



## **REQUEST FOR STANDING OFFERS (RFSO) PA TRAINING PROGRAM**

### **PART 1 - GENERAL INFORMATION**

#### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Attachments include, Attachment 1 to Part 4 Mandatory Technical Criteria, Attachment 2 to Part 4 Pricing Schedule and Attachment 1 to Part 5 Certifications and Additional Information.

The Annexes include, Annex A Statement of Work, Annex B Basis of Payment and Annex C Insurance Requirements.

#### **1.2 Summary**

The Canadian Armed Forces (CAF) Health Services (H Svcs) requires academic placement sessions for CAF Physician Assistant (PA) students with accredited Canadian universities in their PA Education Programs (PAEP) that will result in, upon successful completion, the award of a Bachelor of Science or Bachelor of Health Sciences in Physician Assistant Studies.

##### **1.2.1 Canadian Content**

This requirement is limited to Canadian services.

### **1.2.2 Applicable Trade Agreements**

This requirement is subject to the Canadian Free Trade Agreement (CFTA).

### **1.2.3 Comprehensive Land Claim Agreements (CLCAs)**

The Request for Standing Offers (RFSO) is to establish Departmental Individual Standing Offers for the delivery of the requirement detailed in the RFSO, to the Identified User across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

### **1.2.4 Clients/Identified Users**

The Identified User is Department of National Defence (DND).

### **1.2.5 Standing Offer Period**

The period of the Standing Offer will be from the date of SO issuance to August 31, 2025.

### **1.2.6 E-Post Submission**

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

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process.

### **1.4 Anticipated migration to an e-Procurement Solution (EPS)**

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

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Offers**

- (a) Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date and time indicated on page one of the request for standing offers.

**Note:** For offerors needing to register with epost Connect the email address is:  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

**Interested Offerors must register a few days prior to solicitation closing date.**

**Note:** Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send offers through an epost Connect message if the offeror is using its own licensing agreement for epost Connect.

- (b) Due to the nature of the request for standing offers, offers transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### **2.3 Former Public Servant**

SACC M3025T (2016-01-28) Former Public Servant – Competitive - Offer

### **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than the closing date of the RFSO. Enquiries received after that time will not be answered.

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

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eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

#### **(a) Epost Connect Offer Submission**

- (i) Canada requires that the Offeror submit their electronic offer in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The offer must be gathered per section and separated as follows:
  - (A) Section I: Technical Offer
  - (B) Section II: Financial Offer
  - (C) Section III: Certifications
- (iii) Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.
- (iv) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

#### **Section I: Technical Offer**

The Technical Offer must include responses to Attachment 1 to Part 4, Mandatory Technical Criteria.

#### **Section II: Financial Offer**

Offerors must submit their Financial Offer in accordance with Attachment 2 to Part 4, Pricing Schedule.

#### **Section III: Certifications and Additional Information**

Offerors must submit the certifications and additional information required under Part 5, including a response to 'Electronic Payment Instruments' using Attachment 1 to Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the mandatory technical criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Phased Offer Compliance Process**

##### **4.1.1.1 General**

- (a) Canada will conduct the Phased Offer Compliance Process (POCP) described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the POCP, Offerors are and will remain solely responsible for the accuracy, consistency and completeness of their Offers and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Offers or in responses by a Offeror to any communication from Canada.

THE OFFEROR ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS POCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE OFFER IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE OFFER HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM AN OFFER TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE OFFEROR ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS OFFER RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS OFFER NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Offeror and consider as part of the Offer, any information to correct errors or deficiencies in the Offer that are clerical or administrative, such as, without limitation, failure to sign the Offer or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Offeror has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the offer solicitation closing in circumstances where the offer solicitation expressly provides for this right. The Offeror will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Offer being declared non-responsive.
- (d) The POCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2006 (2019-03-04) Standard Instructions – Request for Standing Offers - Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after offer solicitation closing in circumstances where the offer solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Offeror must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response

