



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Bid Fax: (604) 775-7526

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

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 - Pacific
Region

219 - 800 Burrard Street

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Title - Sujet Standard First Aid Training	
Solicitation No. - N° de l'invitation W0103-197653/A	Date 2018-06-26
Client Reference No. - N° de référence du client W0103-197653	
GETS Reference No. - N° de référence de SEAG PW-\$VAN-524-8378	
File No. - N° de dossier VAN-8-41051 (524)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-12	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Yamamoto, Albert	Buyer Id - Id de l'acheteur van524
Telephone No. - N° de téléphone (604) 562-8773 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Vernon Cadet Training Centre 3100 - 15 Avenue Vernon British Columbia V1T 0A6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

See Annex "A"

1.2 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

-
- d. amount of lump sum payment;
 - e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 8 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bid must meet all mandatory criteria in order to be considered compliant. Bid not meeting all of the mandatory criteria will be deemed non-compliant and their financial bid will not be evaluated. The contractor must meet the following mandatory requirements:

- a. Provide proof/copy of current favourable criminal records checks and Vulnerable Sector Screenings for all personnel that would fill this requirement at Vernon Cadet Training Centre. **Proof of compliance must be provided with the bid or within 48 hours of request.**
- b. All Instructors must be certified and current in nationally recognized St John's Ambulance Standard First Aid training. **Proof of compliance must be provided with the bid or within 48 hours of request.**

4.1.2 Financial Evaluation

See Annex B.

4.2 Basis of Selection

4.2.1 SACC Manual Clause A0031T (2010-08-16) , Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

Canadian Content Definition

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the North American Free Trade Agreement (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult Annex 3.6 (9) of the *Supply Manual*.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by

more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.

3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
 - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).
For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

5.2.3.2 Status and Availability of Resources

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

5.2.3.3 Education and Experience

5.2.3.3.1 *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 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2019 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional 1 year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Albert Yamamoto
Supply Specialist, Vancouver Acquisitions
Acquisitions and Compensation / Pacific Region
Public Services and Procurement Canada / Government of Canada
albert.yamamoto@pwgsc-tpsgc.gc.ca / Tel: 604-562-8773

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

6.5.2 Project Authority

The Project Authority for the Contract is:

(To be inserted at contract award.)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

(To be inserted at contract award.)

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

Basis of Payment - Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit price, as specified in Annex B for a cost of \$ _____ (insert the amount at contract award)*. Customs duties are *included*, and Applicable Taxes are extra.

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.

6.7.2 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6.7.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

6.7.4 Electronic Payment of Invoices – Contract (if applicable)

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);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
OR
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 SACC Manual Clauses

Canadian Content Certification (if applicable)

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Appendix 1, DND Equipment list;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 SACC Manual Clauses

G1005C (2016-01-28) Insurance - No Specific Requirement

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

ANNEX "A"

STATEMENT OF WORK

FIRST AID TRAINING VERNON CADET TRAINING CENTRE

Background

1.1 The purpose of CTC operations is to further the objectives of the Canadian Cadet Movement, for youth aged 12 to 18, by providing leadership and skills training for cadets to use at their home units. Training at CTCs ranges from basic indoctrination for new cadets to leadership, team building and instructional techniques training for second and third year cadets, and on the job training for fourth and fifth year cadets. Training is carried out during July and August of each year.

1.2 Vernon Cadet Training Centre (VCTC) is located in Vernon, BC. Our area of operations covers an area of the Okanagan consisting of the main Cadet Training Centre located on the South end of the City of Vernon. First Aid training will be conducted within the confines of the Vernon Cadet Training Centre, also known as the Vernon Military Camp.

1.3 Cadets undergoing six (6) week training courses are required to attain their Standard First Aid Qualification in order to successfully complete all Performance Objectives (POs) outlined in the applicable Qualification Standard and Plan (QSP).

1.4 Each group undergoing training will be directly supervised by a Canadian Armed Forces (CAF) Member or Regional Cadet Support Unit (Pac) Employee. These persons will participate in all activities but do not count towards the instructor to student ratio.

Objective

2.1 This requirement is for the provision instructors to conduct and supervise training of cadets who are required to complete Nationally recognized Standard First Aid training and staff who require the training. All activities will occur between 20 July 2018 and 16 August 2018 in Vernon, BC at the Vernon Cadet Training Centre.

Scope of Work

3.1 The Contractor must provide instruction and assessment in nationally recognized Standard First Aid, including the timely submission of course paperwork for the purpose of issuing certificates for all successful students. The maximum number of students that will require training is broken down as follows:

3.1.1 Vernon Cadet Training Centre;

3.1.1.1 Air Rifle Marksmanship Instructor Course – 115;

3.1.1.2 Drill and Ceremonial Instructors Course (RCACC) – 96;

3.1.1.3 Drill and Ceremonial Instructors Course (RCACS) – 100;

3.1.1.4 Expedition Instructor Course – 60; and

3.1.1.5 Military Band – Intermediate Musician – 40.

3.2 The schedule of work is included in Section 8. Training will take place within the hours of 0800 to 1700 hrs over a consecutive two (2) day period.

