



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
11 Laurier St./11, rue Laurier
Gatineau, Québec K1A 0S5
Bid Fax: (613) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right
of Canada, in accordance with the terms and conditions
set out herein, referred to herein or attached hereto, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Health Services Project Division (XF)/Division des projets
de services de santé (XF)
Terrasses de la Chaudière 5th Floor
10 Wellington Street
Gatineau
Gatineau
K1A 0S5

Title - Sujet Paramedics Services	
Solicitation No. - N° de l'invitation 5A090-194755/A	Date 2020-04-16
Client Reference No. - N° de référence du client 5A090-194755	
GETS Reference No. - N° de référence de SEAG PW-\$\$XF-050-37704	
File No. - N° de dossier 050xf.5A090-194755	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 11:00 AM on - le 2020-04-21	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Le, Lisa	Buyer Id - Id de l'acheteur 050xf
Telephone No. - N° de téléphone (613) 858-7912 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: INDIGENOUS SERVICES CANADA AL 1916C, Jeanne Mance Building 200 EGLANTINE DR., TUNNEY'S PASTURE GATINEAU Quebec K1A0K9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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20194755

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050xf.5A090-194755/A

Buyer ID - Id de l'acheteur
050xf
CCC No./N° CCC - FMS No./N° VME

Request for Proposals (RFP)

FOR

**Paramedics to Remote, Isolated, and Semi Isolated First
Nation (FN) Communities**

ON BEHALF OF

Indigenous Services Canada (ISC)

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PART 1 - GENERAL INFORMATION

National Security Exception (NSE) Notice

PSPC has invoked the National Security Exception under all of Canada's trade agreements and, as a result, the usual disciplines of the trade agreements do not apply to this procurement.

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form, the Periodic Usage Reports Template and the Invoice Template.

The Attachments include the Pricing Schedule, Technical and Financial Criteria, and Certifications.

1.2 Summary

1.2.1 Indigenous Services Canada (ISC) has a requirement for temporary Paramedic services to supplement its workforce in delivering primary, public and emergency health services, on an "as and when requested" basis, at remote, isolated and semi-isolated First Nations (FN) communities in Canada. The services provided by the Contractor through its Paramedics are required on a 24 hours per day, seven days per week basis and will encompass, but not be limited to, direct patient care and consultation, the conduct of programs designed to promote health, and the provision of advice.

This specific requirement is to provide Paramedics as part of a surge capacity response to COVID-19 in order to support "regional health authorities" (federal, provincial, territorial and/or Indigenous) for this urgent and critical situation, of a temporary nature.

This requirement has two streams:

- Stream 1: Ontario and optional regions
- Stream 2: Manitoba and optional regions

-
- 1.2.2 Although it is anticipated that 1 Contract per stream will be awarded as a result of the RFP, Canada reserves the right to issue multiple Contracts as a result of this solicitation for all or a portion of the work if it is determined that this would best meet the needs of the Client.
- 1.2.3 The period of any resulting contract will be for three months from the date of contract award and will include one irrevocable three month option period to extend the terms and conditions of each contract.
- 1.2.4 This bid solicitation does not preclude Canada from using other contracts, or methods of supply, to fulfill the same or similar needs. The Bidder agrees that nothing in a resulting contract prevents Canada from arranging alternate services. Canada reserves the right to do so at its discretion whenever Canada is of the opinion that it would best serve the interest of Canada.
- 1.2.5 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders 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.
- 1.2.6 This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, and may include areas subject to Comprehensive Land Claims Agreements (CLCA) and Nunavut Land Claims Agreement (NLCA).
- 1.2.7 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.8 The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.
- 1.2.9 Canada reserves the right to modify and negotiate any aspect of the requirement with any supplier(s).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to the email below in (i) by the date and time indicated on page 1 of the bid solicitation. Failure to meet this deadline may result in the bid being declared non-responsive and given no further consideration.

Canada requests that Bidders submit their bids in accordance with the following:

- (i) **Email submission:** Submissions must be submitted by email to:
lisa.le@tpsgc-pwgsc.gc.ca
- (ii) **Format of Email Attachments:** The approved formats for email attachments are any combination of:
 - A. PDF documents; and
 - B. Documents that can be opened with either Microsoft Word or Microsoft Excel.
- (iii) **Email Size:** Suppliers should ensure that they submit their response in multiple emails if any single email, including attachments, exceeds 5 MB.
- (iv) **Email Title:** Suppliers are requested to include the RFP Number in the "subject" line of each email forming part of the response.

Due to the nature of the RFP, transmission of responses by mail or by facsimile to PSPC 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable

the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 1 calendar day before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 2.2 Submission of Bids.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications and Additional Information

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

Section I: Technical Bid

- A.** In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.
- B.** The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- C. Bid Submission Form:** Bidders are requested to include the Bid Submission Form – Attachment 1 to Part 3 with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- D. Client Reference Contact Information:** The Bidder should provide client references. The client reference must each confirm, if requested by Canada, the facts identified in the Bidder's bid, as required by Attachment 1 to Part 4.

Client references should be entities that have an arm's length business relationship with the Bidder.

For each client reference submitted, the Bidder should, at a minimum, provide the name and e-mail address for a person who can be contacted as a client reference. Bidders are also requested to include a telephone number for each client reference, the name of the client organization that the reference worked for at the time that the services were delivered, and the title/role of the client reference during the project.

Refer to article 4.1.1.2 of this RFP for a description of the Reference Check process.

Section II: Financial Bid

- A. Bidders should submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 2 to Part 4.
- B. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods.

D. Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3, Electronic Payment Instruments to identify which ones are accepted.

If Attachment 2 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

E. Exchange Rate Fluctuation

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

Section III: Certifications

Bidders should submit the certifications and additional information required under Part 5.

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ATTACHMENT 1 TO PART 3

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name:
	Title:
	Address:
	Telephone #:
	Fax #:
	Email:
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
Jurisdiction of Contract: Province or Territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	Ontario
Former Public Servants See the Article in Part 2 of the bid solicitation entitled "Former Public Servant" for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant "
	Is the Bidder a FPS who received a lump sum payment under the terms of the terms of the Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant "
Security Clearance Level of Bidder <i>[include both the level and the date it was granted]</i> [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]	

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BID SUBMISSION FORM	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
Signature of Authorized Representative of Bidder	
Date	

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ATTACHMENT 2 to PART 3

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only); and
- ☐ Large Value Transfer System (LVTS) (Over \$25M).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 hours (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline may result in the bid being declared non-responsive and given no further consideration.
 - (ii) **Extension of Time:** If the Bidder requires additional time, the Contracting Authority may grant an extension at his or her sole discretion.

4.1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Attachment 1 to Part 4.

4.1.1.1 Mandatory Technical Criteria

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement may be considered non-responsive and given no further consideration.

4.1.1.2 Client Reference Checks

- (A) If any of the contact information required for a client reference is not provided with the bid, the Contracting Authority will provide the Bidder with 2 hours (or longer if specified in writing by the Contracting Authority) to provide the necessary information to Canada.
- (B) It is the sole responsibility of the Bidder to ensure that it provides a client reference who is willing to act as a client reference, has an arm's length business relationship with the Bidder, and is completely knowledgeable about the facts identified in the Bidder's bid, as required by Attachment 1 to Part 4. If there is no single client reference who has complete knowledge of the facts identified in the Bidder's bid, the Bidder must provide a client reference who is most knowledgeable of the facts identified in the Bidder's bid, and has the ability, and authority, to obtain accurate and complete information about the facts identified in the Bidder's bid. Crown client references will be accepted.
- (C) It is the responsibility of the Bidder to confirm in advance that the client reference submitted will be available to provide a response and is willing to act as a client reference.
- (D) The form of question to be used to request confirmation from client references is as follows:

Sample Question to a Reference:

"Did the Bidder provide your organization with paramedic services in the community listed above and over the time period claimed by the Bidder?

____ Yes, the Bidder provided my organization with paramedic services in the community listed above and over the period of time claimed by the Bidder.

____ No, the Bidder did not provide my organization with paramedic services in the community listed above and over the period of time claimed by the Bidder.

____ I am unwilling or unable to provide any information about the services described above.

- (E) If a reference check is performed, Canada will conduct the reference check in writing by e-mail. The client reference will have 3 hours (or a longer period otherwise specified in writing by the Contracting Authority) from the date that Canada's e-mail was sent to the client reference to respond to Canada.
- (F) Wherever information provided by a client reference differs from the information supplied by the Bidder, the information supplied by the client reference will be the information evaluated.
- (G) Bidder will not meet the mandatory experience requirement (as applicable) if:
 - 1) the client reference fails to respond to Canada's request within the allotted time;
 - 2) the client reference states he or she is unable or unwilling to respond; or
 - 3) the client reference listed is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (H) Whether or not to conduct reference checks is discretionary. However, if PSPC chooses to conduct reference checks for any given point rated or mandatory requirement, it will check the references for that requirement for all Bidders who have not, at that point, been found non-responsive.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a) The financial evaluation will be conducted by calculating the Total Bid Price using the Pricing Schedule completed by the Bidders. The prices for Stream 1 – Ontario and Stream 2 – Manitoba will be used to determine the Total Bid Price. The proposed prices for Optional regions will not be used to determine the Total Bid Price.
- b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- c) **Formulae in Pricing Tables**

If the pricing tables provided to Bidders include any formulae, Canada may re-input the prices provided by Bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder. Canada will notify a bidder in the event that it has re-input the prices provided by a bidder into a fresh table.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

- A. To be declared responsive, a bid must:
- (i) comply with all the requirements of the bid solicitation; and,
 - (ii) meet all the mandatory evaluation criteria.

Bids not meeting (i) or (ii) may be declared non-responsive and given no further consideration.

- B. For each stream, the responsive bids will be ranked in ascending order of total bid price; the responsive bid with the lowest evaluated price will be recommended for award of a contract.
- C. Up to 2 contracts may be awarded as a result of this bid solicitation; one contract per stream. If a Bidder has the lowest evaluated price for more than 1 stream, a contract will be recommended for award which will combine the streams. Canada reserves the right to award a contract, or multiple contracts, to more than one Bidder to address Canada's requirement, in whole or in part, as described in the Statement of Work.
- D. If more than one Bidder is ranked first because of identical lowest evaluated price, then the names of all such first ranked Bidders will be placed in a hat and the winner will be the first name drawn from it. All first ranked Bidders will be invited to witness the event via Webex.

ATTACHMENT 1 TO PART 4

TECHNICAL AND FINANCIAL CRITERIA

1. Evaluation of Experience

The following applies to the evaluation of mandatory criteria:

- Experience listed should include the day, month and year for both the start and finish dates. If the day is not provided, it will be evaluated as the last day of the month, in the case of the start date, and the first day of the month, in the case of the finish date. If the month or year are not provided, the experience will not be considered; and,
- Experience can be demonstrated using one or more contracts of services rendered.

