



## REQUEST FOR PROPOSAL

RETURN BIDS TO:

Page 1 of

Bids must be submitted by email and must be submitted ONLY to the following email address:

[aadnc.soumissionbid.aandc@canada.ca](mailto:aadnc.soumissionbid.aandc@canada.ca)

### REQUEST FOR PROPOSALS

Proposal to DIAND:

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

**Bidder**

Name

Address

Telephone Number

GST/HST Number

QST Number

Title <b>International Trauma Life Support (ITLS)</b>	
Solicitation Number <b>1000221841</b>	
Date (YYYYMMDD) <b>2021-01-22</b>	
Solicitation Closes At <b>2:00 PM</b>	Time Zone  <b>Eastern Standard Time (EST)</b>
On (YYYYMMDD) <b>2021-02-08</b>	
Contracting Authority Name <b>Jean Damascene Gasake</b>	
Telephone Number <b>873-354-5730</b>	
Facsimile Number	
Email Address <b>jeandamascene.gasake@canada.ca</b>	
Destination(s) of Services	
Security <b>THIS REQUEST DOES NOT INCLUDE SECURITY PROVISIONS</b>	
Instructions: See Herein	
Delivery Required See Herein	
Person Authorized to sign on behalf of Bidder Name	
Title	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Given that the resource (s) will not have access to any sensitive information or assets and will not have access to any GoC restricted access area, we confirm that there is no security requirement to be added to this RFP and Resulting Contract.
2. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

### **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.

### **1.4 Trade Agreements**

The requirement is subject to the provisions of Comprehensive and Progressive Agreement For Trans-Pacific Partnership (CPTPP).

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## 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>) 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 (2020-05-28) 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: 180 days

### 2.2 Submission of Bids

- a. Bids must be delivered to the following location, by the time and date indicated below:

Department of Indigenous Services Canada (ISC)

**At 02:00 PM on February 8, 2021** Time Zone: Eastern Standard Time (EST)

Email address for submitting your bid: **[aadnc.soumissionbid.aandc@canada.ca](mailto:aadnc.soumissionbid.aandc@canada.ca)**

**Attn: Jean-Damascene Gasake**

**Subject line in E-mail: RFP No. 1000221841**

The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

- c. Due to the nature of the bid solicitation, bids transmitted by any other means to DIAND will not be accepted.
- d. Late bids will not be accepted.
- e. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

## 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.

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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: 2019-01 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.

### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days 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.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

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

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes extra.

#### **Section III: Certifications**

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

**ATTACHMENT 1 TO PART 3, PRICING SCHEDULE**

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed session rate (in Can \$) for all resources.

**BIDDER'S FULL LEGAL NAME:**.....

**1.0 Professional Fees: International Trauma Life Support (ITLS) Courses**

<b>Initial Contract Period: Contract award date to March 31, 2024</b>			
<b>Name (s) of the Bidder's proposed resource (s)</b>	<b>Session Rate</b>	<b>Estimated number of sessions</b>	<b>Total</b>
	\$	30	\$
<b>(A) Total Price for Initial Contract Period (Tax extra):</b>			<b>\$</b>

**Option to Extend the Term of the Contract**

<b>Option Period 1: From April 1 2024 to March 31, 2025</b>			
<b>Name (s) of the Bidder's proposed resource (s)</b>	<b>Session Rate</b>	<b>Estimated number of sessions</b>	<b>Total</b>
	\$	10	\$
<b>(B) Total Price for Option Period 1 (Tax extra):</b>			<b>\$</b>

<b>Option Period 2: From April 1, 2025 to March 31, 2026</b>			
<b>Name (s) of the Bidder's proposed resource (s)</b>	<b>Session Rate</b>	<b>Estimated number of sessions</b>	<b>Total</b>
	\$	10	\$
<b>(C) Total Price for Option Period 2 (Tax extra):</b>			<b>\$</b>

\*For evaluation purposes only **TOTAL BID PRICE: A+B+C=\$.....(Tax extra)**



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## 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) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Refer to attachment 1 part 4

##### 4.1.1.2 Point Rated Technical Criteria

Refer to attachment 1 part 4

#### 4.1.2 Financial Evaluation

SACC *Manual* Clause A0220T 2014-06-26 Evaluation of Price

### 4.2 Basis of Selection

#### 4.2.1 The Lowest Cost Per Point of Technical Merit and Price

1. To be declared responsive, a bid MUST:
  - a. comply with all the requirements of the Request for Proposal;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of **60** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **100** points.

