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Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

**Request For a Standing Offer
Demande d'offre à commandes**

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division de la
formation et des services spécialisés
Terrasses de la Chaudière 5th Floor
Terrasses de la Chaudière 5e étage
10 Wellington Street,
10, rue Wellington,
Gatineau
Québec
K1A 0S5

Title - Sujet Tactical Emergency Medical Training	
Solicitation No. - N° de l'invitation W6399-18KC85/A	Date 2019-02-06
Client Reference No. - N° de référence du client W6399-18KC85	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZH-148-34591
File No. - N° de dossier 148zh.W6399-18KC85	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-21	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: St-Cyr, Audrey	Buyer Id - Id de l'acheteur 148zh
Telephone No. - N° de téléphone (613)858-9049 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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 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:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 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 Additional Information, Evaluation Criteria and Facility Assessment Checklist.

The Annexes include the Statement of Work, Basis of Payment, Security Requirement Checklist, Insurance Requirements, Non-Disclosure Agreement, Sample Usage Report and Call-up Form.

1.2 Summary

DND has a requirement for Tactical Emergency Medical Training (TEMT), including Training Facility; Certified Professional Instructors and Training Resources; and Training Equipment and Supplies.

The period for making call-ups against the SO is from date of issuance to two years after with an irrevocable option to extend the term of the SO by up to three additional one-year periods.

The RFSO is intended to result in the issuance of a National Individual Standing Offer (NISO). A NISO is a SO generally issued for the use of a single client.

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

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The SO is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 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.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

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](#) (2018-05-22) 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 by the date, time and place indicated in the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required in the Attachment 2 to Part 3 - Certifications and additional information 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 than 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

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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

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.

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.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications and Additional Information

This bid solicitation uses Portable Document Format (PDF) technology. To access the PDF form, bidders must have a PDF reader installed. If bidders 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.

If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies and 1 soft copy on USB key)
Section II: Financial Offer (1 hard copy and 1 soft copy on USB key)
Section III: Certifications and Additional Information (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.

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors 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 Offer

In their technical offer, offerors should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet these requirements. Offerors should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. 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 bid, Canada requests that offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that offerors should consider when preparing their technical offer.

Section II: Financial Offer

Offerors must submit their financial offer in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. Offerors must submit their rates and prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and applicable taxes excluded.

When preparing their financial offer, offerors should review clause 4.1.2, Financial Evaluation, of Part 4.

The rates and prices included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Standing Offer and Resulting Contract Clauses, of the RFSO.

Offerors should include the following information in their financial offer:

- a) Their legal name;
- b) Their Procurement Business Number (PBN); and
- c) The name of the contact person (including phone number, and mailing and e-mail address) authorized by the Offeror to enter into communications with Canada with regards to:
 - i) their offer; and
 - ii) any SO that may result from their offer.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06) Exchange Rate Fluctuation

Section III: Certifications and Additional Information

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

- a) Bidders should complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information.
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders 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**

See attached Excel worksheet - Attachment 1 to part 3 – Pricing Schedule

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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.pdf

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

Refer to Attachment 1 to Part 4

4.1.2 Financial Evaluation

For offer evaluation and offeror(s) selection purposes only, the evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for offer evaluated price determination purposes only. They are not to be considered as a SO guarantee.

4.1.3 Facility Assessment Visit

It is within Canada's sole discretion to determine if a Facility Assessment Visit (FAV) is required to validate the technical offer. If Canada determines that a FAV is required, Canada may visit any or all facilities proposed in the offer to confirm both that it is as described in the offer and that it meets the technical requirements described in the Statement of Work and in the Attachment 1 to Part 4. Canada will use the Facility Assessment Checklist in Attachment 2 to Part 4 to perform the FAV. Canada will pay its own costs associated with any FAV.

If Canada determines that a FAV is required, the SO Authority will give the Offeror five working days notification prior to a FAV. Canada will then visit the facility and perform the assessment. Up to two representatives of the Offeror should participate in the visit. Efforts will be made to complete the FAV within one working day. In connection with the FAV, the Offeror grants to Canada the right to access any site and facilities included in the Offeror's offer for assessment and evaluation purposes.

Canada will document the results of the FAV. If Canada determines that the Offeror's facility does not meet any of the mandatory facility criteria in Attachment 2 to Part 4, the Offer will be declared non-responsive.

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.

ATTACHMENT 1 TO PART 4

Mandatory Technical Criteria

1. All mandatory criteria must be met or the bid submission will be deemed non-compliant. Failure to provide sufficient detail in the bid submission to evaluate the proposal against the mandatory criteria will also deem the bid non-compliant. Even if a bid fails to meet as few as one mandatory criterion that bid will be non-compliant and will be given no further consideration.
2. All submissions must type written, preferably on company letterhead.
3. To avoid duplication and delays, Offerors should refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Mandatory Evaluation Criteria		Instructions to Offerors
MT1	Certifications (Annex A, para 2.0): The Offeror must hold certifications of CCAC or AAALAC GAP.	The Offeror must provide a legible copy of either CCAC or AAALAC GAP certification.
MT2	Training (Annex A, para 2.1): The Offeror must provide a training facility in one of the following locations: <ol style="list-style-type: none"> a. New Mexico, United States of America; b. Virginia, United States of America; and c. New York, United States of America. 	The Offeror must demonstrate that they own or are able to lease the training facilities.
MT3	Medical and Veterinary Personnel Resources (Annex A, para 3.1 (i)): All Veterinarian Staff must have at minimum, two (2) years of experience within the past five (5) years, in Hyper-Realistic or Non-Human Model Scenario Training.	The Offeror must clearly demonstrate compliance through the inclusion of current licensure; and resume or a curriculum vitae for all Veterinarians and Veterinary Technicians that the Offeror maintains on staff or sub-contracts to. The Offeror must demonstrate that its proposed resources have a minimum of two (2) years experience within the past five (5) years in Hyper-Realistic or Non-Human Model Scenario Training by providing the following: <ul style="list-style-type: none"> • Name and description of client organization and relevant experience; • Timeframe (from-to dates month/year) • Description of the roles and responsibilities for each training session; and • Reference (Name, phone number and email address) for each training session.
MT4	Instructional Staff (Annex A, para 3.1 (ii)) : The Offeror's proposed Medic instructors must be	The Offeror must clearly demonstrate compliance through the inclusion of

