



**RETURN OFFERS TO :
RETOURNER LES OFFRES À :**

Bid Receiving - Réception des soumissions:

Correctional Service Canada – Service correctionnel
Canada

by email:

bidsubmissions.GEN-NHQContracting@CSC-SCC.GC.CA

Attention: Danielle Cameron

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

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

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

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

Issuing Office – Bureau de distribution

Correctional Service Canada (CSC)
340 Laurier West Ave/Avenue Laurier O.
Ottawa, ON

| | |
|--|---|
| Title — Sujet: Vocational Training – First Aid Training | |
| Solicitation No. — N°. de l’invitation 21C40-20-33390667 | |
| Solicitation Amendment No. – No. de la modification à l’invitation 003 | Date: July 17 2020 |
| GETS Reference No. — N°. de Référence de SEAG 21C40-20-33390667 | |
| Solicitation Closes — L’invitation prend fin at /à : 2 :00 pm On / Le : Tuesday, August 4th, 2020 | Time Zone Fuseau horaire EDT |
| Delivery Required — Livraison exigée : See herein – Voir aux présentes | |
| F.O.B. — F.A.B. Plant – Usine: Destination: X Other-Autre: | |
| Address Enquiries to — Soumettre toutes questions à: | |
| Telephone No. – N° de téléphone: | Fax No. – N° de télécopieur: |
| Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente. | |
| Instructions: See Herein Instructions : Voir aux présentes | |



Request for Standing Offer (RFSO) Amendment 003 is issued to:

1. Extend the closing date of the RFSO;
2. Respond to questions 2 through 8 received during the solicitation period;
3. Amend the Period of the Term of Standing Offer – Extension of Standing Offer;
4. Amend Annex A – Statement of Work;
5. Amend Annex B – Proposed Basis of Payment; and
6. Amend Mandatory Technical Criteria.

1. The Solicitation Closing date identified on page one (1) of the RFSO has been extended:

Delete: Solicitation Closing date, Tuesday, July 21st, 2020 at 2:00pm EDT; and

Insert: The following, new Solicitation Closing date: **Tuesday, August 4th, 2020 at 2:00pm EDT.**

2. Respond to questions 2 through 8:

Question 2:

With the current restrictions on group gatherings, requirements for social distancing, etc.: What measures has Correctional Services Canada taken to facilitate training sessions while observing the guidelines? Will facilities be large enough to hold a session with ample space for social distancing?

Answer 2:

In order to meet guidelines on social distancing due to COVID19, the courses will have room for three (3) to six (6) participants, CSC is still looking into implementing appropriate measures to be able to do the courses safely and to determine the number of participants that will respect the restrictions on group gatherings and social distancing

Question 3

From the Statement of Work, under Section 4: Deliverables, Subsection 2: All necessary course materials (including written, practical exercises) and associated training equipment (including manuals, handouts and other materials). Our materials include manikins, AED trainers, and student training kits in addition to written materials. Due to the nature of the facilities the training will be completed in, is there any special requirements or restrictions on the equipment that is brought into the facilities?

Answer 3

All course materials that are coming into the institutions will have to be approved by the Technical Authority of that institution. All equipment will be inspected before entry into the institutions, as per the safety protocols.

Question 4

In Annex B, Section **2.0 Rates**, the price chart lists under each Stream the number of courses per year, but not the number of potential participants. If the bidder is asked to enter the rates per participant, there is no formula to allow bidders to calculate the total cost for all attendees. If we take for example STREAM 1, a) Joyceville Institution, is it the case that there would be 18 sessions (courses) per year (9 community/minimum security and 9 medium/maximum security)?



Answer 4

Please refer to the revised ANNEX B – PROPOSED BASIS OF PAYMENT, AMENDMENT #1 that must be completed by bidders, attached hereto. In the example provided in this case, for STREAM 1, a) Joyceville Institution, there is an estimated number of 12 sessions (courses) total per year.