Offers not meeting (a) or (b) or (c) will be declared non-responsive. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a Contract.

2. The selection will be based on the Lowest Cost Per Point of Technical Merit and Price.
3. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined the Lowest Cost Per Point of Technical Merit and Price.

<b>Basis of Selection – Using the Lowest Cost Per Point Selection Methodology Merit</b>			
<b>Descriptions</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	89/135	115/135	92/135
<b>Bid Evaluated Price</b>	\$50,000.00	\$55,000.00	\$45,000.00
<b>Calculation of Cost per point</b>	$\$50,000.00/89 =$	$\$55,000.00/115=$	$\$45,000.00/92 =$
<b>Calculated Rating</b>	561.79	478.26	489.13
<b>Overall Ranking</b>	<b>3rd</b>	<b>1st</b>	<b>2nd</b>

**ATTACHMENT 1 TO PART 4, TECHNICAL EVALUATION CRITERIA**

The bid **MUST meet** the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

Mandatory Requirement		Cross Reference to Proposal	Met/ No met
<b>M1</b>	The Bidder <b>MUST</b> provide a letter from the Manitoba Chapter of ITLS indicating that the Bidder providing the service is licensed to provide ITLS Training in the province of Manitoba		
<b>M2</b>	The Bidder <b>MUST</b> provide pre-tests and orientation packages for the course.		
<b>M3</b>	The Bidder <b>MUST</b> demonstrate that it has classroom space in Winnipeg location, MB.		
<b>M4</b>	The Bidder <b>MUST</b> propose two (2) instructors in its proposal.		
<b>M5</b>	The Bidder <b>MUST</b> provide proof, in the form of a copy of either a certificate or ITLS Card, which confirms each instructor offered has completed an accredited ITLS Instructor course and is in good standing to instruct ITLS for the courses being delivered.		
<b>M6</b>	The proposed Bidder's instructor <b>MUST</b> have at least 5 years of demonstrated experience, within the last 10 years as instructor providing ITLS Training courses.		
<b>M7</b>	To demonstrate the instructor's experience, the Bidder <b>MUST</b> provide at least the following information for each client reference for which the experience meets the requirements of evaluation criterion M5 and M6. <ul style="list-style-type: none"> <li>i. The specified number of years of experience in accordance with the resource category level;</li> <li>ii. A summary of the project objectives, needs and issues which necessitated the contribution of the proposed resource;</li> <li>iii. A Short description of the Work performed: services and deliverables provided by the resource;</li> <li>iv. The duration, including start and end dates (month and year); and</li> </ul> The client organization name where the services were provided, along with the contact reference information		
<b>M8</b>	The proposed Bidder's instructor <b>MUST</b> demonstrate that he has conducted at least two (2) ITLS Training courses within the last five (5) years.	<u>Instructor 1</u>	
		<u>Instructor 2</u>	

### POINT-RATED CRITERIA

Only those Proposals meeting ALL of the above Mandatory Requirements will be deemed compliant and will be evaluated by the ISC Evaluation Team on the basis of the Point-Rated Criteria.

### RESOURCE POINT-RATED CRITERIA GRIDS

1. **Cross Reference to Proposal**

The experience of the proposed instructor should be clearly identified by providing a summary / description of the previous ITLS Training courses provided in accordance with the Mandatory Requirement in M7.