	<p>certified in Tactical Combat Casualty Care with a minimum of one (1) year of practical experience within the last two (2) years.</p>	<p>verifiable TEMT certification; and resume or curriculum vitae for all medic or paramedic instructors that the Offeror maintains on staff or sub-contracts to. The Offeror must demonstrate that its proposed resources have a minimum of one (1) year experience within the past two (2) years in Tactical Combat Casualty Care by providing the following:</p> <ul style="list-style-type: none"> • Name and description of client organization and relevant experience; • Timeframe (from-to dates month/year) • Description of the roles and responsibilities for each training session; and • Reference (Name, phone number and email address) for each training session.
<p>MT5</p>	<p>Primary Instructional Staff (Annex A, para 3.1(iii)): The Offeror's Primary Instructional Staff must have a minimum of two (2) years of experience, within the last ten (10) years, as a Special Operations Forces (SOF) Medical Technician or equivalent, such as a NATO Special Operations Combat Medic (NSOCM), US Army Special Forces Medical Sergeant (18D) from one of the following "Five Eyes" nations:</p> <ul style="list-style-type: none"> • Canada; • The United States of America; • The United Kingdom; • Australia; or, • New Zealand. 	<p>The Offeror must identify specific instructional staff with the required experience, and provide verifiable proof of their experience as a Medical Technician including the SOF Unit from which the experience was cited. The Offeror must demonstrate that its proposed resources have a minimum of two (2) years experience within the past ten (10) years in SOM Medical Technician Training by providing the following:</p> <ul style="list-style-type: none"> • Name and description of client organization and relevant experience; • Timeframe (from-to dates month/year) • Description of the roles and responsibilities for each training session; and • Reference (Name, phone number and email address) for each training session.
<p>MT6</p>	<p>Training Delivery (see Annex A, para 3.1 (iv)) : The Offeror must have experience delivering the conduct of Non-Human Model training to the militaries of one of the following "Five Eyes" nations:</p> <ul style="list-style-type: none"> • Canada; • The United States of America; • The United Kingdom; • Australia; or, • New Zealand 	<p>The Offeror must clearly demonstrate compliance through use of a course schedule representing which countries it has provided NHM training to within the two (2) years prior to bid closing date.</p>

	This training must have comprised a minimum of ten (10) weeks of training delivery accumulated over the previous two (2) years.	
MT7	Facilities, Equipment, Supplies (Annex A, para 3.3.1 (a)(i)): The Offeror must propose indoor facilities for the conduct of training that are located in an area with a minimum average monthly temperature of zero (0) degrees Celsius (32 degrees Fahrenheit) for all months of the calendar year.	The Offeror must demonstrate that the indoor facilities located in a geographic region that meets the stated climate requirement. Acceptable data can be retrieved from Environment and Natural Resources Canada and the National Centers for Environmental Information (US).
MT8	Facilities, Equipment, Supplies (Annex A, para 3.3.1 (a)(ii)): The Offeror must propose a training location that is located near an international airport.	The Offeror must demonstrate that the training location is located within two hundred (200) kilometers from an international airport using a web mapping service.
MT9	Contractor Facilities (Annex A, para 3.3.1 (c)): The Offeror must propose classrooms for the conduct of training that are capable of accommodating, with sufficient tables or desks and chairs, up to a maximum of 24 DND students; and up to 8 instructors (either DND or Contractor Resources), for a total of 32 personnel.	The Offeror must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, or photograph, along with a schematic that clearly defines the occupancy rating for classroom facilities.

ATTACHMENT 2 TO PART 4

Facility Assessment Visit Check List

1. The Offeror must meet the mandatory facility criteria specified in the table below.
2. Any Offer which fails to meet the mandatory facility criteria will be declared non-responsive.

Mandatory Facility Criteria (MF)	
MF1	The Offeror's facility must: a. Be capable of conducting training anytime during the day or at night; and b. Have multiple instrumentation to track the activity and measure the vital signs of the non-human model to indicate progress and success of the medical procedure being performed.
MF2	The Offeror's facility must have an indoor laboratory that: a. Is a minimum of 30 square feet; b. Is capable of accommodating up to 24 students; c. Is located beside the indoor classroom; and d. Is in accordance with the Contractor's approved protocols as recognized by the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A.
MF3	The Offeror's facility must have an indoor classroom that: a. Is capable of accommodating up to 24 students including tables and chairs; and b. Is located beside the indoor laboratory.
MF4	The Offeror's facility must have one indoor training area that is capable of accommodating up to 24 students.
MF5	The Offeror's facility must have one outdoor training area that is capable of accommodating up to 24 students.

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract by using the Attachment 2 to Part 3.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default 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 will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before Standing Offer issuance, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

7.2.1.1 For Canadian Suppliers

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

7.2.1.2 For Foreign Suppliers

The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD), PWGSC. The Canadian DSA is the authority for confirming **Contractor/Subcontractor** compliance with the security requirements for foreign suppliers. The following security requirements apply to the foreign recipient **Contractor/ Subcontractor** incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in the subsequent **contract/subcontract**.

1. The Foreign recipient **Contractor/Subcontractor** must be from a Country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral security instrument. The Contract Security Program (CSP) has international bilateral security instruments with the countries listed on the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>.
2. The Foreign recipient **Contractor/Subcontractor** must, at all times during the performance of the **contract/subcontract**, hold an equivalence to a valid Designated Organization Screening (DOS), issued by the Canadian DSA as follows:
 - i) The Foreign recipient **Contractor/Subcontractor** must provide proof that they are incorporated or authorized to do business in their jurisdiction.