2. Mandatory Technical Criteria:

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

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

Number	Mandatory Technical Criterion	Bid Preparation Instructions
M1	<p>The Bidder must have a minimum of 2 continuous years of experience delivering paramedic services in Canada.</p> <p>The experience must have been acquired within the 5 years of the solicitation closing date.</p>	<p>The Bidder must provide the following information as to how the stated experience was obtained:</p> <ol style="list-style-type: none">1. Name of the client and contact information (including organization, position, address as well as phone number and/or email address);2. Client reference who can validate this experience (if different than 1.);3. Contract number;4. The start and end dates when the experience was acquired; and5. Description of the paramedic services delivered.
M2	<p>The Bidder must provide the names of 5 licensed Paramedics from any paramedic categories, for each stream or each option region for which the Bidder is submitting a response, who currently work for, or who have agreed to work for the Bidder. The paramedics must be licensed or registered with the regulatory body in the province that the bidder is proposing them for.</p>	<p>The Bidder must provide the following information:</p> <ol style="list-style-type: none">1. Name of the paramedic;2. Paramedic category; and3. Province or territory that the paramedic is licensed in.

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3. Mandatory Financial (MF) Criteria:

Bids must meet the mandatory financial criteria specified in the table below.

Bids which fail to meet the mandatory financial criteria may declared non-responsive.

MF1:	For each Province and Territory listed, the all-inclusive firm hourly rate quoted by the Bidder for Overtime, Call-back Time and Statutory Holidays must not exceed 1.5 times the all-inclusive hourly rate bid for Regular Work time and Stand-by Time.
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ATTACHMENT 2 to PART 4

Pricing Schedule

1. General Instructions:

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid its' quoted all-inclusive firm hourly rates in Canadian Dollars, excluding taxes for all Provinces and Territories listed or for all Provinces and Territories where they are able to provide services.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates specified in the pricing schedule, when quoted by the Bidder, must include the total for all costs associated with the delivery of the Work including, but not limited to:

- i. Management and oversight of the services;
- ii. All expenses associated with ensuring competence of paramedics during the period of the Contract;
- iii. All expenses associated with validating the qualifications and experience of paramedics prior to commencing Work and throughout the period of the Contract;
- iv. Repairing damage or replacing the loss of Government Property, by the paramedic, during the period of the Task Authorization; and
- v. The cost of all travel and living expenses that may need to be incurred for the relocation of resources initiated by the Contractor.

These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The addition of any conditions or changes to the pricing schedule tables may render the bid non-responsive.

See Attachment 2 to Part 4, Pricing Schedule template.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified may render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

Attachment 1 to Part 5, includes a copy of the required form.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

Attachment 2 to Part 5, includes a copy of the certification.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

The Bidder should provide the Contracting Authority with a Status and Availability of Resources Certification with the bid.

Attachment 3 to Part 5, includes a copy of the certification.

5.2.3.4 Education and Experience

The Bidder should provide the Contracting Authority with an Education and Experience certification with the bid.

Attachment 4 to Part 5, includes a copy of the certification.

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ATTACHMENT 1 to PART 5

List of Names Form

Further to Part 5, Article 5.2.1 – Integrity Provision – Please complete the Form below:

Complete Legal Name of Company	
Company's address	
Company's Procurement Business Number (PBN)	
Solicitation number	
Board of Directors (Use Format – first name last name) Or put the list as an attachment	
1. Director	
2. Director	
3. Director	
4. Director	
5. Director	
6. Director	
7. Director	
8. Director	
9. Director	
10. Director	
Other members	
Comments	

ATTACHMENT 2 to PART 5

Federal Contractors Program for Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ATTACHMENT 3 to PART 5

Status and Availability of Resources Certification

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

I, the Bidder, understand and certify.

Signature: _____ Date: _____

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ATTACHMENT 4 to PART 5

Education and Experience Certification

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

I, the Bidder, understand and certify.

Signature: _____

Date: _____

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 Before award of a contract, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and,
 - c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, Bidders 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 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16), Financial Capability

6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

This contract is being put in place by Canada as part of its response to the COVID-19 pandemic.

1 Statement of Work

- a) The Contractor must perform the Work in accordance with the Statement of Work at Annex A.
- b) **Client:** Under the Contract, the "**Client**" is the Department of Indigenous Services Canada (ISC).
- c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

1.1 Optional Services

Option to add Pre-established Regions and Paramedics Categories to the Contract

The Contractor grants Canada the irrevocable option to add Paramedics Categories in additional Provinces or Territories to the scope of work at any time during the Contract, or during option period under the same conditions and at the agreed prices bid by the Contractor (as listed in Annex B, Basis of Payment):

Option	Province or Territory	Paramedic Category
1.	British Columbia	Primary Care Paramedic
2.	British Columbia	Advanced Care Paramedic
3.	British Columbia	Community Paramedic
4.	British Columbia	Critical Care Paramedic
5.	Saskatchewan	Primary Care Paramedic
6.	Saskatchewan	Advanced Care Paramedic
7.	Saskatchewan	Community Paramedic
8.	Saskatchewan	Critical Care Paramedic
9.	New Brunswick	Primary Care Paramedic
10.	New Brunswick	Advanced Care Paramedic
11.	New Brunswick	Community Paramedic
12.	New Brunswick	Critical Care Paramedic
13.	Nova Scotia	Primary Care Paramedic
14.	Nova Scotia	Advanced Care Paramedic
15.	Nova Scotia	Community Paramedic
16.	Nova Scotia	Critical Care Paramedic
17.	Prince Edward Island	Primary Care Paramedic
18.	Prince Edward Island	Advanced Care Paramedic

19.	Prince Edward Island	Community Paramedic
20.	Prince Edward Island	Critical Care Paramedic
21.	Newfoundland and Labrador	Primary Care Paramedic
22.	Newfoundland and Labrador	Advanced Care Paramedic
23.	Newfoundland and Labrador	Community Paramedic
24.	Newfoundland and Labrador	Critical Care Paramedic
25.	Yukon	Primary Care Paramedic
26.	Yukon	Advanced Care Paramedic
27.	Yukon	Community Paramedic
28.	Yukon	Critical Care Paramedic
29.	Northwest Territories	Primary Care Paramedic
30.	Northwest Territories	Advanced Care Paramedic
31.	Northwest Territories	Community Paramedic
32.	Northwest Territories	Critical Care Paramedic
33.	Nunavut	Primary Care Paramedic
34.	Nunavut	Advanced Care Paramedic
35.	Nunavut	Community Paramedic
36.	Nunavut	Critical Care Paramedic
37.	Quebec	Primary Care Paramedic
38.	Quebec	Advanced Care Paramedic
39.	Quebec	Community Paramedic
40.	Quebec	Critical Care Paramedic

This option can only be exercised through a contract amendment issued by the Contracting Authority.

1.1.2 Task Authorization

A. Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex E, Task Authorization Form. An authorized TA is a completed Annex E signed by the TA Authority.

C. TA Authority and Limit

The Task Authorisation Authority (TAA) may authorize individual TAs inclusive of any revisions up to a limit of \$400,000.00 Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs) not being exceeded.

E. Canada reserves the right to use other methods of supply to obtain the services described in Annex A of the Contract at its discretion. Nothing in the Contract grants the Contractor the exclusive right to provide the Work. Canada has, at any time, the right to engage alternate or supplemental parties to perform the same or similar Work.

F. Canada reserves its right to terminate for convenience part of the Contract specified in a TA, or decrease the period of services specified in a TA to reflect the actual Work required by Canada and completed by the Contractor. Any increase to the period of service of a TA will require a TA amendment authorized and issued by the TAA in accordance with the Contract.

Canada will compensate the Contractor for TAs that have been terminated for convenience or have had their period of services reduced in accordance with Annex B.

G. TA Process

For each task or revision of a previously authorized task, the TAA will provide the Contractor with a request to perform a task prepared using Annex E, Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
 - the details of the activities or revised activities to be performed;
 - a description of the deliverables or revised deliverables to be submitted; and
 - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task.

H. Contractor Response

H.1 Contract Paramedics Rostering Process:

Canada requests that the Contractor sends information regarding any new Paramedics that they would like to add to their workforce roster to the TAA for assessment as they become available.

The Contractor should provide all necessary information required to the TAA to demonstrate that a proposed resource meets the mandatory requirements of a Paramedics, as specified in Annex A of the Contract, with a minimum of 24 hours prior to proposing the resource for Work on a TA.

H.2 Regular Process: The following process will be used when there are 14 or more calendar days between the date of issuance of a TA Form by the TAA and the start date of Work as stipulated in the TA Form.

The Contractor must acknowledge receipt of the TA Form via email within 1 working day of receipt. Within 3 working days of its receipt of the request, the Contractor must provide TAA with a signed and dated response prepared and submitted using the TA form received from the TAA, containing as a minimum:

- (1) the name of the proposed resource (as stated in the accepted workforce roster);
- (2) If the proposed resource is not currently on the Contractor's workforce roster of Paramedics;
 - a) the resume of the proposed resource; and,
 - b) the necessary information and documents that demonstrate that the resource meets all the mandatory requirements specified in Annex A of the Contract;and,
- (3) If travel is required, a proposed travel itinerary detailing all travel costs in accordance with Annex B of the Contract.

Following receipt of an authorized TA the Contractor must, within a minimum of 14 calendar days in advance of the Paramedic's departure (or an alternate timeframe as agreed to by the TAA) provide the TAA with a copy of the confirmed travel itinerary, demonstrating that the travel has been booked consistent with the approved TA. However, if flight availability could prohibit securing the approved travel, or if requested by the TAA, the Contractor must provide the TAA with a copy of the confirmed travel itinerary within 24 hours of receiving the authorized TA.

H.3 Process for urgent requests:

The following process will be used when there are less than 14 calendar days from the date of issuance of a TA Form by the TAA and the start date of Work as stipulated in the TA Form:

The Contractor must acknowledge receipt of the TA Form to the TAA via email within 1 hour of receipt. The Contractor must within 4 hours, or within any longer time period as specified in the TA Form, provide the TAA who initiated the process with a signed and dated response prepared and submitted using the TA Form received from the TAA, containing at a minimum the information listed below:

- (1) the name of the proposed resource (as stated in the accepted workforce roster);
- (2) If the proposed resource is not currently on the Contractor's workforce roster of Paramedics;
 - a) the resume of the proposed resource; and,
 - b) the necessary information and documents that demonstrate that the resource meets all the mandatory requirements specified in Annex A of the Contract;and,
- (3) If travel is required, a proposed travel itinerary detailing all travel costs in accordance with Annex B of the Contract.

The Contractor must, within 2 hours of receiving the authorized TA (or within any longer time period as specified by the TAA or their designate) provide the TAA with a copy of the confirmed travel itinerary,

demonstrating that the travel has been booked consistent with the approved TA.

