



RETURN BIDS TO:

Bid Receiving/Réception des soumissions

RCMP-GRC

Bid Receiving/Réception des soumissions

Attention: Steve Lafontaine

Mail Stop/Arrêt postal 15

73 chemin Leikin drive

Ottawa ON K1A 0R2

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

Dans le cadre d'un protocole de sécurité amélioré, toute personne qui livre le courrier, les paquets et les soumissions à l'installation d'inspection du courrier et des colis devra désormais présenter une carte d'identité avec photo émise par le gouvernement et un numéro de téléphone.

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

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

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

Comments - Commentaries

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Standard First Aid, Level C Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training		Amendment No. N° de la modification 003
Solicitation No. – N° de l'invitation 201804422/A		Date 2019-04-09
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00	EDT(Eastern Daylight Time)
On / le :	2019-04-23	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Steve Lafontaine, Procurement Specialist		
Telephone No. – No. de téléphone (613) 843-6306		Facsimile No. – No. de télécopieur
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. 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



This amendment is raised to address the following:

- To revise the solicitation accordingly, as applicable.

SOLICITATION REVISIONS

1. At Annex “A”, Statement of Work, DELETE in its entirety and INSERT:

“ANNEX “A”

STATEMENT OF WORK

1. OBJECTIVES

The Royal Canadian Mounted Police (RCMP) requires the services of an organization specializing in Standard First Aid, Level C Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training (hereinafter referred to as ‘Training’). The organization must provide qualified instructors to teach the most recent Training techniques in accordance with current First Aid Regulations and Legislation in accordance with Part XVI of the Canada Occupational Health and Safety Regulations (Canada Occupational Health and Safety Regulations). <https://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>

As a policing organization the Training provided to Participants **must be geared towards police officers and answer to their needs on officer safety and first responder responsibilities**. Even though not all Participants will be police officers, this is the area of focus.”

2. REQUIREMENTS

2.1 The Contractor must:

- 2.1.1 Be authorized by the Ministry of Labour in accordance with Part XVI of the Canada Occupational Health and Safety Regulations (‘COHSR’ <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>) to deliver First Aid programs (S.16.12(2));
- 2.1.2 Provide Training in accordance with Part XVI of the COHSR (refer to hyperlink in clause 2.1.1);
- 2.1.3 Deliver “as and when” requested Training as either a 2-day full course or a 1-day refresher course in English and/or French that is geared towards the needs of police officers, for the number of sessions listed in section 6 of this document (Schedule), dates to be determined by the Project Authority.” It is anticipated that the majority of the courses will be requested to be delivered on Thursdays and Fridays twice per month. Courses may be required on other days, depending on demand and room reservations. The instructor(s) must be proficient in the language of the specific course they are teaching for speaking, writing, and comprehension. The number of Participants per course will be minimum six (6) and a maximum of eighteen (18);



- 2.1.4 Be able to deliver a course 10 calendar days after the Project Authority's request in either language;
- 2.1.5 Use instructor-led interactive method of delivery which provides extensive opportunities (great range to ensure all Participants are fully comfortable with the Training information and tasks being presented) for Participants to obtain hands-on experience;
- 2.1.6 Use police oriented examples and scenarios, and understand the policing requirements when at a crime scene (for example: officer and public safety - injured subject could be a fellow officer, a victim, or an offender);
- 2.1.7 Provide instructors that are accredited by the Ministry of Labour in accordance with Part XVI of the Canada Occupational Health and Safety Regulations

(<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>)
- 2.1.8 Provide the required copies of all training material (Participant's manual, pamphlets and bulletins) for each Participant in the language of the course, at the beginning of the course;
- 2.1.9 Provide all training props and all course materials.
- 2.1.10 Provide at least one (1) mannequin for every three (3) Participants on the course;
- 2.1.11 Identify one point of contact responsible for scheduling, providing updates/status reports and for all quality assurance activities with the Project Authority no later than two (2) days after contract award.
- 2.1.12 Provide usage reports for courses provided on an annual basis or upon request by the Project Authority.
- 2.1.13 Make changes to training further to participant satisfaction surveys results that are in scope to this statement of work. Changes to training must be discussed with and approved by the Contract Technical Authority prior to implementation.

3. COURSE CONTENT

- 3.1 The subjects indicated in Canada Labour Code Part XVI, Schedule V, item 2 – “Standard first aid” shall form part of the course content. (See link below). The course content must also include the most recent CPR protocols from the Heart and Stroke Foundation of Canada entitled “*2010 Guidelines for CPR and Emergency Cardiovascular Care.*” And the 2015 update to this document (See links below).

Link to the Canada Labour Code:

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>

Link to Health and Stroke Foundation of Canada:



<http://aedauthority.ca/training/2010-guidelines-for-cpr-and-ecc/>

<https://www.heartandstroke.ca/-/media/pdf-files/canada/cpr-2017/ecc-highlights-of-2015-guidelines-update-for-cpr-ecclr.ashx>

4. LANGUAGE REQUIREMENTS

- 4.1 The instructor(s) must be proficient for speaking, writing, and comprehension of the language of the training sessions, either English or French.

Reading - The instructor must:

- understand most complex details, inferences and fine points of meaning; and
- have a good comprehension of specialized course materials.

Writing - The instructor must:

- write texts where ideas are developed and presented in a coherent manner.

