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ATTENTION: Claudette Chabot

**AMENDMENT TO THE REQUEST FOR
STANDING OFFER
MODIFICATION DE LA DEMANDE
D'OFFRE À COMMANDES**

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT – CE DOCUMENT COMPORTE DES
EXIGENCES RELATIVES À LA SÉCURITÉ.

Issuing Office – Bureau de distribution

Correctional Service Canada (CSC)
Contracting and Materiel Services
National Headquarters

Title — Sujet: Vocational Training – First Aid Training	
Solicitation No. — N° de l'invitation 21C50-19-3043775-A	
Solicitation Amendment No. – No. de la modification à l'invitation 001	Date: December 2, 2019
GETS Reference No. — N° de Référence de SEAG 21C50-19-3043775-A	
Solicitation Closes — L'invitation prend fin at /à : 14 :00 On / Le : December 9, 2019 / le 9 décembre, 2019	Time Zone Fuseau horaire CST Heure normale du centre
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Claudette Chabot Claudette.Chabot@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 306-659-9255	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Instructions: See Herein Instructions : Voir aux présentes	



Request for Standing Offer (RFSO) Amendment 001 is issued to

1. Extend the closing date of the RFSO;
 2. Respond to a question received during the solicitation period;
 3. Amend the Annex A – Statement of Work;
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1. The Solicitation Closing date identified on page one (1) of the RFSO has been extended:

Delete: **Solicitation Closing** date, December 4, 2019 @ 14:00 CST; and

Insert: The following, new **Solicitation Closing** date, **December 9, 2019 @ 14:00 CST**

2. Question and Answer:

Question 1:

In Annex A, statement of work, section 3.0 Tasks, subsection d, it lists the program modules titles. These titles seem to be taken directly from a supplier and not the module names in either the CSA Standard Z2101 or In Canada Occupational Health and Safety Regulations (SOR/86-304) SCHEDULE V (Subsection 16.12(1)) <https://laws.justice.gc.ca/eng/regulations/sor-86-304/page-50.html#docCont>. Can the names of the modules be modified so that they meet the regulations instead of a specific providers titles?

Answer 1:

The names of the modules have been removed, see revised Annex A – Statement of Work. The First Aid, CPR Adult and AED program must be delivered in accordance with Schedule V of the Canada Occupational Health and Safety Regulations: <https://laws.justice.gc.ca/eng/regulations/SOR-86-304/page-50.html#docCont>

3. Amend the Annex A – Statement of Work:

Delete: **Annex A – Statement of Work** in its entirety; and

Insert: The following, new **Annex A – Statement of Work:**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



ANNEX A - STATEMENT OF WORK

The Correctional Service of Canada has a requirement to provide vocational training to federally sentenced offenders to meet employment needs that are consistent with community standards and labour market conditions.

1.0 Background

CORCAN is an Agency of the Correctional Service of Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs and services that facilitate offenders' re-entry into the work force following their release. Our focus is to ensure that offenders who participate in CORCAN activities are fully, regularly and suitably employed in a work environment that strives to achieve private sector standards.

To facilitate reintegration of offenders to the community and to support their opportunities for obtaining employment, it is necessary to deliver vocational training programs. It is important to ensure that vocational certifications are recognized in the labour market and relevant to community employment, therefore, accessing third party certifiers that issue certifications that meet community standards is imperative.

2.0 Objective

To provide third party certification in First Aid, Cardiopulmonary resuscitation (CPR) Adult and Automated External Defibrillator (AED) training to groups of male and female offenders at the locations listed in section 5. Location of Work. Upon successful completion of the programs the participants are to be provided with certificates.

3.0 Tasks

The Contractor must provide:

