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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Attachments include the Pricing Schedule, Certifications and the Mandatory Evaluation Criteria.

The Annexes include the Statement of Work, Basis of Payment, Insurance Requirements, Call-up form and sample MS Office Excel Spreadsheet for Period Usage Reports.

### **1.2 Summary**

This Request for Standing Offer (RFSO) is for supervised clinical rotations for the completion of Phase 2 (clinical rotations) for students of the Canadian Armed Forces (CAF) Physician Assistants (PA) Program; a Canadian Medical Association Accredited PA program provided by the Canadian Forces Health Services Training Centre (CFHSTC).

Standing Offers (SO) will be issued to cover locations throughout Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

#### **1.2.1 Applicable Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

#### **1.2.2 Canadian Content**

The requirement is limited to Canadian goods and/or services.

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### **1.2.3 Clients/Identified Users**

The Identified User is the Department of National Defense (DND).

### **1.2.4 The Period of the Standing Offer**

The period of the Standing Offer will be from the date of Standing Offer issuance to August 31, 2023 inclusive.

### **1.2.5 On-going Opportunity for Qualification**

An on-going Notice will be posted on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Suppliers may submit an offer at any time during the solicitation period for a SO by responding to the most recent terms and conditions posted on GETS. This process does not permit existing, responsive suppliers who have been issued a SO, to re-submit an offer in order to modify any portion of the accepted offer with the exception of offering additional Clinical Rotation Specializations that were not included in the original offer. Canada may issue an unlimited number of SOs and may continue to issue SOs to new offerors throughout the SO period.

Bids received following the permanent Notice will be evaluated within 180 calendar days.

### **1.2.6 Comprehensive Land Claim Settlement Agreements (CLCSA)**

The Standing Offers resulting from the bid solicitation will not include deliveries of services within locations within the Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within the Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.

## **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### **2.2 Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit the date, time and place indicated on page 1 of the Request for Standing Offers.

### **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 FPS, bidders must provide the information required in Attachment 2 to Part 3 - Certifications and additional information form 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.

### **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### **2.5 Applicable Laws**

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The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

## **2.6 Improvement of Requirement During Solicitation Period**

Should offerors consider that the Statement of Work contained in the bid solicitation could be improved technically or technologically, offerors are invited to make suggestions, in writing, to the Standing Offer Authority named in the bid solicitation. Offerors 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 Offeror will be given consideration provided they are submitted to the Standing Offer Authority at least 20 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that Offerors provide their offer in separately bound sections OR separate electronic files as follows:

Section I: Technical Bid (1 copy on CD/DVD/USB key) OR (2 hardcopies)

Section II: Financial Bid (1 copy on CD/DVD/USB key) OR (1 hardcopy)

Section III: Certifications and Additional Information (1 copy on CD/DVD/USB key) OR (1 hardcopy)

This RFSO uses Portable Document Format (PDF) technology. To access the PDF form, Offerors must have a PDF reader installed. If Offerors do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

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

#### **Section I: Technical Offer**

In their technical offer, Offeror's should demonstrate their understanding of the requirements contained in the Request for Standing Offer (RFSO) and explain how they will meet these requirements.

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

Offeror's must submit their technical bid in accordance with Attachment 1 to Part 4.

Part 4, Evaluation Procedures, contains additional instructions that Offeror's must consider when preparing their technical offer.

#### **Section II: Financial Offer**

- A.** Offerors must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Offerors must submit their rates with the amount of Applicable Taxes excluded.
- C.** When preparing their financial offer, Offerors should review clause 4.1.2 Financial Evaluation of Part 4 and article 7.5 Payment of Part 7 of the bid solicitation.

#### **Section III: Certifications and Additional Information**

In Section III of their offer, Offerors should provide the certifications required under Part 5 and, as applicable, any related documentation and Additional Information.

- a) Offerors must complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information.



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- b) Offerors should complete the interactive form electronically before printing the document for submission. Offerors should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications.
- c) The form should be signed.