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permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Offeror at any address provided by the Offeror in or pursuant to the Offer is deemed received by the Offeror on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Offer

- (a) After the closing date and time of this offer solicitation, Canada will examine the Offer to determine whether it includes a Financial Offer and whether any Financial Offer includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the offer solicitation to be included in the Financial Offer is missing from the Financial Offer. This review will not assess whether the Financial Offer meets any standard or is responsive to all solicitation requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Offer or that the Financial Offer is missing all of the information required by the offer solicitation to be included in the Financial Offer, then the Offer will be considered non-responsive and will be given no further consideration.
- (d) For Offers other than those described in c), Canada will send a written notice to the Offeror ("Notice") identifying where the Financial Offer is missing information. An Offeror, whose Financial Offer has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Offerors shall not be entitled to submit any additional information in respect of their Financial Offer. The Offerors who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (e) In its response to the Notice, the Offeror will be entitled to remedy only that part of its Financial Offer which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Offer, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Offer, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Offeror and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (f) Any other changes to the Financial Offer submitted by the Offeror will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Offeror's Offer. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Offer as is permitted above, and will be used for the remainder of the offer evaluation process.
- (g) Canada will determine whether the Financial Offer is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Offeror in accordance with this Section. If the Financial Offer is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (h) Only Offers found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### 4.1.1.3 Phase II: Technical Offer

- (a) Canada's review at Phase II will be limited to a review of the Technical Offer to identify any

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instances where the Offeror has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Offer meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the POCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the POCP, will not be evaluated until Phase III.

- (b) Canada will send a written notice to the Offeror (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Offer has failed to meet. A Offeror whose Offer has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Offer has been found responsive to the requirements reviewed at Phase II. Such Offeror shall not be entitled to submit any response to the CAR.
- (c) A Offeror shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Offeror's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Offeror which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Offer, the Offeror shall identify such additional changes, provided that its response must not include any change to the Financial Offer.
- (e) The Offeror's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Offer, the wording of the proposed change to that section, and the wording and location in the Offer of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Offeror must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Offeror's Offer, and failure of the Offeror to do so in accordance with this subparagraph is at the Offeror's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Offer submitted by the Offeror other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Offer as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Offer, but will be considered by Canada in the evaluation of the Offer at Phase II only for the purpose of determining whether the Offer meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Offer would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Offeror in response to the CAR. If so, the Offer will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Offeror shall bind the Offeror as part of its Offer, but the Offeror's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Offer.

- (h) Canada will determine whether the Offer is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Offeror in accordance with this Section. If the Offer is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Offer**

- (a) In Phase III, Canada will complete the evaluation of all Offers found responsive to the requirements reviewed at Phase II. Offers will be assessed in accordance with the entire requirement of the offer solicitation including the technical and financial evaluation criteria.
- (b) An Offer is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

## **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory evaluation criteria to be declared responsive.

All responsive offers will be recommended for the issuance of a Standing Offer.

## Attachment 1 to Part 4 – Mandatory Technical Evaluation Criteria

### 1. Mandatory Technical Criteria

The offer must meet all the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance to each criterion.

Offers that fail to meet any of the mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