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- ii) The Foreign recipient **Contractor/Subcontractor** must not begin the work, services or performance until the Canadian Designated Security Authority (DSA) is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation must be provided, in writing, to the foreign recipient **Contractor/Subcontractor** in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.
 - iii) The Foreign recipient **Contractor/Subcontractor** must identify an authorized Contract Security Officer (CSO) and an Alternate Contract Security Officer (ACSO) (if applicable) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent foreign recipient **Contractor's/Subcontractor's** Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the **contract/subcontract**.
 - iv) The Foreign recipient **Contractor/Subcontractor** must not permit access to Canadian restricted sites, except to its personnel subject to the following conditions:
 - a) Personnel have a need-to-know for the performance of the **contract/subcontract**;
 - b) Personnel have been subject to a Criminal Record Check, with favourable results, from a recognized governmental agency or private sector organization in **their country** as well as a Background Verification, validated by the Canadian DSA;
 - c) The Foreign recipient **Contractor/Subcontractor** must ensure that personnel provide consent to share results of the Criminal Record and Background Checks with the Canadian DSA and other Canadian Government Officials, if requested; and
 - d) The Government of Canada reserves the right to deny access to Canadian restricted sites to a foreign recipient **Contractor/Subcontractor** for cause.
3. The foreign recipient **Contractor/Subcontractor** requiring access to Canadian restricted sites, under this **contract/subcontract**, must submit a Request for Site Access to the Departmental Security Officer of the Department of National Defence and the Canadian Armed Forces.
 4. In the event that a Foreign recipient **Contractor/Subcontractor** is chosen as a supplier for this **contract/subcontract**, subsequent country-specific foreign security requirement clauses must be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.
 5. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the Canadian DSA.
 6. The Foreign recipient **Contractor/Subcontractor** must comply with the provisions of the Security Requirements Check List attached at Annex C.

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 Non-Disclosure Agreement

The Offeror must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Technical Authority and SO Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.3.3 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 SO.

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

The data must be submitted on a semi-annual basis to the SO Authority. The semi-annual reporting periods are defined as follows:

1st semi-annual reporting period: July 1 to December 31;

2nd semi-annual reporting period: January 1 to June 30.

Electronic reports must be completed and forwarded to the SO authority by e-mail no later than 15 calendar days after the end of the reporting period. An electronic version of Annex F will be provided to the Offeror electronically by the SO Authority.

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 issuance to two years after.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Audrey St-Cyr
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Training and Specialized Services
Address: 10 Wellington, Gatineau, Quebec, K1A 0S5

Telephone: 1-613-858-9049

E-mail address: Audrey.St-Cyr@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 Technical Authority

The Technical Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

7.5.3 Offeror's Representative

To be identified at the issuance of the Standing Offer

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the DLP 6 (DGLEPM) of the Department of National Defence (DND).

7.7 Call-up Procedures

- 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 to be accepted: The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this SO outlined below.
- e) The Identified User will select the Offeror according to:
 - i) the right of first refusal among the Offerors of a location where the required services will be performed and/or delivered (for Training at the Contractor's facility)
 - ii) the right of first refusal of all Offerors (for Training at DND's sites)

f) Canada will rank the Offerors based on the lowest evaluated price (with and without Contractor's facility rate). The Identified User will contact on a "Right of First Refusal" the first ranked Offeror by following this process:

1. The Identified User will provide the following information to the Offeror by e-mail:

- i) The name of the course and/or course topic(s);
- ii) The proposed training dates;
- iii) The location and details if training is at a DND/CF site;
- iv) The number of DND Instructors/students;
- v) The number of live/dead non-human models;
- vi) The time of day (day or night);
- vii) The number of Contractor's instructors required; and
- viii) The type of weapon and calibre to be used for the Ballistics Session, if required.

2. The Offeror must confirm in writing by e-mail within four working days of receiving the Call-up Request as to the availability to conduct the Work. If the Offeror is available to conduct the Work as requested, the Offeror must provide the following information in their response:

- i) Confirmation of acceptance of the proposed training dates. If the Offeror cannot accommodate the proposed dates, the Offeror must suggest new dates within a maximum of 30 calendar days range from the proposed dates. The new dates must be agreeable by all parties; and
- ii) The names of their proposed resources and applicable resource category.
- iii) If DND the training is at a DND/CF site, confirmation that the Offeror can conduct the Work at the proposed site or if the Offeror needs to visit the proposed site to ensure the Work can be conducted with a request for approval. If the Offeror cannot conduct the Work at the proposed DND/CF site, the Offeror must inform the SO Identified User Authority in writing by e-mail and must provide reasons why unable to conduct the Work at the proposed site;
- iv) If the training is at a DND/CF site, identify the equipment and supplies required to conduct and support the training;
- v) If the training is at a DND/CF site, a request for approval for direct expenses and the total estimated cost for direct expenses;
- vi) If travel is required, a request for approval for travel and a travel plan; and
- vii) If the Offeror confirms by e-mail it is unable to fulfill the requirement or does not submit a response within the above deadline(s), the identified user may contact the next best ranked Offeror until a call-up is issued.

3. Canada reserves the right to assess the Offeror's proposed resources against the requirements in Annex A. The Identified User may request proof of successful completion of formal training, as well as reference information. Canada reserves the right to request references from an Offeror and their proposed resources to conduct a reference check to verify the accuracy of the information provided if Canada does assess the Offeror's proposed resource(s) against the requirements in Annex A, the Offeror will have an additional three working days to demonstrate the proposed resources meet the requirements in Annex A. If the proposed resource(s) do not meet the requirements in Annex A, the Offeror will be advised and will be given up to three working days to propose new resource(s). If the proposed new resource(s) do not meet the requirements in Annex A or the Offeror does not submit a response within the above deadline, the Offeror will be advised and the Identified User will acquire the required Work by other means.

4. The Identified User will issue the Call-up to the Offeror using the Call-up instrument.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User using a duly completed Purchasing Order (PO).

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$250,000.00 (Applicable Taxes included).

7.10 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 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 (2018-06-21), General Conditions - Higher Complexity – Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ (*insert date of offer*).

7.11 Certifications and Additional Information

7.11.1 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.

7.11.2 Experimental Animals

Any work performed in Canada under the SO and its resulting Call-ups involving the care and use of experimental animals must be carried out in compliance with the Canadian Council on Animal Care (CCAC) programs and only by an institution holding a CCAC Certificate of Good Animal Practice. Additional information on the CCAC is available at the following Web site <http://www.ccac.ca/>. If the contracted work is performed outside of Canada, the Offeror must ensure that the work is done in a facility and under animal use protocols that meet or exceed the standards set out in the policies and guidelines of the CCAC (e.g. for the United States of America, the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC)).