I. TA Authorization

1. The TA Authority will authorize the TA based on:
 - the request submitted to the Contractor pursuant to paragraph G of this clause;
 - the Contractor's response received, submitted pursuant to paragraph H of this clause; and
 - the agreed total estimated cost for performing the task or, as applicable, revised task
2. The TA Authority will authorize the TA provided that each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph H of this clause.
3. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

J. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means 5% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph J.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

K. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs K.3 and K.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the

previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

A sample MSOffice spreadsheet containing the data elements contained in paragraphs K.3 and K.4 of this clause is provided in Annex G.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced;
 - the total amount paid, Applicable Taxes included;
 - the start and completion date of the task (as last revised, as applicable); and
 - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended, as applicable);
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

2 Standard Clauses and Conditions

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

2.1 General Conditions

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

2.1.1 Article 8 of 2035 (2018-06-21), General Conditions - Higher Complexity - Services, is amended as follows:

Delete Article 8 in its entirety and replace it with the following:

Replacement of specific resources

- (a) Once a qualified resource has been accepted by Canada as a Paramedic to perform Work in accordance with article 1.1.2 of the Contract, the Contractor must make that resource available to complete the specified Work for the entire period as specified in the authorized Task Authorization, unless:
- (1) the TAA agrees that the named resource may be replaced (in which case, the Paramedic must be replaced in accordance with section (b) below) or specifies that the services provided by the Paramedic are no longer required; or
 - (2) the Work specified in the Task Authorization is terminated, by Canada, in accordance with the Contract; or
 - (3) The Paramedic is unable to due to death, sickness to the Paramedic or their immediate family member only, resignation, dismissal for cause, in which case the Paramedic must be replaced in accordance with section (b) below.

(b) Procedures for the Replacement of a Paramedic

- i) The Contractor must provide the TAA and the Technical Authority with a minimum of three working days' notice of its intent to replace any Paramedic performing Work, or that has been accepted by Canada to perform Work under an authorized Task Authorization, pursuant to the Contract unless it is unable to do so for one of the reasons stated in section (a), (3) above, in which case the Contractor must provide the maximum notice possible.
- ii) As part of the notice, the Contractor must provide a replacement plan to the TAA and the Technical Authority for approval. The Contractor's replacement plan must contain:
 - a. The name the proposed replacement Paramedic and information demonstrating that the qualifications and experience of the proposed replacement Paramedic meets all of the personnel requirements specified Annex A of the Contract;
 - b. proof that the proposed replacement Paramedic has the required security clearance granted by Canada;
 - c. a travel itinerary demonstrating that the replacement Paramedic will start Work prior to departure of the original Paramedic, or if the Contractor is replacing the Paramedic due to one of the reasons stated in section, (a), (3) above, a travel itinerary demonstrating that

the replacement Paramedic will start Work within 24 hours (or within any longer time period if specified in writing by the TAA); and

- d. a description of the process that the Contractor will use to familiarize the proposed replacement Paramedic with respect to the Work being carried out by the incumbent Paramedic to minimize any learning curve.
- iii) The Contractor will not be reimbursed for any costs associated with replacement of a Paramedic, including any costs associated with travel.

(c) Removal of a Paramedic at the Discretion of Canada

- i) In the event that the Technical Authority, in consultation with Indigenous Services Canada nursing staff, identifies concerns that require the removal of a Paramedic, as detailed in article 10 of Annex A, then the Technical Authority, or their delegate, will provide the Contractor written notice of such indicating the date by which the services of the Paramedic must be withdrawn and specifying the reason.
 - ii) Based on such notice, the Contractor must cease providing the services of that Paramedic on the date specified.
 - iii) The Contractor must provide a competent replacement Paramedic within 24 hours (or within any longer time period if specified in writing by the TAA) that meets all of the personnel requirements specified Annex A of the Contract. The requirement for the Contractor to provide any replacement Paramedic when requested by Canada will not result in any additional costs to Canada.
- (d)** The Contractor must not, in any event, allow performance of the Work by unauthorized replacement resources. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with section (b) above. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

2.1.2 Article 24 of 2035 (2018-06-21), General Conditions - Higher Complexity - Services, is amended as follows:

Delete Article 24 in its entirety and replace it with the following:

1. The Contractor must indemnify, save harmless and defend (if requested by the Attorney General of Canada) Her Majesty the Queen in Right of Canada, any minister and their servants and agents from and against all claims, demands, liabilities, losses, damages, costs, expenses, legal fees and disbursements, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from or related to any wilful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants, agents or subcontractors in performing the Work or as a result of or in any way related to the Work.

2. The Contractor's liability to indemnify or reimburse Her Majesty the Queen in Right of Canada under the Contract must not affect or prejudice Her Majesty the Queen in Right of Canada from exercising any other rights under law.
 3. The Contractor agrees that Her Majesty the Queen in Right of Canada is not and will not be liable for, and agrees to protect and indemnify Her Majesty the Queen in Right of Canada with respect to, any injury or damage (including death) to the Contractor or to the person of any officer, servant or agent of the Contractor or for the loss of or damage to the property of the Contractor or its officers, servants or agents in any manner based upon, occasioned by or in any way related to the performance of the Work unless the injury, loss or damage is caused by the negligence of an officer, servant or agent of Her Majesty the Queen in Right of Canada while acting within the scope of his or her employment.
- 2.1.3** Article 30 of 2035 (2018-06-21), General Conditions - Higher Complexity - Services, is amended as follows:

Add:

5. Subsection 2 does not apply to Task Authorizations which are terminated for convenience. Canada will compensate the Contractor for TAs that have been terminated for convenience in accordance with article 3 of Annex B.

2.2 Supplemental General Conditions

Personal Information

01 Interpretation

1. In the Contract, unless the context otherwise requires,

"General Conditions" means the general conditions that form part of the Contract;
"Personal Information" means information about an individual, including the types of information specifically described in the [Privacy Act](#), R.S. 1985, c. P-21;
"Record" means any hard copy document or any data in a machine-readable format containing Personal Information;
2. Words and expressions defined in the General Conditions and used in these supplemental general conditions have the meanings given to them in the General Conditions.
3. If there is any inconsistency between the General Conditions and these supplemental general conditions, the applicable provisions of these supplemental general conditions prevail.

02 Ownership of Personal Information and Records

To perform the Work, the Contractor will be provided with and/or will be collecting Personal Information from third parties. The Contractor acknowledges that it has no rights in the Personal Information or the Records and that the Technical Authority owns the Records. On request, the

Contractor must make all the Personal Information and Records available to the Technical Authority immediately in a format acceptable to the Technical Authority.

03 Use of Personal Information

The Contractor agrees to create, collect, receive, manage, access, use, retain, and dispose of the Personal Information and the Records only to perform the Work in accordance with the Contract.

04 Collection of Personal Information

1. If the Contractor must collect Personal Information from a third party to perform the Work, the Contractor must only collect Personal Information that is required to perform the Work. The Contractor must collect the Personal Information from the individual to whom it relates and the Contractor must inform that individual (at or before the time when it collects the Personal Information) of the following:
 - a. that the Personal Information is being collected on behalf of, and will be provided to, the Technical Authority;
 - b. the ways the Personal Information will be used;
 - c. that the disclosure of the Personal Information is voluntary or, if there is a legal requirement to disclose the Personal Information, the basis of that legal requirement;
 - d. the consequences, if any, of refusing to provide the information;
 - e. that the individual has a right to access and correct his or her own Personal Information; and
 - f. that the Personal Information will form part of a specific personal information bank (within the meaning of the [Privacy Act](#)), and also provide the individual with information about which government institution controls that personal information bank, if the Technical Authority has provided this information to the Contractor.
2. The Contractor, its subcontractors, and their respective employees must identify themselves to the individuals from whom they are collecting Personal Information and must provide those individuals with a way to verify that they are authorized to collect the Personal Information under a Contract with Canada.
3. If requested by the Technical Authority, the Contractor must develop a request for consent form to be used when collecting Personal Information, or a script for collecting the Personal Information by telephone. The Contractor must not begin using a form or script unless the Contracting Authority first approves it in writing. The Contractor must also obtain the Contracting Authority's approval before making any changes to a form or script.
4. At the time it requests Personal Information from any individual, if the Contractor doubts that the individual has the capacity to provide consent to the disclosure and use of his or her Personal Information, the Contractor must ask the Technical Authority for instructions.

05 Maintaining the Accuracy, Privacy and Integrity of Personal Information

The Contractor must ensure that the Personal Information is as accurate, complete, and up to date as possible. The Contractor must protect the privacy of the Personal Information. To do so, at a minimum, the Contractor must:

- a. not use any personal identifiers (e.g., social insurance number) to link multiple databases containing Personal Information;
- b. segregate all Records from the Contractor's own information and records;
- c. restrict access to the Personal Information and the Records to people who require access to perform the Work (for example, by using passwords or biometric access controls);
- d. provide training to anyone to whom the Contractor will provide access to the Personal Information regarding the obligation to keep it confidential and use it only to perform the Work. The Contractor must provide this training before giving an individual access to any Personal Information and the Contractor must keep a record of the training and make it available to the Technical Authority if requested;
- e. if requested by the Technical Authority, before providing anyone with access to the Personal Information, require anyone to whom the Contractor provides access to the Personal Information to acknowledge in writing (in a form approved by the Technical Authority) their responsibilities to maintain the privacy of the Personal Information;
- f. keep a record of all requests made by an individual to review his or her Personal Information, and any requests to correct errors or omissions in the Personal Information (whether those requests are made directly by an individual or by the Technical Authority on behalf of an individual);
- g. include a notation on any Record(s) that an individual has requested be corrected if the Contractor has decided not to make the correction for any reason. Whenever this occurs, the Contractor must immediately advise the Technical Authority of the details of the requested correction and the reasons for the Contractor's decision not to make it. If directed by the Technical Authority to make the correction, the Contractor must do so;
- h. keep a record of the date and source of the last update to each Record;
- i. maintain an audit log that electronically records all instances of and attempts to access Records stored electronically. The audit log must be in a format that can be reviewed by the Contractor and the Technical Authority at any time; and
- j. secure and control access to any hard copy Records.

06 Safeguarding Personal Information

The Contractor must safeguard the Personal Information at all times by taking all measures reasonably necessary to secure it and protect its integrity and confidentiality. To do so, at a minimum, the Contractor must:

- a. store the Personal Information electronically so that a password (or a similar access control mechanism, such as biometric access) is required to access the system or database in which the Personal Information is stored;
- b. ensure that passwords or other access controls are provided only to individuals who require access to the Personal Information to perform the Work;
- c. not outsource the electronic storage of Personal Information to a third party (including an affiliate) unless the Contracting Authority and the Technical Authority have first consented in writing;
- d. safeguard any database or computer system on which the Personal Information is stored from external access using methods that are generally used, from time to time, by prudent public and private sector organizations in Canada in order to protect highly secure or sensitive information;
- e. maintain a secure back-up copy of all Records, updated at least weekly;
- f. implement any reasonable security or protection measures requested by the Technical Authority from time to time; and
- g. notify the Contracting Authority and the Technical Authority immediately of any security breaches; for example, any time an unauthorized individual accesses any Personal Information.

07 Appointment of Privacy Officer

The Contractor must appoint someone to be its privacy officer and to act as its representative for all matters related to the Personal Information and the Records. The Contractor must provide that person's name to the Contracting Authority and the Technical Authority within ten (10) days of the award of the Contract.