Question 5

Are online classes for First Aid and CPR training acceptable?

Answer 5

No, at this time, online classes are not available for this requirement.

Question 6

We are looking for clarification from Annex D – Evaluation Criteria, under Mandatory Criteria (M1): Can you please clarify the type of license you are wanting for M1 and by who it is issued? Is a recognition from WSIB (Workplace Safety and Insurance Board) accepted as a type of document?

Answer 6

The Ontario provincial government issues the license as a provider for First Aid and CPR training. With regards to WSIB, please refer to Mandatory Criteria (M3).

Question 7

With regards to Mandatory Criteria 4 (M4), will Canada accept experience offering First Aid and CPR training to Correctional Service Canada (CSC) Correctional Officers or Department of National Defence (DND) staff?

Answer 7

Yes, this experience will be accepted. Please refer to the revised Mandatory Technical Criteria attached.

Question 8

What is the minimum group size for each session?

Answer 8

The minimum at this time is 3 participants, with a maximum of 6 participants.

3. Amend the Term of Standing Offer – Extension of Standing Offer:

Delete: **Article 4.2 Extension of Standing Offer** in its entirety; and

Insert: The following, new **Article 4.2 Extension of Standing Offer**:

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **one (1), one (1) year period**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.



The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **30 days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Amend Annex A – Statement of Work:

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

Insert: The following, new **Annex A – Statement of Work, Amendment #1** attached hereto.

5. Amend Annex B – Proposed Basis of Payment, Amendment #1:

Delete: **Annex B – Proposed Basis of Payment** in its entirety; and

Insert: The following, new **Annex B – Proposed Basis of Payment, Amendment #1** attached hereto.

6. Amend Mandatory Technical Criteria:

Delete **Mandatory Technical Criteria** in its entirety; and

Insert: The following, new **Mandatory Technical Criteria, Amendment #1** attached hereto.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



ANNEX A - STATEMENT OF WORK, AMENDMENT #1

The Correctional Service of Canada (CSC) has a requirement to provide vocational training to offenders to aid in their safe reintegration into the community. The work will involve the following:

1. Background

CSC is committed to providing vocational training that is consistent with community standards and labour market conditions to offenders incarcerated in our institutions to prepare them for employment upon release to the community. Training must meet community standards and have third party certification to increase employment opportunities.

2. Objectives:

The Contractor must provide a series of Standard First Aid Cardiopulmonary Resuscitation / Automated External Defibrillators (CPR/AED) certificate courses recognized by the Provincial Regulatory body that will apply to various industries. Learning objectives from both courses can be applied to employment throughout the region in various sectors. Upon successful completion of this training, offenders must have a valid third party certificate that will allow them to work in jobs requiring Standard First Aid CPR/AED.

3. Tasks:

The Contractor must provide the following tasks (but not limited to):

3.1 Standard First Aid CPR/AED courses to offenders. Courses must be approved by the standards and guidelines of applicable provincial legislation and regulations. Each course is for a duration of two (2) days, for a minimum of six (6) hours per day;

3.2 All tools, materials and equipment required for the First Aid CPR/AED certification course;

3.3 Ensure that proper safety and security are maintained within the teaching environment;

3.4 Administer exams and competency based assessments directly related to the skills and defined competency recognized by the Standard First Aid CPR/AED course;

3.5 Record the names of successful students and ensure the delivery of all certificates to the designated Program Manager at the site where the course is delivered within 21 days of training delivery. A copy must be provided to the Project Authority as evidence of attendance in addition to a class roster with training results;

3.6 Report any concerns immediately to the designated Project Authority and Programs Manager at the site where the course is delivered. In the event of an incident or emergency, the Contractor must submit an Observation Report prior to leaving the facility. The Contractor must report any breach in security to the Program Manager and Project Authority as soon as possible;

3.7 All course materials, including written and practical exams (course materials must be approved by the Technical Authority (TA)); and

3.8 Additional information, which must include date and location of course sessions, number of participants, and number of successful completions.