7.12 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.

Solicitation No. - N° de l'invitation
W6399-18-KC85/A
Client Ref. No. - N° de réf. du client
W6399-18-KC85

Amd. No. - N° de la modif.
File No. - N° du dossier
148zh.W6399-18-KC85

Buyer ID - Id de l'acheteur
148zh
CCC No./N° CCC - FMS No./N° VME

7.13 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

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 provide the items detailed in the call-up against the Standing Offer according to the Statement of Work in Annex A.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Specific Persons

The Contractor must provide the services of the following persons to perform the Work:

To be identified at time of SO issuance

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 SO.

7.4 Payment

7.4.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment at Annex B, for Work performed under each approved call-up against the SO.

7.4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the Total Price specified in the call-up.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Identified User before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Identified User. The Contractor must notify the Identified User in writing as to the adequacy of this sum:
 - a) when it is 75% committed, or
 - b) four months before the contract expiry date, or

- c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Identified User a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.4.3 Method of Payment

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

7.4.4 SACC Manual Clauses

[C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor
[C0705C](#) (2010-01-11), Discretionary Audit

7.4.5 Payment Credit

1. If the Contractor can no longer provide any required resource(s) that has all the required qualifications to deliver the training under the approved call-up, the Contractor must provide a credit to Canada of 50% of the approved call-up value including any non-refundable and non-transferable travel charges and/or direct expenses if applicable, incurred by Canada for the purpose of the training.
2. Credits Apply during Entire Contract Period: The Parties agree that the credits apply throughout the Contract Period.
3. Credits represent Liquidated Damages: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
4. Canada's Right to Obtain Payment: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
5. Canada's Rights & Remedies not Limited: The Parties agree that nothing in this clause limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
6. Audit Rights: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Identified User's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Identified User.

7.4.6 Electronic Payment of Invoices – Call-up

To be determined at 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);
- e) Wire Transfer (International Only);
- f) Large Value Transfer System (LVTS) (Over \$25M)

7.5 Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the section entitled "Invoicing Submission" of the General Conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- b) Each invoice must be supported, as applicable, by:
 - i. the call-up number;
 - ii. a copy of the release documents and any other documents as specified in the call-up; and
 - iii. a copy of the invoices and/or receipts.
- c) Invoices must be distributed as follows: the original and one copy must be forwarded to the Identified User for certification and payment.

7.6 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

7.7 SACC Manual Clauses

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

7.8 Cancellation

7.8.1 Training at the Contractor's Facility

- 1. Canada may cancel, or reschedule, a scheduled training without a fee by giving a written notice to the Contractor at least 30 calendar days prior to the course delivery date.

2. In the event that Canada cancels, or reschedules, a training between 15 to 30 calendar days prior to the course delivery date, the Contractor will be paid 50% of the daily facility rate per day that is non-refundable and non-transferable.
3. In the event that Canada cancels, or reschedules, a training 14 or fewer calendar days prior to the course delivery date, the Contractor will be paid 75% of the daily facility rate per day that is non-refundable and non-transferable.
4. In the event that Canada cancels, or reschedules, a scheduled training on the day of or during the training, the Contractor will be paid the daily facility rate per day that is non-refundable and non-transferable.
5. In the event that, due to the unavailability of the Contractor's resource, Canada cancels or reschedules a scheduled course on the day of or during the delivery, the Contractor will reimburse Canada in accordance with clause 4.5 Payment Credits.
6. If Canada or the Contractor has to cancel due to an unforeseeable or uncontrollable event (such as a strike, a virus attack, a pandemic, a power failure, etc.) no charge will be applied regardless of when the notice is received by Canada or the Contractor.

7.8.2 Training at a DND/CF Site

1. Canada may cancel, or reschedule, a scheduled training without a fee by giving a written notice to the Contractor at least 30 calendar days prior to the course delivery date;
2. In the event that Canada cancels, or reschedules, a training between 15 to 30 calendar days prior to the course delivery date, the Contractor will be reimbursed for any non-refundable and non-transferable travel charges and/or direct expenses incurred without any allowance for overhead or profit, all in accordance with Annex B, Basis of Payment;
3. In the event that Canada cancels, or reschedules, a training between five to 14 calendar days prior to the course delivery date, the Contractor will be paid 25% of the per diem rate per resource category per day and will be reimbursed for any non-refundable and non-transferable travel charges and/or direct expenses incurred without any allowance for overhead or profit, all in accordance with Annex B, Basis of Payment.
4. In the event that Canada cancels, or reschedules, a training four or fewer calendar days prior to the course delivery date, the Contractor will be paid 50% of the per diem rate per resource category per day and will be reimbursed for any non-refundable and non-transferable travel charges and/or direct expenses incurred without any allowance for overhead or profit, all in accordance with Annex B, Basis of Payment;
5. In the event that Canada cancels, or reschedules, a scheduled training on the day of or during the training, the Contractor will be paid the per diem rate per resource category per day and will be reimbursed for any non-refundable and non-transferable travel charges and/or direct expenses incurred without any allowance for overhead or profit, all in accordance with Annex B, Basis of Payment;
6. In the event that, due to the unavailability of the Contractor's resource, Canada cancels or reschedules a scheduled course on the day of or during the delivery, the Contractor will reimburse Canada in accordance with clause 4.5 Payment Credits; and
7. If Canada or the Contractor has to cancel due to an unforeseeable or uncontrollable event (such as a strike, a virus attack, a pandemic, a power failure, etc.), no charge will be applied regardless of when the notice is received by Canada or the Contractor.

ANNEX A

STATEMENT OF WORK

TACTICAL EMERGENCY MEDICAL TRAINING

1.0 Scope

1.1 Purpose

The purpose of this Statement of Work (SOW) is to define the scope and requirements that apply to the delivery of Tactical Emergency Medical Training (TEMT) Services to the Department of National Defence (DND), Canada.