Item	Mandatory Technical Criteria
<b>M1</b>	<p>The Offeror's Physician Assistant Education Program (PAEP) must have a current accreditation certificate with the nationally recognized accrediting body for PAEPs, which is the Canadian Association of Physician Assistants (CAPA) ( <a href="https://capa-acam.ca/pa-students/pa-education-programs/">https://capa-acam.ca/pa-students/pa-education-programs/</a> ). The Offeror must be capable of maintaining its accredited status throughout the duration of the Standing Offer.</p> <p>The Offeror must provide the following with its offer:</p> <ul style="list-style-type: none"><li>(a) A current accreditation certificate or letter showing evidence of current PAEP accreditation;</li><li>(b) Assessment dates for re-certification of the Canadian Physician Assistant Education Program CPAEP accreditation; and</li><li>(c) The most recent PAEP accreditation report on the Offeror.</li></ul>
<b>M2</b>	<p>The Offeror must have a current accreditation certificate with the Committee on Accreditation of Canadian Medical Schools (CACMS) and be capable of maintaining its accredited status throughout the duration of the Standing Offer.</p> <p>The Offeror must provide the following with its offer:</p> <ul style="list-style-type: none"><li>(a) A CACMS accreditation certificate showing evidence of current accreditation;</li><li>(b) Assessment dates for re-certification of the CACMS accreditation; and</li><li>(c) The most recent CACMS accreditation report on the Offeror.</li></ul>

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**Attachment 2 to Part 4 – Pricing Schedule**

(Attached as an MSExcel spreadsheet)

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information using Attachment 1 to Part 5.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

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**Attachment 1 to Part 5 – Certifications and Additional Information**

(See attached editable .pdf document)

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## **PART 6 - INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

The Offeror must comply with the insurance requirements specified in Annex C. The Offeror must maintain the required insurance coverage for the duration of any resulting Standing Offer. Compliance with the insurance requirements does not release the Offeror from or reduce its liability under the Standing Offer or call-up derived from the Standing Offer.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

There is no security requirement applicable to the Standing Offer.

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **7.3.2 Defence Contract**

Any call-up issued under this Standing Offer is a defence contract within the meaning of the [Defence Production Act](#), R.S.C. 1985, c. D-1, and must be governed accordingly.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of SO issuance to August 31, 2025, inclusive.

##### **7.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Mark Hall  
Supply Specialist  
Training and Specialized Services, Acquisitions Branch

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Public Services and Procurement Canada / Government of Canada

Email: [mark.hall@pwgsc-tpsgc.gc.ca](mailto:mark.hall@pwgsc-tpsgc.gc.ca)

Tel.: 613-858-8626

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Procurement Authority** *(to be inserted at Standing Offer issuance)*

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Standing Offer and resulting Call-ups. The Contractor may discuss administrative matters identified in the Standing Offer and resulting Call-ups with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a SO amendment issued by the SO Authority.

### **7.5.3 Technical Authority** *(to be inserted at Standing Offer issuance)*

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

### **7.5.4 Offeror's Representative**

*(to be inserted at Standing Offer issuance)*

### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence (DND), Canadian Forces Health Services Group (CF H Svcs Gp) and Public Work and Government Services Canada Standing Offer Authority or delegated representative.

### **7.8 Call-up Procedures**

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this Standing Offer.
- d) Only Authorized Call-ups to be accepted: The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada pursuant to this Standing Offer that do not exceed the applicable Call-up Limitations, outlined below.

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- e) Call-up Process: The Identified User, Standing Offer Authority or a PWGSC procurement officer will issue a Call-up to the Offeror.

### 7.9 Call-up Instrument

Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for the services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

The Work will be authorized or confirmed by the Identified User(s) using the duly completed form:

- a) PWGSC-TPSGC 942 Call-up Against a Standing Offer

### 7.10 Limitation of Call-ups

For Call-ups issued by the Department of National Defence, Individual Call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included). Call-ups of \$400,000.00 and above may be issued by the PWGSC Standing Offer Authority or a PWGSC procurement officer, subject to internal approvals.

### 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;  
b) the articles of the Standing Offer;  
c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services  
d) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;  
f) Annex A, Statement of Work;  
g) Annex B, Basis of Payment;  
h) Annex C, Insurance Requirements;  
i) the Offeror's offer dated \_\_\_\_\_.

### 7.12 Certifications and Additional Information

#### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

### 7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **7.4 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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm all-inclusive prices as specified in Annex B. Customs duties are included and Applicable Taxes are extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.5.2 Method of Payment**

##### **7.5.2.1 Advance Payment**

Canada will pay the Contractor in advance for the Work if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract; and
- b) all such documents have been verified by Canada.

