1</b>	<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>
<b>M2</b>	<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>
<b>M3</b>	<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>
<b>M4</b>	<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; ii. current telephone number; and iii. current e-mail address.</p> <p>References may be contacted for clarification and accuracy of the information submitted.</p>

## 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)
<b>R1</b>	The Bidder should demonstrate that the proposed resource has continuous experience* in a Primary Health Care Facility.		

	<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"> <li>2 points for each year up to a maximum of 10 points.</li> </ul>	10	
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"> <li>2 points for each Project up to a maximum of 10 points.</li> </ul>	10	
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"> <li>1 point for each completed course or 10 points for a teaching degree or diploma up to a maximum of 10 points.</li> </ul>	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"> <li>1 point for each year up to a maximum of 15 points.</li> </ul>	15	
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"> <li>2 point for each year up to a maximum of 10 points.</li> </ul>	10	
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>	10	

	<ul style="list-style-type: none"> <li>1 points for each OSCE session up to a maximum of 10 points.</li> </ul>		
<b>R7</b>	<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. In order to be found compliant, the Bidder should provide a copy of each medical certification.</i></p> <ul style="list-style-type: none"> <li>2 points for each additional certification up to a maximum of 10 points.</li> </ul>	<b>10</b>	
<b>Maximum Available Points:</b>		<b>75</b>	
<b>Minimum Pass Mark (70%):</b>		<b>52.5</b>	
<b>Technical Score:</b>			

## ANNEX E - ADDITIONAL CERTIFICATIONS

### 1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.1(a), Integrity Provisions – List of Names, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

### 2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.