2. Bidders are required to indicate, in the Tables below, the page number on the résumé where the information can be found for any given criteria, in the column marked **Cross Reference to Proposal**. **The failure to do so will automatically result in 0 (zero) point awarded.**

3. All Tables must be filled in by the Bidder, except for the column marked Points Awarded.

Rated Table	ITLS Training courses instructor	Cross Reference to Proposal	Points Awarded
<b>1</b>			
<b>R1</b>	<p>The Bidder <b>should</b> demonstrate that it has experience in managing ITLS Training courses project within the last ten (10) years.</p> <p>-3 years of ITLS Training courses = 5 pts                      -4 years of ITLS Training courses = 10 pts                      -5 years of ITLS Training courses = 15 pts                      -6 years of ITLS Training courses and more = 20 pts</p>		<b>/20 pts</b>
<b>R2</b>	<p>In addition to the minimum requirement identified in M5, the proposed Bidder's instructor <b>should</b> demonstrate that he has conducted more than two (2) ITLS Training courses within the last ten (10) years.</p> <p>Point will be allocated as follows:                      -3 ITLS Training courses = 5 pts                      -4 ITLS Training courses = 10 pts                      -5 ITLS Training courses = 15 pts                      -6 ITLS Training courses and more = 20 pts</p>	<u>Instructor 1</u>	<b>/20 pts</b>
		<u>Instructor 2</u>	<b>/20 pts</b>
<b>R3</b>	<p>In addition to the minimum requirement identified in M6, the proposed Bidder's instructor <b>should</b> have more than 5 years of demonstrated experience, within the last 15 years as instructor providing ITLS Training courses.</p> <p>Point will be allocated as follows:                      -6 years of ITLS Training courses = 5 pts                      -7 years of ITLS Training courses = 10 pts                      -8 years of ITLS Training courses = 15 pts                      -9 years of ITLS Training courses and more = 20 pts</p>	<u>Instructor 1</u>	<b>/20 pts</b>
		<u>Instructor 2</u>	<b>/20 pts</b>
<b>TOTAL</b>			<b>/100 pts</b>

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## 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 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 provided will 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 procurement 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.

#### 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 website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) (<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.

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### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.2 Status and Availability of Resources

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.

#### 5.2.3.4 Education and Experience

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

##### 5.2.3.4.1 SACC Manual clause A3010T (August 16, 2010) Education and Experience

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.

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## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1 Security Requirements

Given that the resource(s) will not have access to any sensitive information or assets and will not have access to any GoC restricted access area, we confirm that there is no security requirement to be added to this RFP and Resulting Contract.

For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 6.3 Task Authorization ("TA")

- a. **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

**Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendix "A" of Annex "A" .

b. **Form and Content of Task Authorization :**

- i. The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix "B" of Annex "A"
- ii. The draft Task Authorization will contain the details of the activities to be performed, and must contain the following information, if applicable :
  - A. a task number;
  - B. The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  - C. the details of any financial coding to be used;
  - D. the category of resources and the number required;
  - E. a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - F. the start and completion dates;
  - G. milestone dates for deliverables and payments (if applicable);
  - H. the number of person-days of effort required;
  - I. whether the work requires on-site activities and the location;
  - J. the language profile of the resources required;
  - K. the level of security clearance required of resources;

- 
- L. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
- M. any other constraints that might affect the completion of the task.
- c. **Contractor's Response to Draft Task Authorization:** The Contractor must provide the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

d. **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

To be validly issued, a TA must be signed by the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

e. **Periodic Usage Reports:**

- i. The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a "quarterly basis" to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
- ii. The quarterly periods are defined as follows:
- A. April 1 to June 30;
  - B. July 1 to September 30;
  - C. October 1 to December 31; and
  - D. January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 5 calendar days after the end of the reporting period.

- iii. Each report must contain the following information for each validly issued TA (as amended):



- 
- A. the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- B. a title or a brief description of the task;
- C. the name, Resource category and level of each resource involved in performing the TA, as applicable;
- D. the total estimated cost specified in the TA (applicable taxes extra);
- E. the total amount (applicable taxes extra) expended to date;
- F. the start and completion date; and
- G. the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- iv. Each report must also contain the following cumulative information for all the validly issued TAs (as amended):
- A. the amount (applicable taxes extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
- B. the total amount, applicable taxes extra, expended to date against all validly issued TA's.
- f. Refusal of Task Authorizations or Submission of a Response which is not Valid:**

The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex "C". Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

**g. Pre-Cleared Resources:**

The Contractor must:

- i. ensure that the specific individuals named in Annex "C" of this Contract or acceptable alternatives remain available in appropriate quantities for work under the Task Authorizations to be issued in accordance with this Contract, and must also ensure that these individuals maintain any professional qualifications and security levels associated with the corresponding resource categories of the bid solicitation for which they are available; and
- ii. avoid delays associated with the Contract's security requirements by initiating the assessment and security clearance of additional resources by Canada within 2 business days of Contract award and on an ongoing basis during the Contract Period, in the quantities specified for each resource category in the Annex. Each such resource must meet the minimum qualifications applicable to the resource category for which they are available, as well as the security requirements identified in the Contract. If accepted by Canada, the Contract will be amended to list each such resource by name.