- a) certified instructor'(s) to deliver certifiable First Aid, CPR Adult and AED that includes both classroom and application of knowledge learned in the classroom in a practical setting.
 - b) all manuals, handouts, materials and necessary equipment for the Contractors' Resource and participants. This includes the responsibility for transportation of resources and all course materials/equipment to and from the location.
 - c) provide provisions for partial completions and training plans in the event that a participant is required to re-take component(s) of the course to obtain a successful completion of the course;
 - d) The program must be a minimum of 16 hours with classroom instruction and practical hands on exercises of First Aid, CPR Adult and AED, which must be in accordance with Schedule V of the Canada Occupational Health and Safety Regulations:
<https://laws.justice.gc.ca/eng/regulations/SOR-86-304/page-50.html#docCont>.
- e) The Contractor's resource must:
- Participate in an orientation at the identified location prior to delivery of training as per section 8.0 Orientation Prior to Course Delivery.
 - Work with the Designated Manager at each location to determine course dates;
 - Arrive, at least, 30 to 45 minutes prior to the start time of the course to allow time for processing by the principal entrance security and resolve any logistical issue, set up and be ready for arrival of participants;
 - Have all materials prepared for the course and seek assistance from CSC personnel when needed for practical training as identified in section 10.0 Site Visit Prior to Course Delivery; and
 - Ensure area of work is searched at the end of each day and any tool control, attendance management and security procedures are followed as identified in the site orientation prior to course delivery.

4.0 Deliverables



For each course, the **Contractor** must provide:

- a) Sufficient resources (instructors) to facilitate First Aid, CPR Adult and AED for each location for which the Contractor has been identified to provide services.
- b) Training materials, written, practical exercises and testing as required for the completion of the applicable course;
- c) All necessary materials which would include: manuals, handouts, materials, PPE and any other necessary equipment;
- d) A copy of participants manual to the Project Authority, if requested, in advance of schedule course;
- e) Delivery of all materials/equipment to the location prior to start of course (materials/equipment will be stored on site at the location during the course);
- f) A list of successful participants to the Designated Manager;
- g) Hard copy of certificates for successful participants within 21 days of course completion, delivered to the Designated Manager (can be delivered by email or mail); and,
- h) To the Project Authority and the Contracting Authority, the dates of training, the location of training and number of participants within 21 days of completion of each course.

For each course, **CSC (CORCAN)** must provide:

- a) Selection of participants with a confirmed number of participants for the course to be provided to the Contractor two working days prior to the course commencement date;
- b) Training facilities of delivery, including classroom and any equipment required for use during classroom instruction (note that all types of media utilized for delivery of the training is subject to pre-approval by the Project Authority and the type of media will be identified in the call-up);
- c) At each location, sufficient space for practical training; and
- d) At each location, sufficient space and access (dependent on site protocols) for the Contractor's Instructor to this space, to store all of the Contractor's materials and necessary equipment for the duration of each course.

CSC CORCAN, Project Authority will provide a list to the contractor of the designated managers for each CSC institutional location upon award of the Standing Offer.

The designated manager for each CSC institutional location will work with the Contractor to determine course delivery dates.

Estimated Volume

The estimated number of training sessions per year for each location is listed below in 5. Location of Work. The estimated number of training sessions does not constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location.

The minimum number of participants per course is 8 and the maximum number of participants per course is 15.

The designated manager for each CSC institutional location will work with the Contractor to determine course delivery dates.

5.0 Locations of Work

STREAM 1: Bowden Institution and Drumheller Institution

CSC Institutions	Security Classification	Estimated Number of Sessions per year
Bowden Institution Hwy 2 PO Box 6000	Medium Security Facility and Minimum Security Facility	Up to 6 courses



Innisfail AB, T4G 1V1		
Drumheller Institution Hwy 9 PO Box 3000 Drumheller AB, T0J 0Y0	Medium Security Facility and Minimum Security Facility	Up to 6 courses

STREAM 2: Edmonton Institution for Women, Grierson Institution and Pê Sâkâstêw Centre, Edmonton Institution and Community Industries

CSC Institutions	Security Classification	Estimated Number of Sessions per year
Edmonton Institution for Women 11151 178 Street Edmonton AB, T5S 2H9	Medium Security Facility and Minimum Security Facility	Up to 7 courses
Grierson Centre 9530 101 st Ave Edmonton AB, T5H 0B3	Minimum Security Facility	Up to 3 courses
Pê Sâkâstêw Centre Highway 2A PO Box 1500 Maskwacis AB, T0C 1N0	Minimum Security Facility	Up to 6 courses
Edmonton Institution 21611 Meridian St Edmonton AB, T5H 0B3	Maximum Security Facility	Up to 3 courses
Community Industries (3940 53 rd Ave NW Edmonton AB)	Community Facility	Up to 12 courses

STREAM 3: Grande Cache Institution

CSC Institutions	Security Classification	Estimated Number of Sessions per year
Grande Cache Institution Hoppe Ave Bag 4000 Grande Cache AB, T0E 0Y0	Medium Security Facility	Up to 4 courses