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**ATTACHMENT 1 to PART 3**

**PRICING SCHEDULE**

The Offeror should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Offeror must respond to this pricing schedule by including in its financial bid its quoted all-inclusive firm price (in Can \$) for each of the Clinical Rotation Specialties being offered. The Offeror is required to submit firm prices that will apply for the entire period of the Standing Offer.

**Note:** Offerors must insert their firm price for each Clinical Rotation Specialty they are offering in order to be considered for that specialty in any resulting Standing Offer.

Item	Clinical Rotation Specialty	Firm price per rotation (as applicable)
1	Anaesthetist	
2	Emergency Room	
3	ENT	
4	Family Medicine	
5	General Surgery	
6	Internal Medicine	
7	Mental Health/ Psychiatry	
8	OB/GYN	
9	Orthopaedics	
10	Paediatrics	
11	Sports Medicine	
12	Trauma Medicine	
13	Urology	

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## **ATTACHMENT 2 to PART 3**

### **CERTIFICATIONS AND ADDITIONAL INFORMATION**

See attached PDF fillable form: Attachment 2 to part 3 – Certifications and Additional Information

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory evaluation criteria to be declared responsive.

All responsive offers will be recommended for issuance of a SO.

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**ATTACHMENT 1 TO PART 4**

**MANDATORY TECHNICAL EVALUATION CRITERIA**

**1.0 Mandatory Technical Criteria**

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

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

Item	Mandatory Technical Criteria
MT1	<p>The Offeror must demonstrate that they are capable of:</p> <ul style="list-style-type: none"><li>a. Providing a Clinical Supervisor for students;</li><li>b. Providing each student with an orientation in the respective department of the clinical Rotation;</li><li>c. Providing students with access to patients, to include patient files, for the purpose of meeting clinical objectives as defined in PA Clinical Rotation Handbook;</li><li>d. Providing PA students with access to a medical library and internet resources for the homework related to their clinical rotation, if applicable;</li><li>e. Providing the student and CFHSTC with feedback and evaluations throughout the duration of the clinical rotation in accordance with the Clinical Rotation Handbook; and</li><li>f. Delivering instruction/assistance in at least one (1) of the official languages of Canada.</li></ul>

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a Standing Offer by using the Attachment 2 to Part 3.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

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## **PART 6 - INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

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

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

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

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### 7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex E. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting 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;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

##### 7.3.3 Defence Contract

The Contract is a defence contract within the meaning of the [Defence Production Act](#), R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the [Defence Production Act](#).



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## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of Standing Offer issuance to August 31, 2023 inclusive.

### **7.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Heather Cole  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Training and Specialized Services Division  
11 Laurier Street, Gatineau, Quebec, K1A 0S5

Telephone: 819-420-2959  
E-mail: [Heather.Cole@tpsgc-pwgsc.gc.ca](mailto:Heather.Cole@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **7.5.3 Procurement Authority *(to be inserted at Standing Offer award)***

**The Procurement Authority for the Standing Offer is:**

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

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Standing Offer and resulting Call-ups. The Contractor may discuss administrative matters identified in the Standing Offer and resulting Call-ups with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a SO amendment issued by the SO Authority.

#### **7.5.4 Offeror's Representative** *(to be completed by Offeror)*

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

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

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

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

#### **7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence (DND), Canadian Forces Health Services Group (CF H Svcs Gp)

#### **7.8 Call-ups**

- (a) Each Call-up results in a separate contract between Canada and the Offeror.
- (b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this SO or any Call-ups made against it.
- (c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this SO apply to every Call-up made under this SO.
- (d) Only Authorized Call-ups are to be accepted: The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this SO.

#### **7.9 Call-up Procedure**

The following call-up process will be followed:

**Step 1** - For each Call-up Request, the Identified User will select the Offeror according to:

- a) The Service Location (City) where the required services will be performed and/or delivered within Canada for which Canada is not required to pay travel and living expenses, and if applicable;
- b) The Service Location (City) where the required services will be performed and/or delivered within Canada for which Canada is required to pay travel and living expenses, where the estimated travel cost is the lowest.

Travel and Living expenses will be calculated in accordance with the [National Joint Council Travel Directive](#).