08 Quarterly Reporting Obligations

Within thirty (30) calendar days of the end of each quarter (January-March; April-June; July-September; October-December), the Contractor must submit the following to the Technical Authority:

- a. a description of any new measures taken by the Contractor to protect the Personal Information (for example, new software or access controls being used by the Contractor);
- b. a list of any corrections made to Personal Information at the request of an individual (including the name of the individual, the date of the request, and the correction made);

- c. details of any complaints received from individuals about the way in which their Personal Information is being collected or handled by the Contractor; and
- d. a complete copy (in an electronic format agreed to by the Technical Authority and the Contractor) of all the Personal Information stored electronically by the Contractor.

09 Threat and Risk Assessment

Within ninety (90) calendar days of the award of the Contract and, if the Contract lasts longer than one year, within thirty (30) calendar days of each anniversary date of the Contract, the Contractor must submit to the Technical Authority a threat and risk assessment, which must include:

- a. a copy of the current version of any request for consent form or script being used by the Contractor to collect Personal Information;
- b. a list of the types of Personal Information used by the Contractor in connection with the Work;
- c. a list of all locations where hard copies of Personal Information are stored;
- d. a list of all locations where Personal Information in machine-readable format is stored (for example, the location where any server housing a database including any Personal Information is located), including back-ups;
- e. a list of every person to whom the Contractor has granted access to the Personal Information or the Records;
- f. a list of all measures being taken by the Contractor to protect the Personal Information and the Records;
- g. a detailed explanation of any potential or actual threats to the Personal Information or any Record, together with an assessment of the risks created by these threats and the adequacy of existing safeguards to prevent these risks; and
- h. an explanation of any new measures the Contractor intends to implement to safeguard the Personal Information and the Records.

10 Audit

The Technical Authority may audit the Contractor's compliance with these supplemental general conditions at any time. If requested by the Technical Authority, the Contractor must provide the Technical Authority (or the Technical Authority's authorized representative) with access to its premises and to the Personal Information and Records at all reasonable times. If the Technical Authority identifies any deficiencies during an audit, the Contractor must immediately correct the deficiencies at its own expense.

11 Statutory Obligations

1. The Contractor acknowledges that both the Contracting Authority, handling Personal Information and Records for contract administration purposes, and the Technical Authority are

required to handle the Personal Information and the Records in accordance with the provisions of Canada's [Privacy Act](#), [Access to Information Act](#), R.S. 1985, c. A-1, and [Library and Archives of Canada Act](#), S.C. 2004, c. 11. The Contractor agrees to comply with any requirement established by the Contracting Authority and the Technical Authority that is reasonably required to ensure that the Contracting Authority and the Technical Authority meet their obligations under these acts and any other legislation in effect from time to time. As a clarification, the Contracting Authority's handling of Personal Information and Records, for contract administration purposes, are limited to the cases as specifically detailed in these supplemental general conditions.

2. The Contractor acknowledges that its obligations under the Contract are in addition to any obligations it has under the [Personal Information Protection and Electronic Documents Act](#), S.C. 2000, c. 5, or similar legislation in effect from time to time in any province or territory of Canada. If the Contractor believes that any obligations in the Contract prevent it from meeting its obligations under any of these laws, the Contractor must immediately notify the Contracting Authority and the Technical Authority of the specific provision of the Contract and the specific obligation under the law with which the Contractor believes it conflicts.

12 Disposing of Records and Returning Records to Canada

The Contractor must not dispose of any Record, except as instructed by the Technical Authority. On request by the Technical Authority, or once the Work involving the Personal Information is complete, the Contract is complete, or the Contract is terminated, whichever of these comes first, the Contractor must return all Records (including all copies) to the Technical Authority.

13 Legal Requirement to Disclose Personal Information

Before disclosing any of the Personal Information pursuant to any applicable legislation, regulation, or an order of any court, tribunal or administrative body with jurisdiction, the Contractor must immediately notify the Contracting Authority and the Technical Authority, in order to provide the Contracting Authority and the Technical Authority with an opportunity to participate in any relevant proceedings.

14 Complaints

The Technical Authority and the Contractor each agree to notify the other immediately if a complaint is received under the [Access to Information Act](#) or the [Privacy Act](#) or other relevant legislation regarding the Personal Information. Each Party agrees to provide any necessary information to the other to assist in responding to the complaint and to inform the other immediately of the outcome of that complaint.

15 Exception

The obligations set out in these supplemental general conditions do not apply to any Personal Information that is already in the public domain, as long as it did not become part of the public domain as a result of any act or omission of the Contractor or any of its subcontractors, agents, or representatives, or any of their employees.

3 Security Requirements

- 3.1 The following security requirements apply and form part of the Contract.

- i) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- ii) The Contractor personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC.
- iii) The Contractor must not remove any protected information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- iv) Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC.
- v) The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - b. Industrial Security Manual (Latest Edition).

4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract award to *[Note: the initial contract period will be for a period of three months. The Contract end date will be inserted at Contract award.]* inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by 1 additional 3 months period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lisa Le
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Major Projects Procurement Directorate
Address: 10 Wellington Street

Les Terrasses de la Chaudière
Gatineau, Quebec K1A 0S5
Canada
Telephone: 613-858-7912
E-mail address: Lisa.Le@tpsgc-pwgsc.gc.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

[to be determined]

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

5.3 Task Authorization Authorities (TAAs)

The TAAs (identified by position) for the Contract are:

The Manager (or acting Manager)
Nurse Relief Coordination Unit
First Nations and Inuit Health Branch
Indigenous Services Canada

and

The Associate Manager (or acting Associate Manager)
Nurse Relief Coordination Unit
First Nations and Inuit Health Branch
Indigenous Services Canada

The Task Authorization Authorities are responsible for the issuance and management of all Task Authorization Requests under this Contract. Only one TA Authority is required to issue any individual Task Authorization provided that the total TA value does not exceed the financial limitation specified in article 1.1.2 C of the Contract. However, the Technical Authority is responsible for all other matters related to the TAs, including vendor performance and acceptance of Work.

5.4 Contractor's Representative

[to be inserted at contract award]

Name: _____
Title: _____
Phone: _____
Email: _____

The Contractor's Representative has the authority to deal with Canada on behalf of the Contractor in regard to all matters related to this contract.

6 Payment

6.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ *[to be inserted at contract award]*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. one (1) month before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment – Authorized TA

One of the following methods will form part of the authorized TA:

i) Single Payment

For Work specified in an authorized TA subject to a limitation of expenditure with a TA period of service that does not exceed 30 calendar days, Canada will pay the Contractor upon completion

and delivery of the Work in arrears, up to the limitation of expenditure of the TA, for actual time worked in accordance with the firm all-inclusive hourly rates set out in Annex B, Basis of Payment if:

- a. an accurate and complete invoice (Annex F – Invoice Template) and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work delivered has been accepted by Canada.

ii) Monthly Payment

For the Work specified in an authorized TA subject to a limitation of expenditure with a TA period of service exceeding 30 calendar days, Canada will pay the Contractor on a monthly basis for Work performed during the month covered by the invoice in arrears, up to the limitation of expenditure of the TA, for actual time worked in accordance with the firm all-inclusive hourly rates set out in Annex B, Basis of Payment if:

- a. an accurate and complete invoice (Annex F – Invoice Template) and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and,
- c. the Work performed has been accepted by Canada.

6.4 SACC Manual Clauses

SACC Manual Clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual Clause [C0710C](#) (2007-11-30), Time and Contract Price Verification
SACC Manual Clause [1031-2](#) (2012-07-16), Contract Cost Principles

6.5 Discretionary Audit

SACC Manual Clause [C0705C](#) (2010-01-11), Discretionary Audit

6.6 Electronic Payment of Invoices – Contract

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

[to be completed at contract award]

- 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 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract; and
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
 - a. One electronic copy must be forwarded to the following generic address:
hc.p2p.west.invoices-factures.ouest.sc@canada.ca;
 - b. One electronic copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment at the following generic email address: sac.soinsinfirmiersecsi-nrcunursing.isc@canada.ca; and
 - c. One electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract at the following generic email address:
Lisa.Le@tpsgc-pwgsc.gc.ca.

8 Certifications and Additional Information

8.1 Compliance

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

8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *[to be inserted at contract award]*

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 Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work and appendices;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated _____. *[to be inserted at contract award]*

11 Foreign Nationals

SACC Manual Clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

12 Insurance – Specific 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.

13 Additional Clauses

SACC Manual Clause A9068C (2010-01-11), Government Site Regulations

14 Proactive Disclosure of Contracts with Former Public Servants

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

[Note: The Proactive Disclosure of Contracts with Former Public Servants will be removed from the resulting contract if the winning Bidder is not a Former Public Servant]

Solicitation No. - N° de l'invitation
5A090-194755/A
Client Ref. No. - N° de réf. du client
20194755

Amd. No. - N° de la modif.
File No. - N° du dossier
050xf.5A090-194755/A

Buyer ID - Id de l'acheteur
050xf
CCC No./N° CCC - FMS No./N° VME

ANNEX A

STATEMENT OF WORK

See attached below.

ANNEX A
STATEMENT OF WORK
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Appendices

Appendix A to Annex A: Proposed Paramedic for Contractor's Roster Template
Appendix B to Annex A: Paramedic – Performance and Conduct of Work Report
Appendix C to Annex A: Time Sheet Template
Appendix D to Annex A: Overtime Authorization Form
Appendix E to Annex A: Locations of Work
Appendix F to Annex A: Paramedic Requirements and Duties
Appendix G to Annex A: Call-back Form

1. PURPOSE

Indigenous Services Canada (ISC) has a requirement for temporary Paramedic services to supplement its workforce in delivering primary, public and emergency health services.

2. OBJECTIVE

The objective is to ensure that ISC obtains qualified Paramedics to supplement their existing workforce of nurses in delivering primary, public and emergency health nursing services to remote, isolated and semi-isolated First Nations (FN) communities in Canada (see Appendix E to Annex A).

3. BACKGROUND INFORMATION

ISC currently funds and/or delivers primary and public healthcare services in 87 Nursing Stations and health facilities serving 111,000 FN clients in Remote, Isolated and Semi-Isolated FN communities, where access to provincial services is limited or non-existent. As of January 2019, this care is provided by approximately 225 full time equivalent positions and delivered by approximately 350 First Nations and Inuit Health Branch-employed (FNIHB) nursing personnel.

Primary and public healthcare is a mandatory or “essential” service under ISC’s program mandate, as it has a direct impact on the health and safety of individuals and the population. In these communities, nurses working out of Nursing Stations or other health facilities are often the only health service providers. ISC employs Registered Nurses (RN) and Nurse Practitioners (NP) to provide the health services in FN communities across Canada on a temporary basis to backfill for vacant positions, vacation and sick leave. Nurses work in pairs or small groups, often with little to no support from other health care professionals, providing services to respond to urgent community health care needs and medical emergencies whenever they arise.