1.2 Background

DND has a requirement for Tactical Emergency Medical Training (TEMT), including Training Facility; Certified Professional Instructors and Training Resources; and Training Equipment and Supplies.

The ability to render immediate, effective emergency trauma care in unconventional conditions with limited resources and tactical constraints, directly enhances the probability of mission success. DND Medical Technicians require advanced TEMT designed to simulate emergency trauma care in hostile or austere environments and all zones of care in order to appropriately manage preventable deaths on the battlefield. In order to simulate realistic climactic environments in which DND typically deploys, the training facility must be located in a geographical area with historically proven temperate climate during the winter months.

1.3 Acronyms and Terminology

AAALAC	Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC)
CA	Contracting Authority
CCAC	Canadian Council on Animal Care
DND	Department of National Defence
GAP	Good Animal Practice
IFAK	Individual First Aid Kit
IO	Intraosseous
IV	Intravenous
MARCHE	<ul style="list-style-type: none">• Massive Hemorrhage Control• Airway Management• Respiratory Management• Circulation• Hypothermia / Head Injury• Eye Injury / Everything Else
NCR	National Capital Region
NHM	Non-Human Model
PA	Procurement Authority
PPE	Personal Protective Equipment
TA	Technical Authority
TCCC	Trauma Combat Casualty Care
TEMT	Tactical Emergency Medical Training
USA	United States of America
Zones of Care	Hot Zone: Care Under Fire

	Warm Zone: Tactical Field Care Cold Zone: CasEvac (Casualty evacuation)
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1.4 Reference Documents

The following applicable documents form part of this Statement of Work to the extent specified herein, and are supportive of the Statement of Work:

- (a) DND Tactical Combat Casualty Care (TCCC) Protocols (available upon request);
- (b) DAOD 8014-1 Management of Animal Use in Research, Teaching and Testing (<http://www.admfincs-smafinsm.forces.gc.ca/dao-doa/8000/8014-1-eng.asp>);
- (c) Defence Research and Development Canada Advanced Trauma Treatment Training Protocol (available upon request);
- (d) Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) Frequently Asked Questions - https://www.aaalac.org/accreditation/faq_landing.cfm; and
- (e) Canadian Council on Animal Care (CCAC) Certificate of Good Animal Practice (GAP) - <https://www.ccac.ca/en/program-features/certificate-of-gap-good-animal-practice.html>

2.0 Requirement

The Contractor must hold current Good Animal Practice (GAP) certification or accreditation by CCAC or AAALAC and must provide advanced TEMT courses and facilities on an "as and when required basis".

2.1 Training

The Contractor must offer Tier 2 (T2) Cascade "Train the Trainer" and "Operator" training sessions including the following modules, and must provide the DND with curriculum omnibus as part of the Bid package. All Classroom, Table Top, Battlefield Scenario Preparedness training and Hyper-Realistic Battlefield Scenario training sessions will be supported by DND Instructor(s). The Contractor must revise and modify the course content at the request of the Technical Authority, in accordance with DND's training objectives. All training sessions must be conducted at day or night as specified in each Call-up.

All training must be conducted but is not limited to one of the following locations, as identified per Call-up:

- (a) Canadian Forces Base (CFB) Petawawa, Ontario;
- (b) Ottawa, Ontario;
- (c) New Mexico, United States of America;
- (d) Virginia, United States of America;
- (e) New York, United States of America; and
- (f) A location proposed by the Offeror which meets the mandatory criteria.

2.1.1 Course Structure

- (a) The minimum Training session length must be one (1) 7.5 hour day;

- (b) DND reserves the right to choose individual course topics for inclusion in the training session. All modules for inclusion in the training session will be identified in the Call-up(s);
- (c) The number of DND students participating in each training session is a minimum of three (3) students, up to a maximum of 24 students, as identified in each Call-up; and
- (d) The Contractor must provide to each successful training session participant, a completion certificate in the Contractor's format.

2.1.2 T2 Cascade Training (Train the Trainer) Course

The "Train the Trainer" training session is a level T2 cascade training intended for DND Medical Instructor Candidates. This training session is prerequisite to teaching the Operators course. The following applies to all "Train the Trainer" training sessions:

- (a) Must accommodate up to nine (9) DND Instructor Candidates;
- (b) Must be conducted over three (3) days;
- (c) Must include Classroom training in accordance with the topics identified at the time of Call-up and Non-Human Model Tabletop training in accordance with para 2.1.4;
- (d) Must include one (1) full day (seven (7) hours) Non-Human Model Table Top training for DND Instructor Trainees (per section 2.1.5); and
- (e) Must include one (1) full day (seven (7) hours) Non-Human Model Hyper-Realistic Scenario Training for DND Instructor Trainees and Students (per section 2.1.7).

2.1.3 Operator's Course

The following applies to all "Operator's" training sessions:

- (a) Must accommodate a minimum of three (3) and up to a maximum of 24 DND students;
- (b) Must be conducted over a maximum of two (2) days or as identified in the call-up;
- (c) Must include Classroom training in accordance with the topics identified at the time of call-up (per section 2.1.4);
- (d) Must include one (1) half-day, three (3) hours, Non-Human Model Table Top Training (per section 2.1.5);
- (e) Must include one (1) half-day, three (3) hours, Non-Human Battlefield Scenario Preparedness Training (per section 2.1.7);
- (f) May include one (1) half-day, three (3) hours, Non-Human Model Hyper-Realistic Scenario Based Training (per section 2.1.8); and.
- (g) Will be supported by a minimum of one (1) up to a maximum of six (6) DND Instructor(s).

2.1.4 Training Modules

2.1.4.1 Classroom Training

The intent of the Classroom Training is to permit the Contractor to provide instruction to DND participants on the fundamental knowledge, concepts, processes and protocols related to training with Non-Human Models. The duration of the Classroom Training sessions must be between 60 to 90 minutes unless otherwise specified at the time of call-up.

The teaching curriculum must examine the following topics:

- (a) Protocols and safety briefings;
- (b) Background on the source and disposal of the Non-Human Models;
- (c) Basic anatomy; and
- (d) Ethical treatment and management of the Non-Human Model.