## **Step 2 – Call-up Request**

Canada will rank the Offerors based on the lowest overall cost of the firm price of the Clinical Rotation Specialization plus any applicable travel and living expenses. The Identified User will contact on a “Right of First Refusal” the first ranked Offeror.

## **Step 3 - Offeror's Response Requirements:**

The Offeror must confirm by e-mail within two (2) working day of receiving the call-up request as to the availability of the Offeror to conduct the work. If a SO Holder does not submit a response to the call-up Request, or does not have available spaces for the Clinical Rotation Specialization required, the Project Authority may send the call-up Request to the next best ranked SO Holder. This process will be repeated until a call-up is issued or the Call-up Request is withdrawn.

## **Step 4 - Issuance of a Call-up:**

If a Call-up is issued pursuant to a Call-up Request, the Identified User will issue the Call-up within the applicable Call-up Limitations using the Call-up instrument.

### **7.10 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPSGC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### **7.11 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included). Call-ups exceeding this value must be sent to the PWGSC Standing Offer Authority for approval.

### **7.12 Priority of Documents**

If there is a discrepancy between the wordings 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Call-up
- i) Annex E, Quarterly Usage Reports; and
- j) the Offeror's offer dated \_\_\_\_\_ *(to be inserted at SO issuance)*.

### **7.13 Certifications and Additional Information**

#### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

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## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)***

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all-inclusive price as specified in Annex B. Customs duties are excluded and Applicable Taxes are extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.5.2 Method of Payment**

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

#### **7.5.3 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

#### **7.5.4 Electronic Payment of Invoices *(to be completed after SO issuance)***

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

- a. Visa Acquisition Card;

- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI).

## 7.6 Invoicing Instructions

7.6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.6.2 Invoices must be distributed as follows:

- (a) The original and one copy on the Contractor's own invoice form must be forwarded to the following address for certification and payment:

Department of National Defence  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
c/o: Canadian Forces Health Services Training Centre  
Attn: Physician Assistant Course Director

- (b) One (1) copy must be forwarded via email to the Contracting Authority identified under the section entitled "Authorities" of the Contract at the following email address:  
[TPSGC.FacturationZH-ZHInvoicing.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.FacturationZH-ZHInvoicing.PWGSC@tpsgc-pwgsc.gc.ca). The contract number and contracting authority's name must be entered in the subject line of the email.

7.6.3 The invoice must, at a minimum, contain the following information:

- (a) Date;
- (b) Call-up serial number;
- (c) Description of Work/Clinical Rotation Specialization;
- (d) The total amount invoiced;
- (e) Applicable taxes are to be shown separately, if applicable;
- (f) Client Reference Number; and
- (g) The Contractor's Procurement Business Number.

## 7.7 Insurance Requirements

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

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

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

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## **7.8 Defence Contract**

The Contract is a defence contract within the meaning of the [Defence Production Act](#), R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the [Defence Production Act](#).

## **7.9 Canadian Content Certification**

SACC Manual clause [A3060C](#) (2008-05-12), Canadian Content Certification

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. PURPOSE**

- 1.1 The Canadian Forces Health Services Group (CF H Svcs Gp) requires spaces for supervised clinical rotations for the completion of Phase 2 (clinical rotations) for students of the Canadian Armed Forces (CAF) Physician Assistants (PA) Program; a Canadian Medical Association Accredited PA program provided by the Canadian Forces Health Services Training Centre (CFHSTC).