To address these challenges, paramedics, working within their competencies, have been used successfully to assist meeting the shortage of registered nurses. When employed as part of a collaborative practice model, paramedics are very well trained in the areas of urgent and emergency care, which is a key aspect of the mandate of services in these communities. In the absence of, and in collaboration with, nursing personnel, paramedics can provide this type of service in the communities. When there are shortages of available nursing staff, there is a possibility that the nursing stations may have to close for periods of time, which could result in potential liability to Canada. In these rare situations, contract paramedics can support the community and provide emergency services

This specific requirement is to provide Paramedics as part of a surge capacity response to COVID-19 in order to support “regional health authorities” (federal, provincial, territorial and/or Indigenous) for this urgent and critical situation, of a temporary nature.

4. GLOSSARY OF TERMINOLOGY

- a) **Call-back:** means when the Paramedic is required to return to the Nursing Station or Health Centre (with Treatment) and perform patient care when the Paramedic was previously assigned to Stand-by, or in the event additional Paramedics are required beyond those that were assigned to Stand-by. (see Appendix G for Call-back Form).
- b) **Call-back Time:** means one continuous period of time commencing with the start time of the initial Call-back and ending either three hours later, or at the time of the conclusion of the initial Call-back or any subsequent Call-back that is initiated prior to the end of the 3 hour period, whichever is later. Any subsequent Call-back(s) initiated within a Call-back Time has the effect of extending the end of the Call-back Time to the time of the conclusion of the subsequent Call-back(s) and does not

constitute a separate Call-back Time. If the Call-back Time overlaps with a Paramedic's scheduled Regular Working Hours, then the Call-back Time is considered concluded at the time that the Paramedic begins its scheduled Regular Working Hours, or three hours after the commencement of the initial Call-back, whichever is later.

- c) **Health Centre (with Treatment):** means a healthcare facility within which primary care and public health services are (typically) delivered on a twenty-four hours a day, five days a week basis.
- d) **Isolated Community:** means a Community with scheduled flights, good telephone services, and no year-round road access.
- e) **Location of Work:** means the locations of First Nations health care facilities in Canada (see Appendix E)
- f) **Nurse In Charge (NIC):** means the ISC resource, or delegate(s) in situations of surge capacity requirement, who is the Nurse in Charge and provides professional nursing guidance, supervision and assistance in the delivery of health programs, to support the community leaders and health care team in acquiring the knowledge and skills necessary in the delivery of community health and treatment programs. A Paramedic must not perform the duties of the NIC.
- g) **Nursing Station:** means a healthcare facility within which primary care and public health services are delivered on a twenty-four hours a day, seven days a week basis. Dormitories are not considered part of a Nursing Station.
- h) **Overtime:** means any Work required to be performed in excess of the Regular Working Hours. No overtime Work is to be performed under the Task Authorization unless authorized in advance and in writing (see Appendix D - Overtime Authorization Form) by either the NIC, Technical Authority, TA Authority, or their delegate(s).
- i) **Paramedic:** means the resource (Community Paramedic, Primary Care Paramedic, Advanced Care Paramedic and/or Critical Care Paramedic) provided by the Contractor to deliver temporary healthcare and/or emergency services.
- j) **Regional Manager, Nursing Supervisor:** means an ISC resource who is responsible for providing professional nursing support, guidance and recommendations on policies and practices in the delivery of health programs.
- k) **Regular Working Hours:** means the ISC Nursing Station hours of work between 06:00 AM to 11:00 PM Monday to Sunday (subject to change and can vary based on Location of Work).
- l) **Remote Community:** means a community with no scheduled flights, minimal telephone or radio services, and no road access.
- m) **Semi-Isolated Community:** means a community with scheduled flights, good telephone services, and road access year-round greater than 90 KM to physician services.
- n) **Stand-by:** means any period of time duly authorized by either the NIC, Technical Authority, TA Authority, or their delegate(s), during which the Paramedic is required, during off-duty hours, to be available at a known telecommunication number and be readily able to return for duty, without undue delay, if called or contacted or both.

The Paramedic may be required to participate in Stand-by for up to 16 hours per day during the week, and up to 24 hours per day during weekends and statutory holidays. Paramedics must respond to calls during their period of Stand-by. In all Nursing Stations and Health Centres with

Treatment, there are typically 2 healthcare professionals such as 2 nurses on Stand-by. A Paramedic may stand in as the second healthcare professional on Stand-by; the paramedic will then be asked to stay in the community until a replacement arrives. However, this is dependent on the Paramedic's availability (e.g. pre-planned transportation out of the community when their assignment is complete).

Nurses employed by ISC will be given preference over paramedics in selection of hours and division of Stand-by responsibilities.

- o) **Statutory Holidays:** means New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday (based on provincial designation), and Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

5. SCOPE OF WORK

The Contractor must provide the services of Paramedics on an "as and when requested" basis throughout the period of the Contract.

The services provided by the Contractor through its Paramedics are required on a 24 hours per day, seven days per week basis and will encompass, but not be limited to, direct patient care and consultation, the conduct of programs designed to promote health, and the provision of advice.

The scope of work will be in accordance with the provincial regulatory body (e.g. Ontario Paramedic Association, province of Ontario Ministry of Health, Paramedic Association of Manitoba, Province of Manitoba Emergency Medical Services). See Appendix F to Annex A.

6. DELIVERABLE

The Contractor must deliver the following to the Technical Authority:

Throughout the Contract Period the Contractor must provide proof of renewed certifications, licensure, and insurance for Paramedics (see Section 8), as is required to provide healthcare and emergency services, in accordance with the applicable provincial regulatory and professional body. Proof must be delivered to the Technical Authority prior to the expiration date of any certification, licensure, or insurance.

7. CONTRACTOR RESPONSIBILITIES

- a) The Contractor must provide the services of one primary coordinator and one backup coordinator. The role of the coordinator is to handle the administration of Paramedic services requests received from the Task Authorization Authorities (TAA), which involves timely delivery of Work and all communications concerning the Work. In the event that the primary coordinator or the backup is absent, or unavailable, the Contractor must provide contact information for an alternate coordinator to fill the role during the absence.
- b) The Contractor must provide the Technical Authority with a 24 hour, 7 days a week emergency telephone number, SMS (text) number and email address. The Contractor's primary coordinator, backup coordinator, or their delegate will be responsible for responding to the emergency communications on a 24 hour and 7 days a week basis.
- c) The Contractor must, without delay, advise the Nursing Station, or other location of any arrival delay(s) of a Paramedic assigned by TA to that Nursing Station location.

- d) In the event of an investigation of practice, or conduct, involving a Contractor's Paramedic, the Contractor must participate and aid in the investigative process including but not limited to, speaking with the Technical Authority and the FNIHB investigators, submitting written statements and appearing at any reviews. The cooperative participation of the Contractor and its Paramedics will be at no cost to Canada.
- e) The Contractor must ensure that new or revised ISC policies and procedures, as provided or directed by the Technical Authority, are adopted in the delivery of the Work.
- f) The Contractor must validate that its Paramedics are qualified in accordance with the requirements stipulated in Appendix F to Annex A.
- g) The Contractor must ensure that its Paramedics:**
 - i. Are fit-tested for N-95 (or equivalent) masks every two years, or sooner, if a change in physiognomy occurs that may affect efficacy of determined size to wear.
 - ii. Have the physical and mental capacity to perform the duties (as per the applicable provincial regulatory and professional bodies) required for the delivery of temporary healthcare and/or emergency services to Canada.
 - iii. Have the knowledge, training, experience and skill set to competently deliver Work as per the Scope of Practice of the applicable provincial regulatory and professional body throughout the period of the Contract. See Appendix F to Annex A: Paramedic Requirements and Duties.
 - iv. Provide emergency services and health guidance to individuals, families and groups. . Paramedics may also be involved in the delivery of primary care and emergency services (potentially participating in medevacs and medical evacuations) of a mental health, medical, obstetrical or trauma related nature. Paramedics, based on operational requirements, may also be required to assist with administrative duties associated with the daily operations.
 - v. Comply with the schedule established for the nursing station, which may be 8 hour or 12 hour shifts over a 24 hours per day, seven days per week basis.
 - vi. Create, collect, receive, manage, access, use, retain and dispose of personal information only for the purposes relating to their duties, and do so in accordance with the terms and conditions of the Contract and in accordance with the Privacy Act and Treasury Board Secretariat (TBS) privacy and security policies and directives.
 - vii. Have the willingness and ability to travel in small aircraft, off road vehicles, snowmobiles, and other similar modes of transportation, including small watercraft, in varied weather conditions, to communities in Remote, Semi-Isolated and Isolated areas.
 - viii. Use "communication devices" (e.g. mobile phones, text pagers and other wireless devices) in an appropriate manner at all times while performing Work.
 - ix. Do not perform the duties of the NIC, nor act as ISC or Canada delegate.
 - x. Operate a Government of Canada owned vehicle, when authorized by the Technical Authority, or their delegate, to conduct Work which may include travel to and from the Location of Work (as specified in the TA).

8. REQUIREMENTS OF PARAMEDICS

a) Language Requirements

All Paramedics working in the QC Region must be fluent in French and English (both written and spoken). All Paramedics working in all other regions within Canada must be fluent in English (both written and spoken).

b) Work Experience

Each Paramedic must meet the criteria outlined in Appendix F to Annex A¹

¹ During the need for surge capacity response (COVID-19), exceptions to the Paramedic required work experience may be accepted, subject to operational requirements, at the discretion and approval of the Technical Authority,

c) Driver's License

All Paramedics must hold a valid Driver's License as per provincial requirements.

9. LOCATION OF WORK

In most situations the Location of Work will be a Nursing Station or Health Centre (with Treatment) in the FN community; however, paramedic services, based on operational requirements, may occur within other areas within the community.

While the location of the requirement will be identified at the time of the initial Task Authorization, the Technical Authority or their delegate(s) reserves the right to change the location of the delivery of services at any point prior to or during the Task Authorization due to operational requirements. In such circumstances, the Technical Authority or their delegates will endeavor to provide the Contractor with as much notice as possible of the change of location. Should a Paramedic refuse to change location, the Paramedic will be removed from the Location of Work and the Contractor must provide a replacement of personnel.

10. PARAMEDIC PERFORMANCE AND CONDUCT OF WORK

Concerns may be identified at a number of junctures, and as such, the process to resolve issues is situation dependent. In the event that concerns are identified while the Paramedic is onsite, it will be expected that the Regional Manager, NIC or the Nursing Supervisor, or their delegate, will address the concerns directly with the Paramedic with notification to Technical Authorities following the event. Concerns, which are identified by the Technical Authority or its delegates following the departure of the Paramedic (ex. chart audit, practice issue, conduct issue, etc.) from the community will also be addressed directly to the Contractor by the Technical Authority or their delegate.

The Technical Authority or their delegate will advise the Contractor of any professional practice or conduct issues identified with the Paramedics delivering services, and provide a completed Paramedic – Performance and Conduct of Work Report (see Appendix B to Annex A) which outlines the details regarding the practice or conduct issue. It is the responsibility of the Contractor to immediately respond to and address the concerns, including reporting to Regulatory Authorities as appropriate.