#### **7.5.3 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): *(to be adjusted based on the Offeror's offer/preference)*

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.5.4 Limitation of Expenditure**

Canada's total liability to the Contractor under any resulting Call-up will not exceed the Total Price specified in the Call-up.

#### **7.6 Invoicing Instructions**

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.

7.6.1 Invoices must be distributed as follows:

- (a) The original and one copy on the Contractor's own invoice form must be forwarded to the following address for certification and payment:

Department of National Defence  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
c/o: Canadian Forces Health Services Training Centre  
Attn: Physician Assistant Course Director

- (b) One (1) copy must be forwarded via email to the Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer at the following email address: [TPSGC.FacturationZH-ZHInvoicing.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.FacturationZH-ZHInvoicing.PWGSC@tpsgc-pwgsc.gc.ca). The contract number and contracting authority's name must be entered in the subject line of the email.

7.6.2 The invoice must, at a minimum, contain the following information:

- (a) Date;
- (b) Call-up serial number;
- (c) Description of Work/Clinical Rotation Specialization;
- (d) The total amount invoiced;
- (e) Applicable taxes are to be shown separately, if applicable; and
- (f) Client Reference Number.

#### **7.7 Insurance – Specific Requirements**

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

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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.

**ANNEX A**  
**STATEMENT OF WORK**  
**PHYSICIAN ASSISTANT TRAINING PROGRAM**

**1. REQUIREMENT**

- 1.1. The Canadian Armed Forces (CAF) Health Services (H Svcs) requires academic placement sessions for CAF Physician Assistant (PA) students with accredited Canadian universities in their PA Education Programs (PAEP) that will result in, upon successful completion, the award of a Bachelor of Science or Bachelor of Health Sciences in Physician Assistant Studies.

**2. BACKGROUND**

- 2.1. In 1984 the CAF changed the name of 6B Medical Assistants to PAs. Training of PAs became a concern when CAF military hospitals began to be closed in the mid-1990s. To address deficiencies in the CAF's ability to train PAs, a civilian-accredited military training program for PAs was created within the Canadian Forces Health Services Training Center (CFHSTC), located in CFB Borden, Ontario. The CAF PA program, which started in 2007, was the first course of its kind in Canada to result in the award of a Bachelor of Science in Physician Assistant Studies.
- 2.2. The current CAF PAEP is conducted under the auspices of the CFHSTC, which is not a university. Therefore, it must rely on an external institution to approve the program and agree to use its degree granting status to confer a Bachelor of Science degree, based on the completion of the CAF PA Program. This type of affiliation has been essential in order to secure the CFHSTC's Canadian Medical Association (CMA) accreditation and to ensure the eligibility of its graduates to challenge the Physician Assist Certification Council of Canada (PACCC) PA Certification Exam (PA Cert Exam).
- 2.3. While the CAF PAEP was a pioneer in the field of PA education in Canada, this area of study has matured greatly over the years. Given that there now exists high quality Canadian university PA Programs, it is now considered viable for the CAF H Svcs to transition to partnerships with accredited Canadian university PAEPs. This model of education is intended to bring the CAF PA profession into closer alignment with other CAF health services professional streams.
- 2.4. PAs within the Department of National Defence (DND) are integral to the CAF Health Care system. They provide clinical care/services in emergency primary care, through delegation by a physician. They are employed in static regions (large centers and remote areas) in addition to deployments in support of land, sea, and air operations. As well, they are called on to provide preventive medicine education, basic facilities inspections with respect to health and safety issues, emergency dental services, medical administration, and Chemical, Biological, Radiological, and Nuclear (CBRN) medical support. PAs fulfill a vital role in the H Svcs mission to provide full spectrum, high quality health services to Canada's fighting forces wherever they serve.