#### **2. BACKGROUND**

- 2.1 PAs within the Department of National Defence (DND) support the CAF Health Care system by providing clinical, primary and emergency care, through delegation by a physician. They are employed in static regions (large centres and remote areas) in addition to deployments in support of field, sea, and air operations. As well, they also provide preventive medicine education, basic facilities inspections with respect to health and safety issues, emergency dental services, medical administration, and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) medical support. PAs fulfill a vital role within the CF H Svcs Gp mission, providing full spectrum, high quality health services to Canada's fighting forces wherever they serve.
- 2.2 In 1984 the CAF changed the name of 6B Medical Assistants to PAs. Training of PAs became a concern when CAF military hospitals began to be closed in the mid-1990s. To address deficiencies in the CAF's ability to train PAs, a civilian-accredited military training program for PAs was created within the Canadian Forces Health Services Training Center (CFHSTC), located in CFB Borden, Ontario. The CAF PA course, which started in 2007, was the first course of its kind in Canada to grant a Bachelor of Science in Physician Assistant Studies.
- 2.3 The CAF PA Program is conducted and managed under the auspices of the CFHSTC, located in Borden Ontario. Annually, qualifying Medical Technicians (Med Techs) are selected through a competitive process, to join the CAF PA Program. The program consists of three (3) phases: Phase 1 consists of didactic training; Phase 2 consists of supervised clinical rotations; and Phase 3 is the final testing phase done through Objective Structured Clinical Examinations (OSCE). As the CFHSTC is not a university with the requisite authority to grant a degree for completion of its program, it maintains an agreement with an external university to do so. The contracted university grants a Bachelor of Science degree to students who complete the CAF PA Program, based on grades submitted by the CFHSTC, for units of study completed. In addition to the contract with the university, the CFHSTC also partners with various medical educational organizations and Health Authorities throughout Canada to support the clinical rotation necessary for the students to participate in, in order to complete and meet the requirements of the PA course. These partnerships are essential to support the CAF PA Program and to secure the CFHSTC's Canadian Medical Association (CMA) accreditation, ultimately leading to the eligibility of the program's graduates to challenge the Physician Assistant Certification Council of Canada (PACCC) PA Certification Exam (PA Cert Exam).

#### **3. OBJECTIVE**

- 3.1 Obtain supervised clinical rotations for CAF PA Program students to provide them with practical experience in the various specialties listed in Appendix 1 to this Annex in order to prepare for entry level practice as a PA in accordance with the CanMED's PA competency standards.



#### 4. DEFINITIONS AND APPLICABLE DOCUMENTS

4.1 For the purposes of this Statement of Work (SOW), the following definitions apply:

4.1.1 **CAF PA Program:** A Canadian Medical Association Accredited Physician Assistant Studies program run entirely by the CFHSTC. The program consists of three (3) phases. Phase 1 consists of a year of didactic training. Phase 2, also a year in length, consists of clinic rotations covering professionalism, treatment of infections, treatment of musculoskeletal (MSK) conditions, treatment of dermatological conditions, treatment of haematological and oncologic conditions, treatment of endocrine conditions, conditions of the nervous system, head, eyes, ears, nose and throat (HEENT) conditions, respiratory conditions, cardiovascular system, gastrointestinal conditions, genitourinary conditions, obstetrical and gynecological conditions, community health, mental health, geriatric conditions, a focus on trauma and emergency medicine, and finally, pediatrics. Phase 3 consists of final evaluations, which are simulation-based scenarios conducted at the CFHSTC;

4.1.2 **CFHSTC:** The main training facility for CF H Svcs basic occupational training. Location of the Physician Assistant Training Program;

4.1.3 **Training Plan:** Source document containing course content and lesson guidance;

4.1.4 Clinical Rotation objectives will be identified in the Clinical Rotation Handbook, Appendix 2 to Annex A and are based on the CanMEDs-PA competency;

4.1.5 **CAF Staff**

4.1.5.1 PA: Highly skilled health professionals who support physicians in all health care settings. Within a formal Physician/PA relationship, a PA has the skills and experience to deal with medical emergencies, specialty practice environments, as well as everyday health care needs;

4.1.5.2 PA Program Medical Director: The physician assigned by the CFHSTC to oversee the clinical content of the PA Program. The PA Program Medical Director is a member of the CAF and is based out of the CFHSTC;

4.1.5.3 PA Program Director: A Physician Assistant assigned by the CFHSTC. The Program Director is responsible for liaising with partner sites and is responsible for providing feedback to clinical sites on program needs;

4.1.5.4 PA Program Course Director: The Course Director is responsible to the Physician Assistant Program Director for planning, organization, administration and day-to-day execution of the clinical portion of the Physician Assistant Program; and