Estimated Volume:

The estimated number of training courses per year for each location is listed below in section **6. Location of the Work**. The estimated number of training courses does not constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location.

Due to the COVID-19 pandemic situation the number of participants may be from a minimum of three (3) to six (6) participants depending on the class room size in order to keep the physical distance. The Basis of Payment for participation will be contingent upon this requirement.

The number of participants per course could recommence to a minimum of seven (7) up to a maximum number of twelve (12) participants per course once the COVID-19 pandemic mitigation strategy is adjusted.

4. Deliverables:

The Contractor must provide the following deliverables to the Project Authority:

1. Certified Instructor(s) to facilitate First Aid, CPR and AED for each location;
2. All necessary course materials (including written, practical exercises) and associated training equipment (including manuals, handouts, other materials);
3. First Aid Certificate(s) in hard copy format, showing attendance and completion of the course for each offender;
4. The dates of the courses, the location of training and number of participants, within 21 days of completion of each training course;
5. A class roster with results; and
6. Observation Report(s) in case of an incident or emergency, if applicable.

All deliverables must be provided in hard copy format.

5. CSC to Provide:

- A training room to accommodate the number of participating offenders and also room to respect physical distancing guidelines, between participant;
- Computer equipment, if required;
- Flip chart, markers, pens, and paper;
- Cleaning supplies and hand sanitizer, if required.

6. Location of work:

A. STREAM 1 (Kingston Area):

| CSC Institution | Security Classification | Estimated number of Sessions (courses) per year: |
|---|-------------------------|--|
| Joyceville Highway 15, No. 3766 P.O. Box 4510 Kingston, ON K7L 4X9 | Minimum and Medium | 12 |
| Collins Bay 1455 Bath Road P.O. Box 7500 Kingston, ON K7L 5E6 | Minimum and Medium | 12 |
| Bath | Medium | 6 |



| | | |
|---|--|--|
| 5775 Bath Road P.O. Box 1500 Bath, ON K0H 1G0 | | |
|---|--|--|

B. STREAM 2 (Kitchener Area):

| CSC Institution | Security Classification | Estimated number of Sessions (courses) per year: |
|--|-------------------------|--|
| Grand Valley Institution for Women 1575 Homer Watson Blvd Kitchener ON N2P 2C5 | Medium | 10 |

C. STREAM 3 (Campbellford Area):

| CSC Institution | Security Classification | Estimated number of Sessions (courses) per year: |
|--|-------------------------|--|
| Warkworth County Road #29 P.O. Box 760 Campbellford, ON K0L 1L0 | Medium | 8 |

7. Travel

There will be no travel and living expenses associated with this contract.

8. Language of Work:

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

9. Hours of Work:

The Contractor must deliver Standard First Aid CPR/ AED courses during normal institutional hours. The Project Authority must advise on the hours at the training site. Hours are normally be between 8:00 am and 4:30 pm. Alternate hours including evenings and weekends may be set as mutually agreed upon between the Contractor and the Project Authority. The duration of the program is two (2) days for a minimum of six (6) hours per day.

10. Constraints:

- a) Courses are delivered to federally sentenced offenders who are incarcerated at federal Institutions (including minimum, medium security inmates). Policies related to security classification determination and federal institutions can be found on the following CSC website: www.csc-scc.gc.ca
- b) Participants may exhibit difficult or resistant behavior;
- c) There may be delays entering the location. All items brought into the location must be inspected, x-rayed and may be tested for contraband;
- d) Individuals entering the location may also be subject to search procedures (for example dog search, ion scan, walk through metal detector, etc.);
- e) Courses may be delayed due to operational requirements at the location. For example, scheduling conflicts, institutional shut downs, emergency situations which may modify the course schedule in part or in whole).



- f) Participants are not allowed access to the internet.