**3. OBJECTIVE**

- 3.1. Obtain placements for CAF PA students within accredited Canadian university PAEPs which will, upon successful graduation, allow for the award of a Bachelor of Science, or Bachelor of Health Science degree in Physician Assistant studies. The award of the degree is to provide CAF PAs academic credentials necessary to be eligible to challenge the Physician Assistant Certification Council of Canada (PACCC) exam.

#### 4. DEFINITIONS AND APPLICABLE DOCUMENTS

4.1. For the purposes of this SOW, the following definitions apply:

- 4.1.1. **Academic Placement Sessions:** Individual or group placements of CAF PA students on Canadian university PAEPs.
- 4.1.2. **Standard University Academic Year:** The academic year that begins in late summer or early autumn and ends during the following late summer. Typically, this means that the academic year lasts from September to August.
- 4.1.3. **CFHSTC:** The main training facility for CF H Svcs basic occupational training.
- 4.1.4. **CAF Staff**
  - 4.1.4.1. **PA:** Highly skilled health professionals who support physicians in all health care settings. Within a formal Physician/PA relationship, a PA has the skills and experience to deal with medical emergencies, specialty practice environments, as well as everyday health care needs;
  - 4.1.4.2. **Directorate Health Services Personnel (DHSP):** The department within the Canadian Forces Health Services responsible for Individual Training and Education of health services personnel. This includes contracting, selection of sponsored students, conduct of training reviews on sponsored students, and payment authority for subsidized programs;
  - 4.1.4.3. **Senior Staff Officer Personnel Generation:** Provides oversight and day to day management of the contract and spending authorization for subsidized programs;
  - 4.1.4.4. **Staff Officer Personnel Production:** Provides oversight of training review boards and tracks program completion; and
  - 4.1.4.5. **PA Military Occupational Advisor (MOSID Advisor):** Provides education, career and professional advice to students.
- 4.1.5. **Blackout Dates:** Dates identified by the Contractor, in which clinical rotations cannot be provided.
- 4.1.6. **Successfully Complete:** Means a student has met the minimum standard of the respective Canadian University PAEP evaluation or phase.

#### 5. SCOPE

The contractor will process an agreed upon number of CAF students through its two year PAEP that will result in graduation for successful candidates. All successful students will be awarded a Bachelor of Science diploma or a Bachelor of Health Science diploma and a full transcript.

#### 6. TASKS AND DELIVERABLES

- 6.1. **Initial Work - Contact List:** A contact list of personnel directly involved in the administration and financial support of the Contractor's PAEP containing full name, telephone number, e-mail, and facsimile to the DHSP within 14 days of the standing offer start date. Points of contact information can be provided by e-mail.

## 6.2. Annual Preparation and Student Placement

6.2.1. **Application Process:** CAF PA applicants will apply directly to universities in accordance with university timelines.

6.2.1.1. **List:** DHSP will provide names of potential sponsored applicants to the Contractor by the first of November, nine months prior to the start of the academic year. This list will be provided by email.

6.2.1.2. **Evaluation:** Only those applicants that meet the Contractor's and the DHSP selection standards will be accepted into the program. The Contractor will evaluate the CAF PA applicant's educational qualifications and determine in its sole discretion whether the applicant meets its entry requirements for the PAEP. The contractor will advise DHSP no later than the first of March of the upcoming academic year which CAF PA candidates meet the university's selection standards for admission into their PAEP. This response will be provided by e-mail.

6.2.1.3. **Confirmation:** The CAF through DHSP will provide to the Contractor a list of CAF members eligible to be subsidized by CAF for the PAEP. The estimate timeframe is no later than March 15. The Contractor will then issue conditional letters of acceptance to the CAF PA applicant and advise DHSP of the CAF applicant(s) who have accepted the offer.

6.2.1.4. **Capacity:** The Contractor's CAF PA student academic placement session capacity for the subsequent academic school year will be provided to the CAF PAEP Authority annually by the first of April. This forecast must be provided by e-mail to DHSP.