4.1.5.5 Blackout dates: Dates identified by the Contractor, in which clinical rotations cannot be provided;

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#### 4.1.6 Vendor Staff

4.1.6.1 Chief Clinical Supervisor: The Chief Clinical Supervisor is the main point of contact between the site and CFHSTC. They participate in site visits and reports any issues with respect to poor performance, discipline, or administrative issues to the Course Director. The Chief Clinical Supervisors may or may not directly supervise the students;

4.1.6.2 Administrative Coordinator: The administrative coordinator is the first point of contact for students at each site as well as the liaison for communication between CFHSTC and the clinical site. The administrative coordinator is responsible to meet with students on the first day of their rotation, ensure students have identification badges as required by hospital policy, inform candidates of privacy and confidentiality policy, inform candidates of health and safety policies, needle stick and body and fluid injury protocols, infection control policy, provide orientation to facility (location of rotation site, cafeteria, emergency and radiology departments, etc.), provide the course director with the names of Chief Clinical Supervisors and inform the Course Director when changes occur; and

4.1.6.3 Clinical Supervisor: The clinical supervisor is a licensed physician who provides daily supervision to the PA candidate on rotation;

4.1.7 **Evaluations**: The end rotation assessment is completed by the Chief Clinical Supervisor or Designate at the end of each rotation. The candidate must obtain a pass on each rotation to complete Phase 2. The Chief Clinical Supervisor or designate will rate students' performance based on CanMEDS principles. Standards Company at the CFHSTC will generate a mark from the evaluation. As well, a mid-rotation assessment is required for all rotations of four (4) weeks or more. The clinical supervisor is expected to provide feedback on areas of strength and weakness; and

4.1.8 **Health Care Facility**: Means any authorized health care delivery facility under the regulation and mandate of the Ministry of Health within the respective province.

### 5. BUSINESS AND TECHNICAL ENVIRONMENT

5.1 The CFHSTC is open Monday to Friday and has regular business hours of 7:30 am to 4:00 pm. Access to the CFHSTC is subject to holidays and special events.

5.2 The Contractor must be available to the CFHSTC during the work week, Monday to Friday, for consultation and administration on an as-required basis. This does not include statutory or provincial holidays that either the CFHSTC or the Contractor will be subject to. The Contractor will need to provide its regular office hours to the CFHSTC, for the purposes of coordination and liaison. The Contractor's regular office hours must be at least a period of five (5) hours between 7:00 am to 5:00 pm EST.

5.2.1 The Contractor must respond to e-mail and telephone queries within two (2) working days. Should there be a requirement for the Contractor to respond to a query outside of the initial two (2) working days, the Contractor must advise the CFHSTC of the expected time to receive a response.

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5.2.2 The Contractor must be able to facilitate a teleconference within a minimum of five (5) working days of a request by the CFHSTC. A teleconference requested by either the CFHSTC or the Contractor on shorter notice may occur so long as both parties come to a mutual agreement on the date.

5.3 Student Records are to be stored and secured in accordance with the Privacy Act, Personal Information Protection and Electronic Documents Act (PIPEDA), or applicable provincial privacy law.

5.4 The Contractor must ensure that all Clinical Supervisors, preceptors, and administrative staff have been provided a copy of or have direct access to the Clinical Rotation Handbook and are aware of rotation objectives to be met by students.

5.5 The CFHSTC retains all rights and privileges to screen and select candidates who will participate in the respective clinical rotation(s).

## **6. SCOPE**

6.1 The Contractor must provide CAF PA program students with clinical rotations as outlined in Appendix 1 – The Clinical Rotation Handbook.

6.2 The Contractor must:

6.2.1 Provide a Clinical Supervisor for students;

6.2.2 Provide each student with an orientation in the respective department of the clinical Rotation;

6.2.3 Provide students with access to patients, to include patient files, for the purpose of meeting clinical objectives as defined in PA Clinical Rotation Handbook;

6.2.4 Provide PA students with access to a medical library and internet resources for the homework related to their clinical rotation, if applicable;

6.2.5 Provide the student and CFHSTC with feedback and evaluations throughout the duration of the clinical rotation in accordance with the Clinical Rotation Handbook; and

6.2.6 Be capable of delivering instruction/assistance in at least one (1) of the official languages of Canada.

## **7. TASKS**

### **7.1 Clinical Rotation Planning/Scheduling**

7.1.1 The CFHSTC and the vendor must begin clinical rotation coordination no later than February 28th of the year that the clinical rotation will begin.