11. Cancellation:

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



ANNEX B - PROPOSED BASIS OF PAYMENT, AMENDMENT #1

1.0 Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive firm rate per participant set out in this Annex, Applicable Taxes extra

The estimated number of courses for each program for each location is listed below. The following estimated course requirement does not constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location. The estimated number of participants per sessions (courses) represented below is for evaluation purposes ONLY.

NOTE: If the bidder is bidding on multiple STREAMS, the Contractor must supply sufficient resources for the estimated volume as per the Annex A – Statement of Work.

Bidders can bid on one or on multiple streams however, they must provide services at the institution(s) listed within the identified stream.

2.0 Rates:

A - Contract Period – From Standing Offer Award to July 31st, 2021

STREAM 1: Kingston Area (Joyceville Institution, Collins Bay Institution, Bath Institution)

| Description: First Aid Training - as described in Annex A Statement of Work | Estimated Number of Sessions (courses) per year | Estimated Number of Participants per group per sessions (courses) | All-inclusive firm rate per group of participants at a <u>minimum, medium or maximum security facility</u> | Total A x B x C |
|---|---|---|--|--------------------|
| | A | B | C | D |
| a) Joyceville Institution | 12 | 3 to 6 | \$ _____ | \$ _____ |
| | 12 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL a) | | | \$ _____ |
| b) Collins Bay Institution | 12 | 3 to 6 | \$ _____ | \$ _____ |
| | 12 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL b) | | | \$ _____ |
| c) Bath Institution | 6 | 3 to 6 | \$ _____ | \$ _____ |
| | 6 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL c) | | | \$ _____ |
| TOTAL a) + b) + c) | | | | \$ _____ |



STREAM 2: Kitchener Area (Grand Valley Institution for Women)

| Description: First Aid Training - as described in Annex A Statement of Work | Estimated Number of Sessions (courses) per year | Estimated Number of Participants per group per sessions (courses) | All-inclusive firm rate per group of participants at a <u>minimum, medium or maximum</u> security facility | TOTAL A x B x C |
|---|---|---|--|--------------------|
| | A | B | C | D |
| a) Grand Valley Institution for Women | 10 | 3 to 6 | \$ _____ | \$ _____ |
| | 10 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL a) | | | \$ _____ |

STREAM 3: Campbellford Area (Warkworth Institution)

| Description: First Aid Training - as described in Annex A Statement of Work | Estimated Number of Sessions (courses) per year | Estimated Number of Participants per group per sessions (courses) | All-inclusive firm rate per group of participants at a <u>minimum, medium or maximum</u> security facility | TOTAL A x B x C |
|---|---|---|--|--------------------|
| | A | B | C | D |
| a) Warkworth Institution | 8 | 3 to 6 | \$ _____ | \$ _____ |
| | 8 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL a) | | | \$ _____ |

3.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article *<To Be Inserted at Contract Award>* of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive all Inclusive firm rate per participant), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

B - Option Period 1 – From August 1st, 2021 to July 31st, 2022

STREAM 1: Kingston Area (Joyceville Institution, Collins Bay Institution, Bath Institution)

| Description: First Aid Training - as described in Annex A Statement of Work | Estimated Number of Sessions (courses) per year | Estimated Number of Participants per group per sessions (courses) | All-inclusive firm rate per group of participants at a <u>minimum, medium or maximum</u> security facility | Total A x B x C |
|---|---|---|--|--------------------|
| | A | B | C | D |
| a) Joyceville Institution | 12 | 3 to 6 | \$ _____ | \$ _____ |
| | 12 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL a) | | | \$ _____ |



| | | | | |
|----------------------------|-----------------|---------|----------|----------|
| b) Collins Bay Institution | 12 | 3 to 6 | \$ _____ | \$ _____ |
| | 12 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL b) | | | \$ _____ |
| c) Bath Institution | 6 | 3 to 6 | \$ _____ | \$ _____ |
| | 6 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL c) | | | \$ _____ |
| Total a) + b) + c) | | | | \$ _____ |