3.3 In addition, there is a requirement to provide Standard First Aid training to adult staff members and Staff Cadets. The number of students to be trained and the dates this will occur is to be determined upon mutual agreement between DND and the Vendor.

Instructor Requirements

4.1 All instructors must have valid Vulnerable Sector Screening (working with youth aged 12-18 yrs) and Police Records Check (proof of compliance must be provided prior to contract award).

4.2 All Instructors must be certified and current in nationally recognized Standard First Aid training. Proof of compliance must be provided prior to contract award.

Responsibilities

5.1 The Contractor is responsible for:

5.1.1 Ensuring the minimal number of instructors are ready to instruct the activities assigned prior to the start times listed herein;

5.1.2 Reporting disciplinary problems to the Officer in Charge;

5.1.3 Providing reports and deliverables as per para 8.

5.2 DND is responsible for:

5.2.1 Appointing an Officer in Charge for each activity who will oversee each activity;

5.2.2 Providing first aid training equipment and supplies (list provided at Appendix 1)

5.2.3 Ensuring discipline amongst the group;

5.2.4 Providing emergency plans and support for adventure activities and instruction.

Language of Work

6.1 The language of work, reports, and deliverables will be English.

Reports and Deliverables

7.1 Names, resumes, copies of all required certifications and Police Record Check and Vulnerable Sector Screening must be provided for all personnel (including management) to the Contracting Authority prior to Contract award.

7.2 Submission of course documentation to the parent first aid organization for the purpose of issuing certificates to successful students upon completion of training. Course documentation to be completed and submitted within five (5) working days after the completion of the course delivery.

Schedule of Work

Contract Year:

8.1 The delivery of training will be conducted as per the following schedule:

8.1.1 Vernon Cadet Training Centre:

8.1.1.1 20-21 Jul 2018 – 25 students;

8.1.1.2 23-24 Jul 2018 – 29 students;

8.1.1.3 25-26 Jul 2018 – 29 students;

8.1.1.4 27-28 Jul 2018 – 29 students;

8.1.1.5 30-31 Jul 2018 – 24 students;

8.1.1.6 1-2 Aug 2018 – 25 students;

8.1.1.7	3-4 Aug 2018 – 32 students;
8.1.1.8	5-6 Aug 2018 – 25 students;
8.1.1.9	7-8 Aug 2018 – 25 students;
8.1.1.10	9-10 Aug 2018 – 25 students;
8.1.1.11	11-12 Aug 2018 – 32 students; and
8.1.1.12	13-14 Aug 2018 – 25 students,

Option Year:

Confirmation of the 2019 schedule will be provided to the contractor at least 4 weeks prior to commencement of training.

The Project Authority will confirm dates for 2019 in May 2019.

8.2 The final schedule of training delivery may be modified upon mutual agreement between the Contractor and Department of National Defence.

ANNEX "B" – Basis of Payment**BASIS OF PAYMENT**

The Firm Unit Prices includes all labour, tool, materials, equipment, supervision, travel and transportation to provide standard First Aid Instruction at Vernon Cadet Training Centre for approximately 446 learners per year.

The Firm Unit Prices will remain firm for the period of the Contract.

The Firm Unit Prices do not include applicable taxes (e.g. GST/HST). However, applicable taxes will be added as a separate line item to any invoice issued as a result of this Contract.

1.	YEAR 1 - 2018			
Item	Description	Est. Qty (# of learners)	Firm Unit Price per learner	Total
1.1	Standard First Aid Training in accordance with the Statement of Work in Annex A for 20-21 July 2018	25	\$_____	\$_____
1.2	Standard First Aid Training in accordance with the Statement of Work in Annex A for 23-24 July 2018	29	\$_____	\$_____
1.3	Standard First Aid Training in accordance with the Statement of Work in Annex A for 25-26 July 2018	29	\$_____	\$_____
1.4	Standard First Aid Training in accordance with the Statement of Work in Annex A for 27-28 July 2018	29	\$_____	\$_____
1.5	Standard First Aid Training in accordance with the Statement of Work in Annex A for 30-31 July 2018	24	\$_____	\$_____
1.6	Standard First Aid Training in accordance with the Statement of Work in Annex A for 1-2 August 2018	25	\$_____	\$_____
1.7	Standard First Aid Training in accordance with the Statement of Work in Annex A for 3-4 August 2018	32	\$_____	\$_____
1.8	Standard First Aid Training in accordance with the Statement of Work in Annex A for 5-6 August 2018	25	\$_____	\$_____
1.9	Standard First Aid Training in accordance with the Statement of Work in Annex A for 7-8 August 2018	25	\$_____	\$_____
1.10	Standard First Aid Training in accordance with the Statement of Work in Annex A for 9-10 August 2018	25	\$_____	\$_____
1.11	Standard First Aid Training in accordance with the Statement of Work in Annex A for 11-12 August 2018	32	\$_____	\$_____