The resources identified in the Contract must be maintained and available in the quantities specified throughout the Contract Period. There is no limit to the number of resources that the Contractor may submit for consideration and assessment on an ongoing basis; however, the submission of alternatives does not relieve the Contractor from its obligation to provide, for a given task, specific individuals agreed to be provided to Canada in a validly issued TA or elsewhere as required by the terms of this Contract.

- h. Consolidation of TAs for Administrative Purposes: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

#### 6.4 Minimum Work Guarantee

- a. In this clause,
- i. **"Maximum Contract Value"** means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and
  - ii. **"Minimum Contract Value"** means **5 %** of the Maximum Contract Value on the date the contract is first issued.
- b. 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 sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- c. In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.
- d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract.
- i. for default.
  - ii. for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

for convenience within ten business days of Contract award.

#### 6.5 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>) issued by Public Works and Government Services Canada.

##### 6.5.1 General Conditions

**2010B** (2020-05-25), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC); and
- b) Section 10, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

c) Section 10, Subsection 2, paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"

d) Insert: "2010B 36 (2018-05-10) Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

## 6.6 Term of Contract

### 6.6.1 Period of the Contract

The period of the Contract is from the contract award date to March 31, 2024 inclusive.

### 6.6.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year periods 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 Annex B: 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.

### 6.3.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## 6.7 Authorities

### 6.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jean Damascene Gasake  
Title: Senior Procurement Expert  
Indigenous Services Canada

Materiel and Assets Management Directorate  
Address: 10 rue Wellington, Gatineau, K1A 0H4

Telephone: 873-354-5730  
E-mail address: jeandamascene.gasake@canada.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.

### 6.7.2 Project Authority

The Project Authority for the Contract is: *(TB identified at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project 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 Project Authority, however the Project 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.

### 6.7.3 Contractor's Representative *(TB identified at contract award)*

### 6.8 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: 2019-01 of the Treasury Board Secretariat of Canada.

### 6.9 Payment

#### 6.9.1 Basis of Payment

- a. **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex "B", Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: **[\$TBD at contract award]**

## 6.9.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*TB determined at contract award*). Customs duties are "included") and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of 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% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

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.

## 6.9.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if :

- i. 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;
- ii. all such documents have been verified by Canada;
- iii. the Work performed has been accepted by Canada.

## 6.9.4 Electronic Payment of Invoices – Contract

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Indigenous Services Canada Electronic Payment Request form ([http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20\\_545\\_1362495227097\\_eng.pdf](http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20_545_1362495227097_eng.pdf)), and submit the form to the address provided.

## 6.10 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;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.11 Certifications and Additional Information

### 6.11.1 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.

### 6.12 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in.....(***TB completed at contract award***).

### 6.13 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 **2010B** (2020-05-25);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment,
- (e) Annex C Security Requirements Check List;
- (d) the Contractor's bid Submission Form dated (***TB completed at contract award***)

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## **ANNEX "A": STATEMENT OF WORK**

### **TITLE: International Trauma Life Support (ITLS)**

#### **SCOPE**

##### **1.1. Introduction**

- 1.2. To purpose of this education contract is to provide First Nation Inuit Health Branch (FNIHB) with International Trauma Life Support (ITLS) certification in a classroom environment with full equipment for appropriate northern nursing practice scenarios.

##### **1.3. Objectives of the Requirement**

ITLS is part of the mandatory training required to ensure competency for Community Health Nursing Practice in MB ISC Nursing Station settings. The course provides training and competency in pre-hospital and nursing station trauma management and stabilization, and includes skills such as airway management, and the management of patients who have sustained trauma to any part of the body, across the lifespan. It also provides competency in managing vascular access, decompression of a pneumothorax, all types of shock, burns and all types of traumatic injuries, up to and including the management of a person in cardiopulmonary arrest due to trauma.