Should the severity of the issue(s) require the removal of the Paramedic, the Technical Authority or their delegate will immediately notify the Contractor. In the event the incident occurs outside of regular business hours, the Regional Manager, NIC or Nursing Supervisor will be delegated the authority to

contact the Contractor directly. The Contractor's replacement responsibilities will apply in such situations. The removed Paramedic will not be accepted under any future Task Authorizations until the issue is corrected to the satisfaction of Canada.

In order for the Paramedic to be accepted under future Task Authorizations, the Contractor must demonstrate in a written communication to the Technical Authority, and the Contracting Authority that sufficient corrective and/or remedial actions have taken place. Written notification will be provided by Canada to the Contractor on whether the actions were deemed sufficient and if the Paramedic can be used under future Task Authorizations.

Canada reserves the right to not accept the Paramedic for future placements should the corrective actions be deemed insufficient by the Technical Authority. In addition, Canada reserves the right to refuse a proposed Paramedic, and/or demand a replacement (at no additional cost to Canada) prior to, and after, authorization of a TA, based on any documented record of poor service or unacceptable conduct, including under this or any prior Contract, under previous employment with ISC, or due to FN community requests or Band Council Resolutions.

11. EXPECTATIONS ON GOVERNMENT PROPERTY

Residences/accommodations are provided for Paramedics by Canada.

Smoking is not permitted in nursing stations or residences.

Pets are not permitted in nursing stations or residences.

The Contractor must ensure that Paramedics keep living quarters clean and orderly, both inside and outside the building. The Contractor must notify the Technical Authority of any existing damage to accommodations and/or any missing assets upon a Paramedic's arrival and report any damage incurred throughout the Paramedic's stay.

Excluding exceptional circumstances, Paramedics will have access to private, or shared, bedrooms and bathroom facilities. Common areas will be shared with other healthcare staff.

12. USE OF GOVERNMENT TELECOMMUNICATIONS

Use of Government of Canada telecommunications for personal use is not permitted.

Appendix A to Annex A

Paramedic Roster Form

Registration / Licensing, Certification and Experience Requirements ¹

Name of Contractor:	Date Proposed:
Name of Paramedic:	

Please indicate with an “X” (in the far right column) all pertinent documents that have been provided.

Choose one of the following - The Proposed Paramedic is a:		
Primary Care Paramedic -	<input type="checkbox"/>	
Advanced Care Paramedic -	<input type="checkbox"/>	
Community Paramedic -	<input type="checkbox"/>	
Critical Care Paramedic -	<input type="checkbox"/> _____	
Documentation Required		Expiry Date
1. Resume (Yes/No)		
2. All Paramedics must possess a current registration, with no restrictions, that allows them to practice in the province in which services will be provided:		
Ontario		
Manitoba		
3. Copy of Motor Vehicle Driver's License		
4. Copy of Cardio Pulmonary Resuscitation (CPR) / Basic Life Support (BLS) for healthcare providers		
5. Security Clearance – Reliability Status		
6. Language English / French		
7. Work Experience (Must be reflected on the Resume)		Number of Years
<ul style="list-style-type: none"> All Paramedics must have a minimum of 1 year, defined as 1,500 regular working hours, of experience, in the past three years, from the date of TA issuance, working as a Paramedic. 		

The Paramedic, by signing here, provides their consent to copies of all the documents referenced above being forwarded to the Technical Authority (of Indigenous Services Canada) for verification of educational, certification and training requirements.	Paramedic's signature: <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>
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	Date: (year/month/day)
	<hr/>

¹ During the need for surge capacity response (COVID-19), exceptions to the Paramedic requirements may be accepted, subject to operational requirements, at the discretion and approval of the Technical Authority.

Appendix B to Annex A

Paramedic Performance and Conduct of Work Report

Section 1. Process Description:

- 1) The Nurse In Charge (NIC), or their delegate, identifies the performance and/or conduct issue(s) and discusses them with the appropriate Indigenous Services Canada (ISC) employee, in order to determine if the performance and/or conduct warrants immediate relief of duties or can be addressed by the NIC.
- 2) The NIC, or their delegate, investigates and completes the Paramedic Performance and Conduct of Work Report attached. The synopsis is to be written in plain language and is not to require interpretation by the Technical Authority. Opportunities for improvement can be outlined in additional comments. If the issue is not regarding professional practice or patient safety, it must be identified whether or not the Paramedic is able to continue to work in the current community (as per Task Authorization (TA) assignment) or is able to work in other Locations of Work.
- 3) Competencies that have been marked with an "X" reflect the area(s) of concern and must be clearly explained in Section 4 - Synopsis and Additional Comments. If the incident(s) is not a reflection of the competencies, skills or conduct identified in Section 3 - Competencies / Skills / Conduct, a description of the issue(s) must be clearly explained in Section 4. Reports that do not contain substantiation in Section 4 will be considered incomplete.
- 4) A copy of the completed report will be sent to the Technical Authority, or their delegate. The Technical Authority, or their delegate, will advise the Contractor of any professional performance or conduct issues identified with the Paramedic(s) delivering services, and provide a completed Paramedic Performance and Conduct of Work Report which outlines the details regarding the performance or conduct issue(s). Reports that are incomplete will be returned to the sender for completion.

Section 2. Reporting Information:

Name of Paramedic:		Date that incident(s) occurred:
Contractor:		
First Nations Community where incident(s) occurred:		
Incident(s) witnessed / reported by (name):		
Date:		
Signature:		
Name of NIC, or their delegate.		
Date:		
Signature:		

Section 3. Competencies / Skills / Conduct:

Skill Statement for Role and Scope	Indicate with an (X) the area(s) of concern:
1. Perform paramedic services as per the applicable provincial regulatory body / scope (e.g. Ontario Paramedic Association)	

Skill Statement for Health Promotion & Illness/Injury Prevention	Indicate with an (X) the area(s) of concern:
1. Apply principles of teaching and learning in the implementation of community-based education (e.g., individuals, groups and aggregates)	
2. Identify client health promotion / prevention needs	
3. Participate in health promotion / prevention programs (e.g., school health, prenatal care, men / women health, and injury prevention)	
4. Participate in communicable disease programs, including community-based education regarding communicable disease control and immunization programs	

Skill Statement for Health Assessment	Indicate with an (X) the area(s) of concern:
1. Perform health and screening assessments, including relevant health history and physical examinations according to clients' condition and stage of development	
2. Analyse the findings from health assessments and recognize the deviations / variation from normal findings	
3. Synthesize data from multiple sources to establish a differential and working diagnosis	
4. Identify common health problems / conditions including urgent / emergent problems / conditions, communicable diseases, affecting clients across the lifespan	
5. Communicate verbally and in writing, concise and precise history and physical assessment findings on clients across the lifespan	
6. Consult with other health care providers regarding assessments in an appropriate and timely manner	

7. Determine the need for appropriate diagnostic tests	
8. Discuss health assessment findings with clients	
9. Recognize a psycho-social emergency	
10. Recognize the impact of community disasters	

Skill Statement for Interventions: (Within the context of the Scope of Practice in each applicable jurisdiction / regulatory body)	Indicate with an (X) the area(s) of concern:
1. Initiate, manage and evaluate care of common / urgent / emergent problems / conditions affecting clients across the lifespan	
2. Communicate verbally and in writing, clinical interventions on clients	
3. Initiate over the counter and prescription drugs and therapeutics based on assessment data and use of drug formulary	
4. Assist and support clients in designing, following and assessing effectiveness of recommended therapeutic regimes	
5. Operate emergency equipment	
6. Initiate and maintain intravenous fluid therapy according to the needs of the client	
7. Apply principles of wound management including suturing	
8. Manage psycho-social emergencies	
9. Implement general principles of medical evacuation and manage as required	
10. Utilize safety precautions (e.g., client, equipment, and self)	
11. Perform venipuncture according to standards of practice	
12. Perform specimen collection appropriate to treatment settings (e.g. STD swabs, pap smears, gastric washings for TB, and microscopy for wet mount / clue cells)	
13. Interpret diagnostic laboratory results and respond appropriately	
14. Apply the knowledge and principles of radiology in order to safely perform x-rays of chest/limbs (where applicable)	
15. Provide basic interpretation of chest and limb films and respond appropriately (where applicable)	

Skill Statement for Cultural Competency		Indicate with an (X) the area(s) of concern:
1. Demonstrate respect of Indigenous culture and Indigenous peoples		

Use of Communication Devices	Indicate with an (X) the area(s) of concern:
1. Paramedics must use "communication devices" (e.g. mobile phones, text pagers and other wireless devices) in an appropriate manner at all times while performing Work	

Use of Government Property	Indicate with an (X) the area(s) of concern:
1. Smoking is not permitted in nursing stations or residences supplied under the TA	
2. Pets are not permitted in nursing stations or residences supplied under the TA	
3. The Contractor must ensure that Paramedics keep living quarters clean and orderly, both inside and outside the building	

**** The nature and / or severity of the issue(s) raised in this report warrant that this Paramedic be removed from the community and / or ISC approved Paramedic roster. ****

Yes _____ No _____

Section 4. Synopsis and Additional Comments:

Any competencies that have been marked with an "X" **must** be clearly explained (below), otherwise this Report will be considered incomplete:

Completed by (name): _____ Date: _____ Signature: _____

Appendix C to Annex A - TIME SHEET

INSTRUCTIONS

ISC NIC must send copy of Signed Record to:

Nurse Relief Coordination Unit

Fax Number: 613-952-4622

Contractor: _____

Paramedic: _____

Community Location: _____

TA #: _____ Contract# _____

Original Signed Record must be kept by the Contractor.

Day	Date (YYYY-MM-DD)	Regular Hours			Standby Hours			Authorized Overtime Hours			Additional Info
		Start	End	Total	Start	End	Total	Start	End	Total	
Sun											
Mon											
Tues											
Wed											
Thurs											
Fri											
Sat											
		Total Hours			Total Hours			Total Hours			

Travel Time while in Transit (Change of Location, Medical Evacuation)

Day	Start	End	Comments

Summary of Hours:

Regular Hrs	
Standby Hrs	
Authorized OT Hrs	
Call Back Hrs (Form attached)	
Stat. Holiday - Standby Hrs	
Stat. Holiday - Call Back Hrs	
Travel Time While in Transit *Note: Please record on Time Sheet for subsequent community*	
Total hours	

NIC Name (Print): _____

NIC Signature: _____

Appendix D to Annex A

Indigenous Services Canada

OVERTIME AUTHORIZATION FORM

This form must be used to approve all Overtime for Paramedics, other than when they are "Called-back" or when assigned to be on "Stand-by".

INSTRUCTIONS:

Nurse In Charge must fax a copy of the signed form to: Nurse Relief Coordination Unit @ 613-952-4622.

Paramedics must attach the signed copy of this form to time sheets. Original signed record must be kept by the Contractor.