2.1.4.2 Table -Top Training

The intent of the Table-top Training is to educate the DND Instructor Candidates in the application of acquired skill and knowledge to the Contractor's TEMT protocols, concepts and specific procedures as required to meet DND's identified training objectives.

- (a) The duration of the Table-Top Training must be:
 - i. Full-day (seven (7) hour) Table-top training for DND Instructor Candidates; and
 - ii. Half-day (three (3) hour) Table-top training for DND student Operators conducted by DND Instructors and supported by Contractors Instructors.
- (b) The Tabletop Training must:
 - i. Include one (1) Non-Human Model per six (6) DND students;
 - ii. Be conducted during the day or at night; and
 - iii. Include the use of up to 6 tables and equipment for Non-Human Model training for 24 students.

2.1.4.3 Table-Top Instruction Curriculum

The Table-Top Instruction Curriculum must emphasize the fundamental TEMT processes, protocols and acceptable conduct for all Non-Human Model scenarios, including but not limited to applied practical training in the following procedures:

- (a) Advanced medical procedures including but not limited to thoracic needle decompression, chest tube insertion and cricothyroidotomy;
- (b) Use of haemostatic agents;
- (c) Dressings;
- (d) IO management;
- (e) Tourniquets;
- (f) The six (6) elements of MARCHE; and
- (g) Treatment modalities in accordance with TCCC including but not limited to the following:
 - i. Care under Fire / Care under Threat;

- ii. Tactical Field Care; and
- iii. Tactical Evacuation Care.

(h) The Contractor Instructor must conduct briefings to include:

- i. General training safety;
- ii. Zoonotic disease;
- iii. Basic Non-Human Model anatomy; and
- iv. Overall conduct and ethical considerations related to Non-Human Model training.

2.1.4.4 Battlefield Scenario Preparedness Training

(a) The Battlefield Scenario Preparedness training is prerequisite to the Hyper-Realistic Battlefield Scenario Training. The duration of the Battlefield Scenario Preparedness Training must be as follows:

- i. Half-day (three (3) hour) Battlefield Scenario Preparedness training for DND student Operators conducted by DND Instructors and supported by Contractor's Instructors; and
- ii. Full-day (seven (7) hour) Battlefield Scenario Preparedness training for DND Instructor Candidates.

(b) The Battlefield Scenario Preparedness training builds on the foundational skills taught during the Table-Top Training and provides the students opportunity to practice, further develop, and demonstrate competency in those specific acquired skills. The skills must include but are not limited to:

- i. Advanced medical skills including but not limited to:
 - 1) thoracic needle decompression;
 - 2) chest tube insertion; and
 - 3) cricothyroidotomy.
- ii. Use of haemostatic agents;
- iii. Dressings;
- iv. IO management;
- v. Tourniquets;
- vi. The six (6) elements of MARCHE; and
- vii. Treatment modalities in accordance with TCCC including but not limited to the following:
 - 1) Care under Fire/Care under Threat;
 - 2) Tactical Field Care; and
 - 3) Tactical Evacuation Care.

(c) Must include one (1) Non-Human Model per two (2) DND students; and

(d) Must be conducted during the day or at night.

2.1.4.5 Hyper-Realistic Battlefield Scenario Training:

(a) The Hyper-Realistic Battlefield Scenarios are intended to provide DND Instructor Trainees and Operator Students with the opportunity to further develop acquired life-saving skills in a realistic battlefield environment. The Hyper-Realistic Battlefield Scenario Training must be conducted as follows:

- i. The use of pyrotechnics and live ammunition will be specified within each call-up. At no time and under any circumstances must live ammunition or pyrotechnics be used on the Non-Human Model;
- ii. Students may be dressed in tactical uniforms, full PPE and carry weapons with and without ammunition in order to fully simulate battlefield conditions; and
- iii. Hyper-Realistic Training Scenarios must be conducted in both outdoor and indoor training areas as specified in each Call-up.

(b) The following conditions must apply to the Non-Human Model Scenario Training:

- i. The Non-Human Model Training scenarios must include the use of one (1) live Non-Human Model per two (2) DND students;
- ii. The Non-Human Model must be alive and sedated for use during Hyper-Realistic Battlefield Scenario Training. The Non-Human model must at all times be monitored by the Contractor's Veterinarian or Veterinary Technician with regular assessments of the Non-Human Model conducted throughout to ensure the Non-Human Model remains sedated; and
- iii. The Non-Human Model Scenario Training will be led by DND Instructor(s) and must be supported by the Contractor's Instructor(s).

(c) The scenarios must include all of the following environmental conditions:

- i. Normal Light;
- ii. Low Light;
- iii. Moving Vehicle; and
- iv. Enclosed Space.

(d) The scenarios must include a minimum of one of the following procedures as identified in each Call-up:

- i. Chest tube insertion;
- ii. Cricothyroidotomy;
- iii. Needle decompression;
- iv. Controlled major bleeding; and
- v. The six (6) elements of MARCHE.

3.0 Contractor Resources

3.1 Instructors and Medical Personnel

The Contractor must provide Instructors, Medical and Veterinary Personnel Resources with the following qualifications:

- (a) The Contractor Veterinary Resources must have a minimum of two (2) years of verifiable experience within the past five (5) years in Hyper-Realistic or Non-Human Model Based Scenario Training and must hold current Good Animal Practice (GAP) certification recognized by the CCAC or be currently accredited by the AAALAC (https://www.aaalac.org/accreditation/faq_landing.cfm#G3 and <https://www.ccac.ca/en/program-features/certificate-of-gap-good-animal-practice.html>);

(b) All Contractor Instructional Resources must be:

- i. Certified Tactical Combat Casualty Care Instructors with a minimum of one (1) year of cumulative experience within the last two (2) years; and
- ii. Employed or have been employed as a Medic or Paramedic in a military or para-military role within the last two (2) years.

- (c) All Contractor Primary Instructor Resources must have a minimum of two (2) years of experience within the last ten (10) years as a Special Operations Forces Medical Technician or equivalent, such as a NATO Special Operations Combat Medic (NSOCM); US Army Special Forces Medical Sergeant (18D), from one of the following "Five Eyes" Nations:
- i. Canada
 - ii. The United States of America (USA)
 - iii. The United Kingdom (UK)
 - iv. Australia; or
 - v. New Zealand
- (d) The Contractor must demonstrate that it has verifiable experience delivering and supporting the conduct of Non-Human Model Training to the militaries of Canada, the USA, the United Kingdom, Australia and/or New Zealand with at minimum an average of ten (10) training weeks over the past two (2) years.