STREAM 2: Kitchener Area (Grand Valley Institution for Women)

| Description: First Aid Training - as described in Annex A Statement of Work | Estimated Number of Sessions (courses) per year | Estimated Number of Participants per group per sessions (courses) | All-inclusive firm rate per group of participants at a <u>minimum, medium or maximum</u> security facility | TOTAL A x B x C |
|---|---|---|--|--------------------|
| | A | B | C | D |
| a) Grand Valley Institution for Women | 10 | 3 to 6 | \$ _____ | \$ _____ |
| | 10 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL a) | | | \$ _____ |

STREAM 3: Campbellford Area (Warkworth Institution)

| Description: First Aid Training - as described in Annex A Statement of Work | Estimated Number of Sessions (courses) per year | Estimated Number of Participants per group per sessions (courses) | All-inclusive firm rate per group of participants at a <u>minimum, medium or maximum</u> security facility | TOTAL A x B x C |
|---|---|---|--|--------------------|
| | A | B | C | D |
| a) Warkworth Institution | 8 | 3 to 6 | \$ _____ | \$ _____ |
| | 8 | 7 to 12 | \$ _____ | \$ _____ |
| | TOTAL a) | | | \$ _____ |

| | |
|---|--|
| Evaluated Price Per STREAM = (A. Contract Period Total Column D) + (B. Option Period 1 Total Column D) | |
|---|--|

4.0 Applicable Taxes

(a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.



(b) The estimated Applicable Taxes of \$<To Be Inserted at Standing Offer Award> are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

5.0 Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

1. () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);

2. () Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

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



MANDATORY TECHNICAL CRITERIA, AMENDMENT #1

| # | Mandatory Technical Criteria | Bidder Response Description (include location in bid) |
|--|--|---|
| Organization: | | |
| M1 | <p>The Bidder must be licensed to do business as a First Aid Training Provider, in the Province of Ontario.</p> <p>The Bidder must provide a copy of a valid license* to demonstrate they are licensed to do business as a First Aid Training Provider in Ontario.</p> <p>*The license must have been issued by the province of Ontario</p> | |
| M2 | <p>The Bidder must demonstrate in the proposal that the Organization has at a minimum two (2) years' experience in the delivery of Standard First AID Cardiopulmonary Resuscitation / Automated External Defibrillators (CPR/AED).</p> <p>A. The Bidder must include, as a minimum the following:</p> <ol style="list-style-type: none"> 1. Name of the Client or Department and contact information; 2. The start and end dates of the training; 3. Details about the training provided by the proposed instructor(s). <p>The experience must have been acquired within the past five (5) years prior to the bid solicitation publication date.</p> | |
| M3 | <p>The Bidder must demonstrate in their proposal that the Organization is registered and in good standing with the WSIB (Workplace Safety and Insurance Board) of Ontario as an approved trainer to deliver emergency and Standard First AID CPR/AED training.</p> <p>The Bidder must provide a copy of their Clearance Certificate issued by WSIB as proof in their proposal.</p> | |
| Resources (Instructor/Trainer(s)) | | |
| M4 | <p>The Bidder must demonstrate in the proposal that the proposed resource(s) have provided a minimum of ten (10) Standard First Aid CPR/AED training courses.</p> | |



| # | Mandatory Technical Criteria | Bidder Response Description (include location in bid) |
|---|---|---|
| | <p>A. The Bidder must include, as a minimum the following:</p> <ol style="list-style-type: none">1. Name of the Client or Department and contact information;2. The start and end dates of the training;3. Details about the training provided by the proposed instructor(s). <p>The experience must have been acquired within the past five (5) years prior to the bid solicitation publication date.</p> | |

For mandatory criteria M2 and M4, the Bidder should include the following additional information in their proposal:

The Bidder *should* include:

- a professional reference that can attest to the proposed instructor's experience