NAME OF THE PARAMEDIC:

NAME OF THE CONTRACTOR:

REGION:

CONTRACT NUMBER:

COMMUNITY LOCATION:

TA NUMBER:

DATE(S):

REASON(S) FOR EXTRA DUTY:

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APPROXIMATE HOURS REQUESTED:

COMMENTS:

APPROVED BY: _____

(PRINT NAME AND SIGNATURE)

DATE: _____

Appendix E to Annex A

Locations of Work

The specific Location of Work will be identified in each Task Authorization, and may include but are not limited to, the following:

Location of Work	Province or Region
Berens River	Manitoba
Bloodvein	Manitoba
Brochet	Manitoba
Cross Lake	Manitoba
Garden Hill	Manitoba
God's Lake Narrows	Manitoba
God's River	Manitoba
Lac Brochet	Manitoba
Little Grand Rapids	Manitoba
Nelson House	Manitoba
Oxford House	Manitoba
Pauingassi	Manitoba
Poplar River	Manitoba
Pukatawagan	Manitoba
Red Sucker Lake	Manitoba
Shamattawa	Manitoba
South Indian Lake	Manitoba
Split Lake	Manitoba
St. Theresa Point	Manitoba
Tadoule Lake	Manitoba
Wasagamack	Manitoba
York Landing	Manitoba
Bearskin Lake	Ontario
Big Trout Lake	Ontario
Cat Lake	Ontario
Deer Lake	Ontario
Fort Hope	Ontario
Fort Severn	Ontario
Grassy Narrows	Ontario
Gull Bay HC	Ontario
Kasabonika	Ontario
Kashechewan	Ontario
Keewaywin	Ontario
Kingfisher Lake	Ontario
Lac Seul - Kejick Bay	Ontario
Lansdowne House	Ontario
Marten Falls/Ogoki	Ontario
Muskrat Dam	Ontario

Appendix E to Annex A

Locations of Work

New Osnaburgh	Ontario
North Spirit Lake	Ontario
Peawanuck	Ontario
Pikangikum	Ontario
Poplar Hill	Ontario
Round Lake	Ontario
Sachigo Lake	Ontario
Sandy Lake	Ontario
Summer Beaver	Ontario
Wapekeka (Angling Lake)	Ontario
Webequie	Ontario
Whitedog	Ontario
Wunnumin Lake	Ontario
Hartley Bay	Pacific
Gitxaala (Kl'tkatla)	Pacific
Kitasoo (Klemtu)	Pacific
Fort Ware	Pacific
Port Simpson	Pacific
Telegraph Creek	Pacific
Tsay Keh Dene	Pacific
Anahim Lake	Pacific
Lac Rapide	Quebec
Poste de soins infirmiers de Betsiamites	Quebec
Poste de soins infirmiers de Ekuanitshit	Quebec
Poste de soins infirmiers de Manawan	Quebec
Poste de soins infirmiers de Matimekush-Lac John	Quebec
Poste de soins infirmiers de Natashquan	Quebec
Poste de soins infirmiers de Pakua Shipi	Quebec
Poste de soins infirmiers de Wemotaci	Quebec
Poste de soins infirmiers d'Opticiwan	Quebec
Poste de soins infirmiers d'Unamen Shipu	Quebec
Winneway	Quebec
Birch Narrows	Saskatchewan
Black Lake	Saskatchewan
Buffalo River	Saskatchewan
Canoe Lake	Saskatchewan
Deschambault Lake	Saskatchewan
English River	Saskatchewan
Fond du Lac	Saskatchewan
Hatchet Lake	Saskatchewan
Montreal Lake	Saskatchewan
Pelican Narrows	Saskatchewan
Southend	Saskatchewan

Appendix E to Annex A

Locations of Work

Stanley Mission	Saskatchewan
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Appendix F to Annex A – Paramedic Requirements and Duties

1. Paramedics – Manitoba and Ontario¹

a) Provincial Registration Requirements

Province / Region	Paramedic Designations Required	Registration / Licensing
Ontario	Primary Care Paramedic Advanced Care Paramedic Community Paramedic Critical Care Paramedic	Valid registration, with no restrictions, with the province of Ontario Ministry of Health, Ministry of Long-Term Care, Emergency Health Services
Manitoba	Primary Care Paramedic Advanced Care Paramedic	Valid registration, with no restrictions, with the province of Manitoba, Health, Emergency Medical Services

b) Experience Requirements (must be clearly demonstrated on Paramedic's resume)

1 year, defined as 1,500 regular working hours, of experience, in the past three years from the date of TA issuance, working as a (registered) Paramedic.

c) Scope of Practice

The Scope of Practice for Paramedics will be dictated by the applicable provincial regulatory body (see above table) and, as applicable, other applicable provincial authorities. See below for relevant provincial links:

ON Region –

http://www.health.gov.on.ca/en/pro/programs/emergency_health/default.aspx

<https://www.ontarioparamedic.ca/scope-of-practice/>

MB Region –

<https://www.gov.mb.ca/health/ems/epp/index.html>

<https://paramedicsofmanitoba.ca/>

d) Certification Requirements

Province / Region	Course Certifications
Ontario (ON)	Cardio Pulmonary Resuscitation (CPR) / Basic Life Support (BLS) for healthcare providers
Manitoba (MB)	Cardio Pulmonary Resuscitation (CPR) / Basic Life Support (BLS) for healthcare providers

¹ During the need for surge capacity response (COVID-19), exceptions to the Paramedic requirements may be accepted, subject to operational requirements, at the discretion and approval of the Technical Authority.

2. Optional Regions and Paramedic Categories

The following will apply to any Optional Regions and Paramedic Categories if exercised by Canada ¹:

a) Provincial or Territorial Registration and Insurance Requirements

The Paramedic, in order to provide services in any province or territory must have valid registration with the applicable provincial or territorial regulatory and licensing body, with no restrictions.

b) Scope of Practice

The scope of practice for all potential Paramedic designations will be in accordance with the applicable provincial or territorial regulatory and licensing body (e.g. College of Paramedics of Nova Scotia, Emergency Medical Services Board of Prince Edward Island, etc.).

c) Experience Requirements (must be clearly demonstrated on Paramedic's resume)

1 year, defined as 1,500 regular working hours, of experience, in the past three years, from the date of TA issuance working as a (registered) Paramedic.

d) Certifications:

Paramedic Designation	Course Certifications
May vary based on province / region)	Cardio Pulmonary Resuscitation (CPR) / Basic Life Support (BLS) for healthcare providers

¹ During the need for surge capacity response (COVID-19), exceptions to the Paramedic requirements may be accepted, subject to operational requirements, at the discretion and approval of the Technical Authority.

Appendix G to Annex A

INSTRUCTIONS

ISC NIC must send copy of signed Record to:
Nurse Relief Coordination Unit
Fax Number: 613-952-4622

Original Signed Record must be kept by the Contractor.

TA#: _____

Contract#: _____

Contractor: _____

RECORD OF CALL BACK

Paramedic: _____ Community: _____

Complete ONE Record of Call Back Per Week (Sunday to Saturday)

Day	Date	Time In	Time Out	Reason for Call Back	Total Hours	NIC Name (Print)	NIC Initials
Total Hours							

Week Ending: _____

NIC Name: _____

Signature: _____

ANNEX B

BASIS OF PAYMENT

1.0 Professional Fees

[To be completed upon Contract Issuance]

During the initial period of the Contract, including any exercised option periods, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.1 Regular and Stand-by Hourly Rates

(Refer to Annex A – Statement of Work for definitions of Regular Working Hours and Stand-by Work)

The Contractor will be paid the all-inclusive hourly rates for Regular and Stand-by work as follows:

Stream 1: Ontario Region	
Initial Period of the Contract and the Option Period	
Resource	All-Inclusive Hourly Rate
Primary Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Advance Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Community Paramedic	<i>[rate to be specified in the resulting contract]</i>
Critical Care Paramedic	<i>[rate to be specified in the resulting contract]</i>

Stream 2: Manitoba Region	
Initial Period of the Contract and the Option Period	
Resource	All-Inclusive Hourly Rate
Primary Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Advanced Care Paramedic	<i>[rate to be specified in the resulting contract]</i>

Stand-by is payable at the rate of one hour of the Regular Hourly Rate for every eight hours of Stand-by.

1.2 Overtime, Call-back Time and Work performed on Statutory Holidays:

(Refer to Annex A – Statement of Work for definitions of Overtime, Call-back Time and Statutory Holidays)

The Contractor will be paid all-inclusive hourly rates for Work performed on Overtime, Call-back Time and Statutory Holidays, as follows:

Stream 1: Ontario Region	
Initial Period of the Contract and the Option Period	
Resource	All-Inclusive Hourly Rate
Primary Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Advance Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Community Paramedic	<i>[rate to be specified in the resulting contract]</i>
Critical Care Paramedics	<i>[rate to be specified in the resulting contract]</i>

Stream 2: Manitoba Region	
Initial Period of the Contract and the Option Period	
Resource	All-Inclusive Hourly Rate
Primary Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Advanced Care Paramedic	<i>[rate to be specified in the resulting contract]</i>

1.3 Option to add Pre-established Regions and Paramedic Categories to the Contract

1.3.1 Option: Regular and Stand-by Hourly Rates

Further to article 1.1 of the Contract, the all-inclusive firm hourly rates for the delivery of Paramedics Services will apply, should Canada exercise its irrevocable option to add a Province/Territory and Paramedic Category:

Optional: <i>[To be completed with the regions other than Ontario and Manitoba, if applicable]</i>	
Initial Period of the Contract and the Option Period	
Resource	All-Inclusive Hourly Rate
Primary Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Advance Care Paramedic	<i>[rate to be specified in the resulting contract]</i>

Community Paramedic	<i>[rate to be specified in the resulting contract]</i>
Critical Care Paramedics	<i>[rate to be specified in the resulting contract]</i>

Canada reserves the right to negotiate under *SACC manual Clause 1031-2 (2012-07-16) Contract Cost Principles*, for the optional rates prior to exercising options.

1.3.2 Option: Overtime, Call-back Time and Work performed on Statutory Holidays:

The Contractor will be paid all-inclusive hourly rates for Work performed on Overtime, Call-back Time and Statutory Holidays, as follows:

Optional: <i>[To be completed with the regions other than Ontario and Manitoba, if applicable]</i>	
Initial Period of the Contract and the Option Period	
Resource	All-Inclusive Hourly Rate
Primary Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Advance Care Paramedic	<i>[rate to be specified in the resulting contract]</i>
Community Paramedic	<i>[rate to be specified in the resulting contract]</i>
Critical Care Paramedics	<i>[rate to be specified in the resulting contract]</i>

2.0 Travel and Living Expenses

- a) All travel must have the prior authorization of the TA Authority in charge of submitting the TA form for a specific requirement.
- b) Canada will reimburse required travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, with no allowance for overhead, profit, travel agency fees or consulting fees to the Location of Work. Travel arrangements must be made in accordance with terms and conditions for travel herein and in accordance with the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" excluding the reimbursement of meals, bottled water, parking, telephone calls and incidentals.
- c) Travel originating from outside of Canada will not be reimbursed.
- d) Canada will not mail belongings back and forth between Nursing Stations or Health Centre with Treatment between assignments. All freight and excess baggage must be processed by the Contractor and only invoiced to Canada if approved under the terms of a specific TA.
- e) The Contractor must ensure that all Paramedics, in normal circumstances, travel to the Location of Work the day before Work is to commence, and depart on the last flight out on the last day of the period of service, unless otherwise stated in the TA.