## 6.3. Program Delivery and Support

6.3.1. The Contractor will provide accepted CAF PA students with instruction in accordance with the university's PAEP during the standard university academic year. The Contractor will incorporate CAF PA student orientation into their standard PAEP student orientation practices.

6.3.2. In order for PAs to fulfill their role in the CAF all listed clinical rotations in section 6.3.3 are mandatory for CAF students, even if some clinical rotations are considered optional for civilian students. The annual clinical rotation schedule will be required to accommodate all rotations for CAF students. DHSP will be notified in the event that the schedule will take longer than one full year to complete.

6.3.3. Mandatory CAF PA clinical rotations are: Anesthesia, Emergency Room, ENT, Family Medicine, General Surgery, Internal Medicine, Psychiatry, OB/GYN, Orthopaedics, Paediatrics, Sports Medicine, Trauma Medicine, and Urology.

6.3.4. The CAF student's education is funded by the government of Canada. The contractors billing and records system will record the difference from civilian students in its PAEP. The CAF students will not receive any forms or tax savings from the Canada Revenue Agency (CRA) or Revenu Québec that civilian students are entitled to. As the training is for the benefit of the Canadian Armed Forces and funded by DND a T4A or a T2202 are not to be issued to CAF students.

#### 6.4. Training, Support and Reporting in Years One and Two

6.4.1. **Classroom Training and Clinical Rotations:** The Contractor will arrange, coordinate and administer required clinical clerkship rotations to meet the university's PAEP requirements and the CAF Physician Assistant mandatory requirements noted above.

6.4.1.1. **Distant Clinical Rotations:** CAF students may be assigned to a clinical rotation whose location is sufficiently far from the main campus that all students, civilian and CAF, require temporary housing, travel and meal support separate from their normal accommodation and meal plan. The contractor will organize standard accommodation, travel and meal support for all affected CAF students at the same rate and service as the civilian students. If applicable, this cost will be submitted for approval at the beginning of the clinical rotation year and will be approved by a call-up amendment prior to the start of the clinical rotation.

6.4.2. **Academic Support:** The Contractor will liaise with the DHSP on issues of CAF student academic progress and disciplinary and/or misconduct events. The Contractor will provide CAF PA student PAEP academic and issue resolution support in line with their standard program practices.

6.4.2.1. The Contractor will identify if a CAF PA student is encountering difficulty as early as possible. Should a CAF PA student fail to meet the university's academic standards, the university will advise the DHSP in writing of the nature of the concerns, any remedial action required, and the proposed costs associated with remedial programs before any remedial action is undertaken. DHSP will hold a Training Review Board based on the information provided by the University, this would include a clear definition of the performance/conduct deficiency demonstrated by the student and the proposed remedial actions required. DHSP will advise the Contractor whether or not further funding will be forthcoming or if a cease training recommendation is given. The final results will be provided in writing and no changes are to be made until/unless authorized by a call-up amendment.

6.4.3. The university may reserve the right to dismiss a CAF PA student from the PAEP in accordance with their policies or practices if he/she does not meet the university's standards of performance or conduct.

6.4.4. The Contractor will be responsible for all aspects of CAF PA evaluation associated with the provision of the PAEP degree. If requested by DHSP, the Contractor will provide the CAF with copies of the CAF PA student's marks, and with copies of clinical review reports for clinical rotations.

6.4.5. DND will be responsible for the funding of textbooks, and equipment (i.e stethoscope), required for the PAEP. The Contractor must provide CAF PA students with any other training materials or supplies that it provides to civilian students at no additional cost.

#### 6.5. CONVOCATION

6.5.1. Upon completion of all academic requirements for the PAEP program the successful CAF PA students will be awarded a Bachelor of Science degree or Bachelor of Health Science degree in Physician Assistant studies.