3.1.2 Instructor: Student Ratios

- (a) All training sessions must be supported by the number of Contractor's Instructor(s) based on the following levels, and will be identified on each Call-up.
- i. Level one (1) Support = 3:1 student to instructor ratio;
 - ii. Level two (2) Support = 4:1 student to instructor ratio; and
 - iii. Level three (3) Support = 6:1 student to instructor ratio.
- (b) All training sessions must be supported by the required number of qualified Veterinarian Resources including a Veterinarian and a Veterinarian Technician in accordance with CCAC or AAALAC protocols.

3.2 Medical Training Resources

The Contractor's Medical Training Resource(s) managing the Non-Human Models must directly supervise and control the training course, with the full authority to terminate the training session in accordance to the protocols and guidelines set out by the CCAC or AAALAC.

3.3 Facilities, Equipment, and Supplies

3.3.1 Facilities

DND reserves the right to inspect for approval, the Contractor's proposed facility or facilities at any time during the Standing Offer period.

- (a) All Training Facilities must:
- i. Be located in Canada or continental USA, as referenced in para 2.1, where the mean monthly temperature must be no less than 0 degrees Celsius (32 degrees Fahrenheit) for each month of the calendar year;
 - ii. Be located within 200 kilometers (125 miles) of an international airport;
 - iii. Be fully equipped for the conduct of daytime, evening, and nighttime training;
 - iv. Have clean, functioning restroom within close proximity to the classroom, laboratory, and training grounds. For the purpose of this requirement, close proximity will be understood as a five (5) minute walking distance; and
 - v. Be away from public view and reserved for only DND use for the duration of the training serial.

- (b) The Contractor must provide an indoor laboratory with adequate space for up to twenty-four (24) students and six (6) trauma tables with Non-Human Models and equipment. Specific equipment required is specified in section 3.3.2, Equipment.
- (c) The Contractor must provide a Classroom. The classroom must:
 - i. Be equipped with one (1) desk and one (1) chair for each student as identified in the call-up;
 - ii. Have capacity for up to 24 students and up to eight (8) instructors (either DND or Contractor provided), for a total of 32 personnel; and
 - iii. Be located adjacent to the laboratory as referenced in 3.3.1 (a) iv.

3.3.2 Equipment

The Contractor must provide all required equipment, supplies, and Non-Human Models as identified per Call-up and at the location identified in each Call-up.

3.3.2.1. Non-Human Models

The Contractor must source, supply and dispose of all Non-Human Models that will be used during training. The Contractor must provide the following for each training session:

- (a) Swine weighing a minimum of 20 kg up to a maximum of 60 kg, quantities to be identified on each Call-up; and
- (b) Obtain certification that the swine are disease free and safe for human contact.

3.3.2.2. Medical Equipment

- (a) The Contractor must provide a quantity of two (2) IFAK per student for all training sessions. The IFAK must include at minimum, the following:
 - i. One (1) bandages, two (2) packing gauzes, two (2) occlusive dressings;
 - ii. One (1) tourniquet;
 - iii. Hemostatic agent, as identified in the call-up;
 - iv. Two (2) needles for chest decompression;
 - v. Nasopharyngeal airways, with lubricant;
 - vi. One (1) Mylar[®] blanket; and
 - vii. One (1) pair of nitrile gloves.
- (b) One (1) cricothyroidotomy kit for every Non-Human Model, to include at minimum:
 - i. One (1) alcohol preparation pad;
 - ii. Two (2) disinfectant/antiseptic pads;
 - iii. One (1) gauze pad (4" x 4");
 - iv. One (1) protected #10 scalpel;
 - v. One (1) tracheal hook;
 - vi. One (1) 10cc syringe;
 - vii. One (1) cricothyroidotomy tube with obturator (flexible, cuffed, 6mm); and
 - viii. One (1) tube securing strap.
- (c) One (1) chest tube kit for every Non-Human Model to include at minimum:
 - i. Two (2) disinfectant/antiseptic pads;
 - ii. One (1) chest tube, 36 FR;
 - iii. One (1) Heimlich chest drain valve;

- iv. One (1) Rochester Pean forceps, 8.5" curved, sterile;
- v. One (1) Kelly Forceps, 6.25" sterile;
- vi. One (1) scalpel, sterile;
- vii. One (1) double needle suture kit;
- viii. Eight (8) gauze pads (4" x 4");
- ix. Two (2) petroleum gauze (5" x 9");
- x. Two (2) drapes, sterile; and
- xi. One (1) occlusive dressing.

(d) Two (2) Intraosseous (IO) kits for every Non-Human Model to include at minimum:

- i. Two (2) alcohol preparation pads;
- ii. Two (2) disinfectant/antiseptic pads;
- iii. One (1) IO needle set, 15G x 38.5mm;
- iv. One (1) Saline flush, 5cc pre-filled syringe; and
- v. One (1) IO needle stabilization dressing.

3.3.2.3 Resource Ratio

The Contractor must provide the following ratio of students per resource:

- (a) NHM for Table-Top: 6:1;
- (b) NMH for Battlefield Scenario Preparedness: 2:1;
- (c) NHM for Hyper-Realistic Battlefield Scenario: 2:1;
- (d) Cricothyroidotomy Kit: 1:1;
- (e) Chest Tube Kit: 1:1; and
- (f) IO Kit: 1:1.

The Contractor must provide the following ratio of resources per student:

- (a) IFAK: 2:1.

4.0 DND Support to the Contractor

- 4.1 DND will provide all required PPE for DND personnel for the training;
- 4.2 DND will be responsible for the possession, transportation, and storage of all weapons; and
- 4.3 DND will be responsible for the provision of all meals and accommodations for DND personnel.