7.1.2 The Contractor must provide a single point of contact to the CAF PA Program Course Director, who will coordinate items pertaining to PA Program clinical placements scheduling and administration. If the designated point of contact is absent, the Contractor must ensure that an alternate point of contact is identified and made available.

- 7.1.3 The Contractor must also designate a Chief Clinical Supervisor and an Administration Coordinator.
- 7.1.4 Site Visits: The Contractor must make, at a minimum, the Chief Clinical Supervisor and an administrative representative available for site visits by CAF or DND personnel. Site visits will occur to coordinate the initial set up of clinical rotations and as needed, in order to meet the requirements for CMA conjoint accreditation. The Contractor must be able to facilitate a site visit within a minimum of 21 calendar days of a request by the CFHSTC. All associated travel costs for CAF and DND personnel are the responsibility of the CAF and DND. A site visit requested by either the CFHSTC or the Contractor on shorter notice may occur so long as both parties come to a mutual agreement on the date.

## 7.2 Student Management

- 7.2.1 Training Plan: The Contractor will develop a training plan for each student designed to meet the clinical objective identified in the PA Clinical Rotation Handbook.
- 7.2.2 Orientation: The Contractor must:
- 7.2.2.1 Meet with candidates on the first day of their rotation(s);
  - 7.2.2.2 Ensure candidates have identification badges as required by hospital policy;
  - 7.2.2.3 Inform candidates of privacy and confidentiality policy;
  - 7.2.2.4 Inform candidates of health and safety policies, needle stick and body and fluid injury protocols, infection control policy; and
  - 7.2.2.5 Provide orientation to facility (location of rotation site, cafeteria, emergency and radiology departments, etc.).
- 7.2.3 Students' clinical rotation schedule is to be provided to the student by the first day of the rotation. The schedule must forecast at least four (4) weeks of the rotation schedule in advance.
- 7.2.3.1 In-hospital call coverage must not be done over consecutive days, and must not exceed 33% of the total number of nights in the clinical rotation. The duration of in-hospital call coverage must not exceed 28 hours in a single shift, which includes handover of patient care.
  - 7.2.3.2 Home call can be on consecutive days with the total number of home call days not to exceed 50% of the total duration of the clinical rotation. Students on home call must have a minimum of six (6) consecutive hours of uninterrupted rest in order to work consecutive days.
  - 7.2.3.3 Any deviation from the above must be agreed on by the Chief Clinical Supervisor, the student, and the PA Program Director prior to the on call period.
- 7.2.4 The Contractor is responsible to intervene in any situation where it deems the PA student to be functioning in a manner which could be considered harmful and dangerous to the patient or contrary to the Contractor's policies.

7.2.5 Patient Care Resources: All resources necessary for and related to the delivery of patient care must be provided to the students by the Contractor. Examples of items include but are not limited to gloves, masks, surgical instruments, bandages, etc.

7.2.6 Student Access to patient information: The Contractor must provide students with access to patient information and medical records (electronic or paper), as required, to conduct their clinical rotation. This includes associated mechanisms such as key codes and user accounts necessary to access such information.

## 8. DELIVERABLES

### 8.1 Clinic Rotation Planning/Scheduling

8.1.1 The Contractor must issue a list of the clinical rotation blackout dates by March 1<sup>st</sup>.

8.1.2 All coordination of clinical rotations must be completed no later than 31 May, when the CFHSTC will submit confirmation of the clinical rotations it will be using. Urgent coordination of clinical rotation requirements that cannot be met within the identified timeframe may occur through mutual agreement of both the Contractor and the CFHSTC.

### 8.2 Student Management

8.2.1 The Contractor must provide CFHSTC a list of all Chief Clinical Supervisors and Physician Supervisors who will supervise students' clinical rotations. Associated credentials and certification is to be provided to the CFHSTC upon request.