STREAM 4: Saskatchewan Penitentiary, Willow Cree Healing Lodge, Regional Psychiatric Centre and Community Industries



CSC Institutions	Security Classification	Estimated Number of Sessions per year
Saskatchewan Penitentiary 15 th Street West P.O. Box 160 Prince Albert SK, S6V 5R6	Medium Security Facility and Minimum Security Facility	Up to 9 courses
Willow Cree Healing Lodge P.O. Box 520 Duck Lake SK, S0K 1J0	Minimum Security Facility	up to 4 courses
Regional Psychiatric Centre 2520 Central Ave N PO Box 9243 Saskatoon SK, S7K 3X5	Medium Security Facility	Up to 3 courses
Community Industries 2410- 11 th Street West Saskatoon, Sask	Community Facility	Up to 6 courses

STREAM 5: Okimaw Ohci Healing Lodge and Oskana Centre

CSC Institutions	Security Classification	Estimated Number of Sessions per year
Okimaw Ohci Healing Lodge PO Box 1929 Maple Creek SK, S0N 1N0	Minimum Security Facility	Up to 6 courses
Oskana Centre 1650 Halifax Street Regina, SK S4P 1S8	Community Facility	Up to 3 courses

STREAM 6: Stony Mountain Institution and Osborne Centre

CSC Institutions	Security Classification	Estimated Number of Sessions per year
Stony Mountain Institution Highway #7 North at Stony Mountain Stony Mountain MB, R0C 3A0	Medium Security Facility and Minimum Security Facility	Up to 6 courses
Osborne Centre 1048 Main Street Winnipeg, MB R2W 3R3	Community Facility	Up to 6 courses

<http://www.csc-scc.gc.ca/facilities-and-security/001-0005-eng.shtml>

Travel – There will be no travel and living expenses associated with this Standing Offer

6.0 Hours of Work

The Contractor must provide training during the institutional location's operational hours (Monday to Friday, 8:00 am to 4:00 pm);



Expected hours available for training at a Community and Minimum Security Level Institution is 8 hours per day.

Expected hours available for training at a Medium and Maximum Security Level Institution is 5 hours per day.

Specific times may vary slightly (start a bit later, end a bit earlier) at each location and will be identified at the time of the call-up for services. All locations will have a 30 to 90 minute shut down period during lunch for operational reasons. The shut down period for lunch will be identified at the time of call-up for services.

7.0 Language of Work

The Contractor's Resource must deliver the courses (read, communicate orally and in writing) in English.

8.0 Orientation Prior to Course Delivery

Prior to commencing delivery of each course (date acceptable to the Contractor and Delegated Manager), the Contractor's Resource must receive an Orientation, briefing on the policies and procedures including security procedures, delivery and storage of materials/equipment, review any logistical questions and other information necessary prior to course commencement including practical training. This may last up to three hours (may be shorter if it is not the first course the Resource has delivered at the location) and may be delivered via pre-reading, telephone, video conference or in person, as determined by the designated CSC CORCAN manager at the site.

9.0 Meetings

The Project Authority may call a meeting at any time to resolve urgent matters, and/or resolve any issues or concerns. The location, date and time will be agreed upon between the Project Authority and Contractor.

10. Constraints

- a) Courses are delivered to federally sentenced offenders who are incarcerated at federal Institutions (including minimum, medium security inmates). Policies related to security classification determination and federal institutions can be found on the following CSC website: www.csc-scc.gc.ca
- b) Participants may exhibit difficult or resistant behaviour;
- c) There may be delays entering the location. All items brought into the location must be inspected, x-rayed and may be tested for contraband;
- d) Individuals entering the location may also be subject to search procedures (for example dog search, ion scan, walk through metal detector, etc.);
- e) Courses may be delayed due to operational requirements at the location. For example, scheduling conflicts, institutional shut downs, emergency situations which may modify the course schedule in part or in whole); and
- f) Participants are not allowed access to the internet.

11. Cancellation

In the event that a scheduled session must be cancelled or rescheduled by CSC, the Project Authority, his/her delegated authority or the institution, shall give the Contractor a minimum of 24 hours notice. A message will be deemed as notification. Course session(s) will be rescheduled at the earliest convenience. It is the contractor's responsibility to call the institution prior to leaving the day of the training to ensure that a lockdown has not been issued in the previous 24 hours.