##### **1.4. Background and Specific Scope of the Requirement**

Registered nurses who are employed by FNIHB and who work in northern nursing stations or hospitals will obtain certification in ITLS. The course provides training and competency in pre-hospital and nursing station trauma management and stabilization. This content is not available in basic nursing education programs, nor is it included within the content of FNIHB delivered primary care education programs. This preparation is required for nurses working in remote and isolated communities within an expanded scope of practice.

## **2. REQUIREMENTS**

### **2.1. Tasks, Activities, Deliverables and Milestones**

The provider of Services will:

- Provide training to an estimated 120 FNIHB students per year for a period of 3 years
- Arrange all required teaching materials/ resources and classroom space
- Ensure ITLS textbooks are available for order as and when required by FNIHB
- Provide a student / instructor ratio in accordance with the ITLS Chapter of Manitoba program requirements, with all the instructors certified to provide instructions in ITLS
- Provide training and competency in pre-hospital and nursing station trauma management and stabilization, including skills such as airway management, and the management of patients who have sustained trauma to any part of the body, across the lifespan. It also provides competency in managing vascular access, decompression of a pneumothorax, all types of shock, burns and all types of traumatic injuries, up to and including the management of a person in cardiopulmonary arrest due to trauma.
- Assess students' competence in performing critical thinking and psychomotor skills. These assessments will be conducted via tests, which will involve simulation activities in each of the areas indicated above
- Assess students' theoretical knowledge with use of standardized written tests

- 
- Provide FNIHB with written feedback regarding performance on simulations and the written test
  - Issue certification document to successful students with a copy provided to FNIHB

## **2.2. Reporting Requirements**

The Contractor will provide FNIHB with written feedback regarding performance on simulations and the written tests. The Contractor will also issue a certification document to successful students with a copy provided to FNIHB. The ITLS course is marked on a pass/fail basis.

## **2.3. Project Management Control Procedures**

The individual identified in section 3.1 as the Project Authority will ensure that course registration is completed on time and that the appropriate number of students attend each class, ensuring that the contract is on time and on budget.

## **3. ADDITIONAL INFORMATION**

### **3.1. Canada's Obligations**

Indigenous Services Canada will provide names of students to the Provider of Service prior to the course start date to allow sufficient time for delivery of course materials.

### **3.2. Contractor's Obligations**

- Provide all required equipment required for the course
- Ensure ITLS textbooks are available for order as and when required by FNIHB
- ITLS course is a 2.5-day course, and will be held on 3 consecutive days. Day 1 will run from 13:00 PM to 17:00 PM, and day 2 and 3 will run from 08:00 AM to 16:00 PM
- Provide classrooms for the training
- Prepare and provide to students a pre-test and orientation package

### **3.3. Location of Work, Work site and Delivery Point**

All work of this contract will be at the Provider of Services location.

Due to the workload and the tight deadlines, all personnel assigned to any agreement resulting from this contract must be ready to work in close contact with the Indigenous Services Canada Authority and other departmental personnel.

### **3.4. Language of Work**

English essential (both oral and written)

### **3.5. Insurance Requirements**

The Contractor must obtain and maintain an appropriate level of professional liability insurance coverage.

### **3.6. Travel and Living**

Not applicable: The Contractor is not required to travel.

## **4. PROJECT SCHEDULE**

### **4.1. Expected Start and Completion Dates**



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The services of the Contractor will be required for a period of approximately 3 years commencing upon contract award.

**4.2. Schedule and Estimated Level of Effort (Work Breakdown Structure)**

The Contractor will run 10 ITLS sessions per year. All courses require a minimum of 6 students and a maximum of 12 students per class.

**5. REQUIRED RESOURCES OR TYPES OF ROLES TO BE PERFORMED**

The contractor is to provide the appropriate number of certified instructors, the classroom facility and all required equipment, as outlined in section 3.3 and 3.4.