1.12	Standard First Aid Training in accordance with the Statement of Work in Annex A for 13-14 August 2018	25	\$ _____	\$ _____
	Total Estimated Cost – Year 1			\$ _____ (1.a)

Prices are all inclusive for the provision of all necessary labour, tools, equipment and materials. No other charges will be allowed.			
#	Description	Unit	Firm Unit Price per learner
2	Standard First Aid Training in accordance with the Statement of Work in Annex A Training for up to 446 participants, with between 20 and 32 participants per 2 day course as outlined in Annex A. 8.1.1	Per Learner	\$ _____ / each person

(2.a) = 446 learners x \$ _____ / each person. Total Estimated Cost – Option Year 1

\$ _____ (1.a) + \$ _____ (2.a) = \$ _____ **Financial Bid**

PST Exemption # :PST-1000-5001

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts 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)

APPENDIX 1**LIST OF DND EQUIPMENT****Vernon Cadet Training Centre****First-Aid Training Equipment**

Stock no.	Description	SCA	Ent	Start	End	Remarks
	Abdominal Pads, 5 x 9			1		Box of 25
	Abdominal Padding, Roll			1/2		
6910-21-907-4433	Actar – Adult (CPR Dummy)		12	12		15 in total
6910-21-907-4434	Actar – Infant (CPR Dummy)		3	3		
	Adult Airway Valves			4		Bags of 10
	Airway Kit			1		6 different sizes
	AED Trainer, Prestan			10		Mod# PP-AEDT New 2018
	AED Pads, Prestan			14		
	AED Pads, Philips			7		Spare
	AED Trainer, Laerdal			3		
	Airway, Complete			2		Bags of 96
	Alcohol, Isopropyl			1/2		Bottle
	Alcohol Swabs, small			6		Boxes, 1 ½ x 1 1/2
	Alcohol Swabs, large			3		Boxes, 3 x 3
	Ambu bag			2		
	Anne			20		
	Baby Annie			20		
	Baby Annie airway			20		Packages of 6
	Bag, Duffel, blue			1		
	Bandages, compression			38		With tensor attached
	Bandage, Roll			1		
	Bandages, Triangular			42		
	Batteries, AA			28		
	Batteries, AAA			8		
	Batteries, C			12		
	Batteries, D			19		
	Clean Wrap, Flexicon, 4"			9		Boxes of 100
	Clean Wrap, Flexicon, 6"			13		Boxes of 60
	CPR Kits (Handmade)			10		
	Elastic Pressure Dressings, 4" x 6"			40		20 more in first aid kits
	Faces, Baby Anne			8		Boxes of 6
	Faces, Anne			8		Boxes of 6 plus 16
	First Aid Exam 1			300		
	First Aid Exam 2			200		
	First Aid Kits, (Handmade)			21		
6525-11	First Aid Reference Guide, Military			504		

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XXXXX.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

VAN524

CCC No./N° CCC - FMS No./N° VME

	Floor Mats, Laerdal			6		
	Gauze, Non-sterile, 4" x 4", pads			8		boxes
	Gauze, Sterile, 2"x3"					
	Gloves, disposable vinyl, small			7		boxes
	Gloves, disposable vinyl, medium			15		ordered

Stock no.	Description	Start	End	Remarks
	Gloves, disposable vinyl, large	9		Box of 100
	Infant Caps	10		
	Infantry Lungs, Actar 911	5		Pkg plus 80
	Infant Lung Bags, Prestan	1		Bag of 50
	Lungs,	4		Pkg of 100
	Lungs, Adult, Prestan	1		1 pkg of 50
	Lungs, Infant Prestan	1		1 pkg of 50
	Manikin Face Shields	41		Pkgs of 36
	Masks, Pocket	38		7 spare boxes, 9 spare valves, more in CPR kits
	Mob Boxes	8		
	Oxygen Mask, infant	2		
	Practice Papen	1		
	Practice Inhaler	2		
	Reference Guide, CPR/AED	25		Box of 20
	Respirator	2		Manual
	Splints, Dyna 36"	21		
	Scissors,	12		
	Shears,	33		
	Splints	2		Boxes of 10
	Swabs, Applicator, non-sterile	1		Large pkg
	Tape, Micropore	6		Boxes of 12
	T-Shirts	18		
	Triple Action Adult Airways	4		Pkg of 10
	Chilliwack stock (Not included in above totals)			
	Anne	16		
	Baby Anne	15		
	AED	7		

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XXXXX.XXXXX-XXXXXX

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NOTE TO BIDDERS: Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

Bid Receiving
Public Works & Government Services Canada
219 - 800 BARRARD STREET
VANCOUVER BC V6Z 0B9

Solicitation No. : W0103-197653/A

Solicitation Closes at: 2:00 PM PDT
On July 12, 2018

Réception des soumissions
Travaux publics et services gouvernementaux Canada
800 rue Burrard, 219
Vancouver (C.-B) V6Z 0B9

N° de l'invitation : W0103-197653/A

La réception des soumissions prend fin le: 12 juillet 2018
à: 14:00 HAP