6.5.2. **Transcripts:** Official transcripts for PAEP students. An official transcript is to be provided to each CAF PA student and an electronic copy of the graduating CAF PA student cohort is to be sent by email to the DHSP.

6.5.2.1. The transcripts provided must be of the same quality and standard that the Contractor would give to civilian graduates of its PA program. At a minimum, the transcripts must include the following:

- 6.5.2.1.1. Issue date;
- 6.5.2.1.2. First and last name of the student;
- 6.5.2.1.3. Student id number;
- 6.5.2.1.4. Program name;
- 6.5.2.1.5. Program courses and associated grades; and
- 6.5.2.1.6. Name of the educational institution.

6.5.3. **Diplomas:** Official diplomas for completion of a Bachelor of Science, or Bachelor of Health Science in Physician Assistant Studies for each graduating PA student who has completed the University's PA Program. The diplomas are required no later than 30 days after convocation.

6.5.3.1. The Bachelor of Science, or Bachelor of Health Science Diplomas must be of the same quality and standard that the Contractor would give to civilian graduates of its PA Program. At a minimum the diplomas must include the following:

- 6.5.3.1.1. Name of the educational institution;
- 6.5.3.1.2. First and last name of the student;
- 6.5.3.1.3. Original signatures of staff who are authorized and required to confer the degree;
- 6.5.3.1.4. Written description that identifies that the student has met all requirements to receive the degree;
- 6.5.3.1.5. Means of authenticating that the document is an original through an official embossed seal, official stamp, watermark, or similar; and
- 6.5.3.1.6. Measure at least 8.5 x 11 inches.

## 7. CERTIFICATION AND ACCREDITATION

7.1. The Contractor must have a current accreditation certificate with the Committee on Accreditation of Canadian Medical Schools (CACMS) and maintain its accredited status throughout the duration of the contract. A copy to be provided upon request.

7.2. The Contractor must have a current PAEP accreditation certificate with the nationally recognized accrediting body for PAEP and maintain its accredited status throughout the duration of the contract. A copy is to be provided upon request.

## 8. REPORTING AND COMMUNICATIONS

8.1. Blackout Dates – Each year the contractor will provide DHSP with the a schedule of dates when the CAF students will not be active in class or in clinical rotations due to planned breaks in the annual education cycle. This schedule will be updated quarterly to report any changes to the planned blackout dates.

## 9. BUSINESS AND TECHNICAL ENVIRONMENT

9.1. The DHSP is open Monday to Friday and has regular business hours of 7:30 am to 4:00 pm. Access to the DHSP is subject to holidays and special events.

9.2. The Contractor must be available to the DHSP during the work week, Monday to Friday, for consultation and administration on an as required basis. The Contractor will need to provide its regular office hours to the DHSP. The Contractor's regular office hours must be at least a period of five (5) hours between 7:00 am to 5:00 pm EST.

9.3. The Contractor must respond to e-mail and telephone queries within two (2) working days. Should there be a requirement for the Contractor to respond to a query outside of the initial two (2) working days, the Contractor must advise the DHSP of the expected time to receive a response.

## 10. LOCATION OF WORK AND TRAVEL

- 10.1. All work completed by the Contractor will take place in the Contractor's location, facilities and/or clerkship sites.
- 10.2. The Contractor must make faculty staff available for site visits by DHSP staff, for the purposes of PAEP discussion. Requests for a site visit will be made by the DHSP at least 30 days ahead of the intended meeting date. The Contractor may propose an alternate date(s) as long as it is within 14 days of the requested date. All associated travel costs for DHSP staff are a DND responsibility;
- 10.3. The Contractor may request a meeting with DHSP, for the purposes of PAEP discussion. Visit requests must be made at least 30 days ahead of the intended meeting dates. The DHSP may propose an alternate date(s) as long as it is within 14 days of the requested date. All associated travel costs for the Contractor are the Contractor's responsibility; and
- 10.4. A site visit requested by either the DHSP staff or the Contractor on shorter notice may occur so long as both parties come to a mutual agreement on the date.