5.0 Deliverables

The Contractor must provide the following deliverables within seven (7) calendar days of the completion of each training course:

- i. One (1) Certification card or certificate valid for a minimum of two (2) years and in the Contractor's format, to all DND students who have successfully completed the Operators course; and,

-
- ii. One (1) Certification card or certificate, valid for a minimum of two (2) years in the Contractor's format, to all DND Instructors who have successfully completed the Train the Trainer course.

6.0 Language

The Contractor must provide all services and deliverables in English.

7.0 Travel

7.1 Local, National and International travel may be required to various locations within the NCR, Canada, and the continental USA;

7.2 DND will provide the Contractor with 30 calendar days' notice for all inbound Canada travel requirements, dates to be mutually agreed upon between the Contractor and the Technical Authority and identified at the time of Call-up;

7.3 Prior to the first travel date for any service delivery, the Contractor must submit to the Procurement Authority, a request for approval for travel and lodgings, including a cost analysis. All travel must have the written prior authorization of the Procurement Authority identified in the call-up;

7.4 The Contractor must upon completion of travel, submit a trip report to the Procurement Authority indicating results of the activities performed;

7.5 All travel and living expenses must be in accordance with the National Joint Council Directives www.njc-cnm.gc.ca/directive/d10/v238/en and will be reimbursed at cost with no allowance for profit; and;

7.6 The Contractor must submit original receipts along with the invoice for reimbursement in accordance with the terms and conditions of the Treasury Board Travel Directive to the Procurement Authority identified in the call-up.

8.0 Contractor Management of the Contract

8.1 The Contractor must actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its Resources so as to minimize the management effort required of by DND; and

8.2 The Contractor must be responsible for all work produced under the Contract, including completeness, accuracy and adherence to all relevant safety and environmental regulations, rules and good practices for their personnel.

9.0 Inspection and Acceptance

9.1 All deliverables, facilities and services rendered may be subject to inspection and approval (where required) by the Technical Authority (TA) or designated representatives, evaluated on the basis of suitability, quality and adherence to this SOW. Should any deliverable or service not be in accordance with the requirements of this SOW and to the satisfaction of the TA, the TA will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment;

ANNEX B

BASIS OF PAYMENT

1. The Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and the applicable taxes is extra.

For training to be conducted at the Contractor's facility, the Contractor will be paid in accordance with tables 1.1, 1.2 and 1.3.

For training to be conducted at a DND/CF site, the Contractor must provide the resources, equipment, non-human models and supplies required to conduct and support the training; the Contractor will be paid in accordance with tables 1.2 and 1.3.

1.1 The Contractor will be paid firm all-inclusive daily facility rate as follows:

Firm All Inclusive Daily Facility Rate			
Initial Contract Period	Option Period 1	Option Period 2	Option Period 3
\$	\$	\$	\$

1.2 The Contractor will be paid firm all-inclusive per diem rate as follows:

Firm All Inclusive Per Diem Rate				
Resource Category	Initial Contract Period	Option Period 1	Option Period 2	Option Period 3
Instructor	\$	\$	\$	\$
Veterinarian	\$	\$	\$	\$
Veterinary Technician				
Training Medical Resource	\$	\$	\$	\$

A day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the firm all-inclusive per diem rate must be prorated to reflect the actual time worked.

1.3 The Contractor will be paid firm all-inclusive price per kit/model as follows:

Firm All Inclusive Price Per Kit/Model				
Equipment	Initial Contract Period	Option Period 1	Option Period 2	Option Period 3
Individual First Aid Kit	\$	\$	\$	\$
Cricothyroidotomy Kit	\$	\$	\$	\$
Chest Tube Kit	\$	\$	\$	\$
Intra-osseous Kit	\$	\$	\$	\$
Non-Human Model	\$	\$	\$	\$

1.4 The Contractor will be reimbursed for the swine reasonably and properly incurred in the performance of the Work at cost with no allowance for profit and/or administrative overhead. All claims must be supported by receipts and/or documentation.

2. Travel and Living Expenses

- a) For the requirements relative to travel described in article 7.0 Travel of the Statement of Work in Annex A, Canada will not accept any travel and living expenses for:
- i) Work performed within 100 km of the Contractor's place of business and the work location identified in the call-up;
 - ii) Any travel within 100 km of the Contractor's place of business and the work location identified in the call-up; and
 - iii) Any travel to visit the proposed DND/CF site identified in the call-up if the Contractor requests to visit the proposed DND/CF Site.

These expenses are included in the prices and rates in section 1 above.

- b) For Work to be performed outside the 100 km radius of the work location identified in the call-up:
- The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/d10/en>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel; and
- c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d) All travel must have the prior authorization of the SO Identified User Authority identified in the call-up. All payments are subject to government audit.
- e) All travel and living costs must be supported by receipts.

3. Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work, these expenses must have the prior authorization of the Identified User in the call-up. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement and must be supported by receipt vouchers.

Allowable Categories

Work permit expenses - work permit required to perform the Work at a DND/CF site when the DND arranges the training at a DND/CF site.

Shipping expenses - shipping the required equipment, non-human models and supplies to and from the location identified in the call-up when the DND arranges the training at a DND/CF site.

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See attached PDF "SRCL"

ANNEX D

INSURANCE REQUIREMENTS

G2001C General Liability Insurance

1. The Contractor must obtain Commercial General 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 \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. 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.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,*

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*284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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ANNEX E

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

Signature

Date

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W6399-18-KC85/A
Client Ref. No. - N° de réf. du client
W6399-18-KC85

Amd. No. - N° de la modif.
File No. - N° du dossier
148zh.W6399-18-KC85

Buyer ID - Id de l'acheteur
148zh
CCC No./N° CCC - FMS No./N° VME

ANNEX F
SEMI-ANNUAL USAGE REPORT TEMPLATE

See Excel Sheet *Annex F – Report Template.xls*

Solicitation No. - N° de l'invitation
W6399-18-KC85/A
Client Ref. No. - N° de réf. du client
W6399-18-KC85

Amd. No. - N° de la modif.
File No. - N° du dossier
148zh.W6399-18-KC85

Buyer ID - Id de l'acheteur
148zh
CCC No./N° CCC - FMS No./N° VME

**ANNEX G
CALL-UP FORM**

See PDF Annex G – *Call-up form 942.pdf*