Speaking - The instructor must:

- support opinions; and
- speak at a level of proficiency which is fluent and easily understood and be able to express hypothetical and conditional ideas

5. HOURS OF DELIVERY

- 5.1 The course will begin at 08:00 hrs and end at 16:00 hrs and include at least one 15 minutes break in the morning, one 15 minutes break in the afternoon and a 30 minutes lunch break each day. Any changes to the established hours of delivery require prior approval by the Project Authority. The Instructors must be on-site 20 minutes prior to the start time of the course to set-up the room properly and verify that the equipment is functioning properly.

6. SCHEDULE

- 6.1 The vendor will provide sessions on an as-and-when required basis.

Dates of the training are to be determined by the RCMP. Any conflicts in scheduling will be discussed between the Project Authority and the Contractor. The Participant selection and coordination of the courses will be done by the RCMP.

7. LOCATION OF TRAINING

- 7.1 The training will take place at various locations within the Ottawa and surrounding areas of Ontario including RCMP facilities.



8. RESPONSIBILITIES

8.1 The RCMP is responsible for:

8.1.2 Providing the RCMP Nominal Roll Form (Form 4109) and RCMP Course Evaluation Questionnaire – End of Course Report (Form 2116);

8.2 The contractor is responsible for:

8.2.2 Providing any necessary audio-visual equipment to deliver the course, which includes but is not limited to a: computer, projector and screen for each training room. If course delivery is given without the use of electronics, the contractor is responsible to supply **all required materials such as paper flip charts, photocopies, writing materials, etc** to deliver the course.

8.2.3 Maintaining all training materials up-to-date (instructors' manual, Participants' manual, pamphlets, bulletins);

8.2.4 Providing the Project Authority with a copy of all training materials to be distributed to the Participants a minimum of 5 business days prior to any course. A copy of any amendments to training materials must also be provided to the Project Authority at least 2 weeks prior to introducing such changes in any course. The Project Authority must approve all training materials.;

8.2.5 Providing all course Participants with valid and registered certification at the end of each course upon successful completion of the course; Note: The contractor will bear all costs associated with valid and registered certification;

8.2.6 Reporting immediately to Project Authority any problems that may occur during a class. Any remedial action must be discussed with and receive approval of the Project Authority;

8.2.7 Completing (per instructions of the Project Authority) the RCMP Nominal Roll Form (Form 4109) with a list of Participants and providing the completed form to the Project Authority at the end of each course;

8.2.8 Distributing the approved Evaluation Form provided by RCMP (Form 2116) to all Participants at the end of each course and returning the completed forms to the Project Authority after each course;

9. MEETINGS

9.1 The Contractor must attend any meetings requested by the Project Authority. The RCMP may call a meeting at any time to resolve urgent matters and/or resolve any issues or concerns. The meetings will be held at an RCMP facility within the Ottawa and surrounding areas of Ontario unless otherwise agreed upon by both parties.

10. CANCELLATION OR RESCHEDULING

10.1 Any course may be cancelled or rescheduled in whole or in part by the Project Authority by giving a written notice to the contractor at least five (5) calendar days prior to the course



commencement date. There shall be no charges to Canada for such a cancellation, or rescheduling.

- 10.2 If the Project Authority cancels a course without providing a notice of at least five (5) calendar days, the Contractor will be compensated for the cancelled course based on the minimum number of participants multiplied by the applicable rate specified in Annex “B” – Basis of Payment.

The number of participants may only be known the day a course takes place. The Contractor must ensure to have enough materials on hand for the possible maximum number of participants. The Contractor will be paid in accordance with the number of participants multiplied by the applicable rate specified in Annex “B” – Basis of Payment. The Contractor will be paid for the minimum number of participants should a course have less than the minimum number of participants.

11. DELIVERABLES

All deliverables are to be in the language and format specified and approved by the Project Authority, including, but not limited to the following:

- 1 or 2-day course delivery ‘as and when’ requested;
- Training materials;
- Participants’ Training Certificates based on successful course completion.”

- 2) At Annex “D”, Mandatory Technical Criteria, DELETE M1, M2 and M5 in its entirety and INSERT:

Mandatory Criteria #	Criteria	Met	Not Met	Supporting Rationale
1	The bidder must provide proof that they are authorized (at bid closing and for the entire contract period) by the Ministry of Labour in accordance with Part XVI of the Canada Occupational Health and Safety Regulations ('COHSR' http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html) to deliver First Aid programs."			
2	The bidder must provide proof that instructors are accredited by the Ministry of Labour in accordance with Part XVI of the Canada Occupational Health and Safety Regulations ('COHSR' http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html) to deliver First Aid programs.			



5	<p>The Bidder must provide references confirming they have provided Standard First Aid, Level C CPR and AED training services for a minimum of 2 policing agencies* within the last 5 years.</p> <p>The following must be provided:</p> <ol style="list-style-type: none">1) Name of Policing Agency;2) Date(s) training was provided;3) Policing Agency Contact Name**;4) Policing Agency Contact Phone Number or Email Address;5) Documentation from the Policing Agency Contact confirming that "Yes, the Bidder has provided Standard First Aid, Level C CPR and AED training services to police officers within the <reference must insert name of the policing agency>." <p>*Policing Agency is defined as law enforcement agencies that can enforce federal acts and statutes. **Contact Name is the name of the representative of the policing agency for whom can confirm that the training services were carried out.</p>			
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- 3) With respect to amendment 1,
- DELETE:
- any reference to Solicitation No. 201706723
- and INSERT
- Solicitation No. 201804422/A

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAINS UNCHANGED