8.2.2 The Contractor must provide a list of documentation and other administrative requirements (i.e. vaccination record and criminal record check) that students must meet in order to participate in the clinical rotation.

### 8.3 Student Evaluations

8.3.1 The Contractor must conduct and submit student mid and end rotation assessments in accordance with the Clinical Rotation Handbook.

8.3.1.1 The Chief Clinical Supervisor or designate of the respective rotation is responsible to evaluate students. Evaluations are to be in accordance with the learning objectives, assessment forms and timelines identified in the PA Clinical Rotation Handbook.

8.3.1.2 All of the Contractor's student reports, including but not limited to mid and end rotation evaluations must be delivered to the CFHSTC. The reports may be sent as one (1) consolidated package at the end of the rotation or in multiple packages throughout the rotation.

## 9. LANGUAGE OF WORK

9.1 All written and verbal communication between the Contractor and DND/CFHSTC will be done in either official language, French or English.

## **10. CAF OBLIGATIONS AND SUPPORT**

- 10.1 CFHSTC will issue confirmation of the clinical rotations that will be used by its students by May 31<sup>st</sup> of the year the clinical rotations will begin.
- 10.2 All associated travel, accommodations, and meal costs during the rotation are the responsibility of the CAF and DND. Coordination for travel and accommodations will be conducted by the CFHSTC.
- 10.3 Student supplies provided by CAF: The CFHSTC will provide students with Lab coats, stethoscopes, scrubs (if not provided by the vendor) and appropriate footwear.

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## APPENDIX 1 TO ANNEX A STATEMENT OF WORK

### PHYSICIAN ASSISTANT CLINICAL ROTATION SPECIALISATIONS

Item	Clinical Rotation Specialization	Duration of Clinical Rotation
1	Anaesthetist	3 weeks / 15 days
2	Emergency Room	4 weeks / 20 days
3	ENT	2 weeks / 10 days
4	Family Medicine	6 weeks / 30 days
5	General Surgery	5 weeks / 25 days
6	Internal Medicine	4 weeks / 20 days
7	Mental Health	4 weeks / 20 days
8	OB/GYN	4 weeks / 20 days
9	Orthopaedics	4 weeks / 20 days
10	Paediatrics	5 weeks / 25 days
11	Sports Medicine	4 weeks / 20 days
12	Trauma Medicine	4 weeks / 20 days
13	Urology	5 weeks / 25 days

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## **APPENDIX 2 TO ANNEX A STATEMENT OF WORK**

### **CLINICAL ROTATION HANDBOOK**

*(Please see attached)*



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**ANNEX "B"**

**BASIS OF PAYMENT**

The Contractor will be paid firm all-inclusive prices (in CAN \$) as follows, for work performed in accordance with Annex A, Statement of Work. Customs duties are included and Applicable Taxes are extra. The Contractor will be paid upon completion of each Supervised Clinical Rotation.

*(The firm rates will be inserted, as applicable, upon SO issuance and in accordance with the prices offered in Attachment 1 to Part 3).*

Item	Clinical Rotation Specialty	Firm Rate per Rotation (as applicable)	# of Days of Clinical Rotation
1	Anaesthetist		3 weeks / 15 days
2	Emergency Room		4 weeks / 20 days
3	ENT		2 weeks / 10 days
4	Family Medicine		6 weeks / 30 days
5	General Surgery		5 weeks / 25 days
6	Internal Medicine		4 weeks / 20 days
7	Mental Health		4 weeks / 20 days
8	OB/GYN		4 weeks / 20 days
9	Orthopaedics		4 weeks / 20 days
10	Paediatrics		5 weeks / 25 days
11	Sports Medicine		4 weeks / 20 days
12	Trauma Medicine		4 weeks / 20 days
13	Urology		5 weeks / 25 days

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**ANNEX "C"**

**INSURANCE REQUIREMENTS**

**Medical Malpractice Liability Insurance**

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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**ANNEX D**

**CALL-UP**

*(Please see attached)*

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## **ANNEX E**

### **QUARTERLY USAGE REPORTS**

*(Please see attached sample MS Office Excel Spreadsheet)*