- f) In situations where the Paramedic is assessed to not meet the minimum competencies, or in the opinion of Canada, is incapable of doing the required work, the Contractor will be responsible for the salary, travel, and accommodation costs for the Paramedic to return to a Location of Work. Also in these instances, the Contractor must assume all costs for providing a qualified replacement to the Location of Work.
- g) In the event that a Paramedic must be removed from the Location of Work as a result of performance and / or conduct issues, the Contractor must cover all costs associated with removing the Paramedic from the Location of Work.
- h) Canada will be responsible for travel costs associated with removing a Paramedic from the community in circumstances of a natural disaster or emergency (e.g. fire, flood, oil spill etc.)
- i) Canada will be responsible for travel costs associated with any change in the Location of Work that is initiated by Canada.
- j) Where there are extenuating circumstances following successful departure from the Location of Work (e.g. poor weather) which would delay the Paramedic's arrival to the Location of Work at commencement of period of service outlined in the TA, Canada will pay for accommodation and transportation at the economy rate. Such extenuating circumstances will need approval of the TAA.
- k) Where there are extenuating circumstances (e.g. poor weather) disrupting travel from the Location of Work which would delay the Paramedic's arrival to a Location of Work at completion of period of service outlined in the TA, Canada will pay for accommodation and transportation at the economy rate. Such extenuating circumstances will need approval of the TAA.
- l) The authorized travel and living expenses will be paid upon submission of an itemized statement and must be supported by receipt vouchers. All payments are subject to government audit.
- m) All travel booked by the Contractor must be either fully refundable or flexible fare. In exceptional circumstances, when there is no refundable or flexible fare option available, then the Contractor must seek TAA approval prior to booking the travel
- n) Canada will not reimburse travel costs associated with any change in the Location of Work that is initiated by Canada (as indicated in Annex B, article 2 i) above) nor will Canada reimburse the Contractor for any change fees incurred for rescheduling travel for a Paramedic (as indicated in Annex B, article 3.2.2 below) when the Contractor has purchased a non-refundable or non-flexible fare ticket without first obtaining prior approval from the TAA.

2.1 Travel Time While in Transit

Following the authorized participation in a Medical Evacuation, or travel time as a result of a Canada initiated change of Location of Work, subsequent to the period of service start date, there may be periods of time in which a Paramedic is in transit, or layover, waiting to return to the Location of Work. In these instances time spent by a Paramedic travelling in transit may be invoiced at 50% of its Regular Hourly Rate, for hours in transit between 06:00 a.m. and 11:00 p.m., as per the Regular Working Hours defined in Annex A. Any such claim must be supported by an authorized time sheet (Appendix D to Annex A).

3.0 Termination or Reduction of the Period of Service of a Task Authorization

3.1 Professional Fees:

3.1.1 There will be no charge to Canada for TA termination, or reduction to the period of services of a TA, if written notification is provided to the Contractor 14 or more calendar days prior to the period of service start date as indicated in an authorized TA.

3.1.2 Where a TA is either terminated by Canada, or where the period of services of a TA is reduced by Canada, less than 14 calendar days prior to the period of service start date, as indicated in an authorized TA, and alternative assignments of similar duration and timeline to the period reduced, or terminated, have not been offered to the Contractor, the Contractor may invoice Canada at rate of \$250 per day for each day of the period of service that was reduced or terminated, up to a maximum of 10 days.

3.1.3 Where the period of services of a TA is reduced by more than 5 days by Canada less than 14 calendar days prior to the period of service start date, as indicated in an authorized TA, and an alternative assignment(s) of at least the same duration and timeline to the period reduced have not been offered to the Contractor within 48 hours of the reduction notice, the Contractor may invoice Canada at an amount equal to 50% of the firm Regular Hourly Rate of the required paramedic for each day of the reduction to the period of service (up to a maximum of 8 hours per workday), up to a maximum of 10 days total.

3.2 Travel Expenses

3.2.1 Where a TA is terminated by Canada, and the Contractor has provided the TA Authority with a copy of the confirmed travel itinerary, demonstrating that the travel has been booked consistent with the approved TA, the Contractor will be reimbursed at cost for the amount committed by the Contractor for the travel arrangements made, subject to the following conditions:

- a. the Contractor must manage and apply any travel credits received due to the TA termination towards future TA requests under the Contract whenever it is possible to do so; and,
- b. Whenever travel credits exist, the Contractor must provide a detailed travel credit report to the Technical Authority and the Contracting Authority on the first day of each calendar month. The travel credit report must include the following information:
 - i. For each authorized TA terminated, the following data elements must be presented:
 - The TA number;
 - The total value of the credits generated by the termination;
 - Proof of any credit restrictions imposed by the issuer (i.e. the travel company) related to use of the resulting credits;
 - Copies of receipts or vouchers demonstrating the travel credits;
 - The total value of all travel approved by Canada and purchased by the Contractor for the authorized TA;
 - The date of issuance of the original TA; and,
 - Professional fee(s), where applicable.
 - ii. A table indicating total amounts for all authorized TAs terminated. The following data elements must be presented in the table:
 - A breakdown of the total value of all travel credits accumulated under the Contract to date, including TA numbers for which the travel credits were originally granted;

-
- A breakdown of the total of all travel credits that have been redeemed towards TAs under the Contract, including TA numbers for which the travel credits were redeemed;
 - The total value of the remaining travel credit balance for all TAs terminated under the Contract; and
 - The total value of all applicable professional fees.

3.2.2 Where the period of services of a TA is reduced or extended at the request of Canada, and the Contractor has previously provided the TAA with a copy of the confirmed travel itinerary demonstrating that the travel has been booked consistent with the approved TA, and travel related to return to a Designated Transportation Hub is no longer applicable, the Contractor will be reimbursed for any change fees incurred for rescheduling travel for the Paramedic.

3.3 No other charges to Canada will apply in relation to a termination.

3.4 Nothing in article 3.2 will affect Canada's rights to terminate the Contract as specified in the general terms and conditions.

Solicitation No. - N° de l'invitation
5A090-194755/A
Client Ref. No. - N° de réf. du client
20194755

Amd. No. - N° de la modif.
File No. - N° du dossier
050xf.5A090-194755/A

Buyer ID - Id de l'acheteur
050xf
CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See attached below.



Contract Number / Numéro du contrat

20194755

 Security Classification / Classification de sécurité
 UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction FNIHB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The services provided by the contractor will be related to the provision of paramedics services in first nation communities			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	NATO SECRET <input type="checkbox"/>		
	COSMIC TOP SECRET <input type="checkbox"/>		
	COSMIC TRÈS SECRET <input type="checkbox"/>		

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET
											A	B	C			
				Information / Assets Renseignements / Biens Production												
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D

INSURANCE REQUIREMENTS

D.1 Commercial 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.

D.2 Medical Malpractice Liability Insurance

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

D.3 Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. 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.
 - e. OPCF/ SEF/ QEF #3 - Drive Government Automobiles Endorsement

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Amd. No. - N° de la modif.
File No. - N° du dossier
050xf.5A090-194755/A

Buyer ID - Id de l'acheteur
050xf
CCC No./N° CCC - FMS No./N° VME

ANNEX E

TASK AUTHORIZATION FORM

See attached below.

Indigenous Services Canada (ISC)				
Task Authorization (TA)				
Contractor response required by:			Designation of Paramedic Required: Advanced Care Paramedic	
Contract No.:			PO No.: Task Authorization No.: Amendment No.:	
Contractor's name: E-mail address: Tel: Fax:			Task Authorization Contact: E-mail address: sac.soinsinfirmiersecsi-nrcunursing.isc@canada.ca Fax: 613-952-4622	
Sent to Contractor Via E-mail: <input type="checkbox"/>			Task Authorization Period ^[1] :	
Date: [REDACTED]				
Start of Task Authorization: The work cannot commence until the Task Authorization has been authorized in accordance with the Contract.				
Regional Description/Specifications: The TA requirement is for one paramedic for the below service location.				
Community Location and Phone Number: (Nursing Station contact, in case of travel delays, weathered-in scenarios, etc.)			Period of Service ^[2] :	
Additional Instructions: This task includes security requirements. Refer to the Security Requirements Check List (SRCL) included in the Contract.				
COST OF TASK				
				Sub-total (Applicable taxes excluded)
	Paramedic Services (GL 54522)			\$ -
	TA Termination for Convenience Fee (GL 54522)			\$ -
	Travel Time (While in Transit) (GL 54522)	hrs	\$	\$ -
SUB-TOTAL COST (applicable taxes excluded)				\$ -
Applicable taxes (5%)				\$ -
Travel and Misc. Cost	Travel Cost (To be authorized)			
	GRAND TOTAL - TA Limitation of Expenditure (applicable taxes included)			\$ -
^[1] TA amendments should be processed within the time frame of the Task Authorization Period. ^[2] Period of Service must be between the TA start date and the TA end date.				
FOR COMPLETION BY THE CONTRACTOR				
Confirmation of the Paramedic assigned to the task: Name of the Paramedic: - Information and documents necessary to the evaluation of the Paramedic Attached to the TA Form <input type="checkbox"/> Already provided <input type="checkbox"/> - Security clearance level: - Security clearance information: - Copy of the detailed itinerary.				
Confirmation of the Emergency 24/7 Coordinator assigned to the task: Yes <input type="checkbox"/> No <input type="checkbox"/> Name of Emergency 24/7 Resource: Phone #:				
TA APPROVAL				
Contractor's Confirmation of the TA Limitation of Expenditure The Contractor confirms: - that the Total TA Limitation of Expenditure (applicable taxes included) is: correct <input type="checkbox"/> incorrect <input type="checkbox"/>				
TA Limit - \$ 400K (including all amendments and applicable taxes).				
Signing Authorities				
Contractor's Representative Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor (type or print)		Contractor (Name and Title)	Signature	Date
By signing the TA form, the Contractor hereby accepts the Task Authorization identified above.				
ISC Task Authorization Authority Name, Title and Signature of the TA Authority (type or print)		ISC (Name and Title)	Signature	Date

Solicitation No. - N° de l'invitation
5A090-194755/A
Client Ref. No. - N° de réf. du client
20194755

Amd. No. - N° de la modif.
File No. - N° du dossier
050xf.5A090-194755/A

Buyer ID - Id de l'acheteur
050xf
CCC No./N° CCC - FMS No./N° VME

ANNEX F

INVOICE TEMPLATE

See attached below.

Solicitation No. - N° de l'invitation
5A090-194755/A
Client Ref. No. - N° de réf. du client
20194755

Amd. No. - N° de la modif.
File No. - N° du dossier
050xf.5A090-194755/A

Buyer ID - Id de l'acheteur
050xf
CCC No./N° CCC - FMS No./N° VME

ANNEX G

PERIODIC USAGE REPORTS TEMPLATE

See attached Annex G Periodic Usage Reports Template.xls