## 11. CAF OBLIGATION AND SUPPORT

- 11.1. The DHSP will provide principle CAF PAEP points of contact to the Contractor for discussion of items pertaining to PAEP administration and CAF student liaison.
- 11.2. The CAF will hold CAF Members subject to the National Defence Act (NDA) and the CF Code of Service Discipline throughout their PAEP. Members participating in the Program will report to their assigned unit for all matters related to military discipline, logistic support and administrative procedures. The CAF will ensure that CAP PA students perform their duties in accordance with established policies, procedures and regulations of the University and its Faculty of Medicine, insofar as these requirements are not inconsistent with the NDA, the Code of Service Discipline or other military regulations or legal proceedings against a CAF trainee. The CAF will ensure all CAF PA students follow the contractor's rules and codes of behavior for its residences and training centers.
- 11.3. The CAF PA student(s) will follow the contractor's rules and regulations regarding patient privacy and the confidentiality of medical records. The CAF PA student remains subject to the CAF Code of Service Discipline and thus is expected to observe strictly patients' rights to confidentiality.

## 12. LANGUAGE OF WORK

- 12.1. All written and verbal communication between the Contractor and DND/ CF H Svcs must be in English. The Contractor must provide all correspondence, documents, course materials, and instruction to DND students in the language of the university – either English or French.
- 12.2. If the language of instruction is to be provided in English, French language assistance for CAF PA students whose first language is French is to be available, if required.

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### **13. INSURANCE**

- 13.1. The CAF will provide liability and protection coverage for the CAF students under the Treasury Board Policy on Legal Assistance and Indemnification and the Crown Liability and Proceedings Act.

**ANNEX "B"  
BASIS OF PAYMENT**

The Contractor will be paid firm all-inclusive prices (in CAN \$) as follows, for work performed in accordance with Annex A, Statement of Work. Customs duties are included and Applicable Taxes are extra.

The Contractor's standard refund policy will apply to any CAF student that must withdraw from the Physician Assistant Training Program early.

*(Note to Offeror: The firm costs/rates will be inserted below, as applicable, upon Standing Offer issuance and in accordance with the prices offered in Attachment 1 to Part 3 Pricing Schedule).*

**1. Placement Costs:**

Item	Service	Cost Year One per student (without tax)	Cost Year Two per student (without tax)
1	Student Placement Cost:	\$0.00	\$0.00
2	Any Admin or Miscellaneous Costs:	\$0.00	\$0.00
3	Total Student Placement Cost: (without tax)	\$0.00	\$0.00

**2. Optional Services:**

The following services are optional and will be requested and approved as needed. The services will not commence without an amendment to the call-up authorizing the new work. Full details of the services and the approval process are listed in Annex A – Statement of Work.

Item	Service	Firm All-inclusive Rate per Hour
1	Remedial Action/Support	\$0.00
Item	Service	Firm All-inclusive Rate per Day
2	Lodging for Distant Clinical Rotations	\$0.00
3	Meal service for Distant Clinical Rotations	\$0.00

### 3. Supplemental Clinical Rotations:

If a student completes their two year program but fails one of their clinical rotations (despite remedial services such as additional hours) then the student will need to repeat a clinical rotation to complete their program.

Item	Clinical Rotation Specialty	Firm Rate per Rotation (\$) (w/o tax)	# of Days of Clinical Rotation
1	Anaesthetist	\$	
2	Emergency Room	\$	
3	ENT	\$	
4	Family Medicine	\$	
5	General Surgery	\$	
6	Internal Medicine	\$	
7	Mental Health	\$	
8	OB/GYN	\$	
9	Orthopaedics	\$	
10	Paediatrics	\$	
11	Sports Medicine	\$	
12	Trauma Medicine	\$	
13	Urology	\$	

## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.