**6. APPLICABLE DOCUMENTS AND GLOSSARY**

**6.1. Applicable Documents**

All required documents are uploaded to the contract

**6.2. Relevant Terms, Acronyms and Glossaries**

FNIHB - First Nation Inuit Health Branch with International Trauma Life Support

ITLS - International Trauma Life Support

Solicitation No. - N° de l'invitation

1000221841

Client Ref. No. - N° de réf. du client

XXXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXXX

CCC No./N° CCC - FMS No./N° VME

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**ANNEX "B": BASIS OF PAYMENT (*TB completed at contract award*)**

**ANNEX "C": SECURITY REQUIREMENTS CHECK LIST**

Affaires autochtones et  
Développement du Nord Canada

Aboriginal Affairs and  
Northern Development Canada

Contract Number / Numéro du contrat  
100221841

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. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région  
ISC- First Nations and Inuit Health Branch

2. Contract type / Type de contrat: Non-Competitive / Non-compétitif  Competitive / Compétitif   
Type:

3. Brief Description of Work / Brève description du travail  
Course instruction and material for ITLS course

4. Contract Amount / Montant du contrat: [REDACTED]

5. Contract Start and End date / Date de début et de fin du contrat  
3 years commencing upon contract award.

6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement):  
To be determined after bidding

7. Will the supplier require / Le fournisseur aura-t-il:

7.1 access to PROTECTED and/or CLASSIFIED information or assets? / accès à des renseignements protégés et/ou CLASSIFIÉS?  No / Non  Yes / Oui

7.2 an access card to AANDC premises? / besoin d'une carte d'accès aux bureaux d'AANDC?  No / Non  Yes / Oui

7.3 access to the departmental computer network? / accès au réseau informatique du Ministère?  No / Non  Yes / Oui

*(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)*

PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)

PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS

8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? / Le fournisseur sera-t-il tenu de recevoir/entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

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

9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? / Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?  No / Non  Yes / Oui

9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? / Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/d du Ministère ou avec d'autres parties?  No / Non  Yes / Oui

If yes, specify: / Si oui, spécifiez:

a) Email transmission / Transmission par courrier électronique:  No / Non  Yes / Oui

b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc):  No / Non  Yes / Oui

c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix):  No / Non  Yes / Oui

9.3 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 / Non  Yes / Oui

\* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone) / Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télécopieur sécurés)

10. SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	Please refer to question / Veuillez vous référer à la question	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information Assets / Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Assets (off site) / Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information Assets (off site) / Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission – email / Transmission TI – courriel	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission – other / Transmission TI – autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART C – PERSONNEL / PARTIE C – PERSONNEL

11.1 Personnel Security Screening Level Required: / Niveau d'enquête de la sécurité du personnel requis:  NIA / Non requis  Reliability / Fiabilité  Confidential / Confidentiel  Secret  Top Secret / Très secret

11.2 May unscreened personnel be used for portions of work? / Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  N/A / Non requis

12. 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

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**ANNEX "D": Bid Submission Form**

<b>BID SUBMISSION FORM</b>	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003] [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.]	
<b>Jurisdiction of Contract:</b> 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)	
<b>Bidder's Proposed Site(s) or Premises Requiring Safeguard Measures.</b> See Part 3 for instructions. <b>(Note: Procurement Officers should delete if this requirement was not included in Part 6)</b>	Address of proposed site or premise: _____ City: _____ Province: _____ Postal Code: _____ Country: CANADA
<b>Former Public Servants</b> 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 Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
<b>Security Clearance Level of Bidder</b> [include both the level and the date it was granted] [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.]	

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

1000221841

XXXXXX

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

XXXXXX-XXXXXX

xxxxx.XXXXXX-XXXXXX

<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"><li>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>4. 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.</li></ol>	
<b>Signature of Authorized Representative of Bidder</b>	

**ANNEX "E": Task Authorization (TA) Form;**

<b>Contract Number</b>	
<b>Task Authorization (TA) Number</b>	
<b>Contractor's Name and Address</b>	
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:	\$ _____
<b>TA Revisions Previously Authorized</b>	
<b>Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc ). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed</b>	
TA Revision Number: _____ <b>Instructions to the TA Authority: Enter the number here, as applicable.</b>	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ <b>Instructions to the TA Authority: Enter the amount here, as applicable.</b>
TA Revision Number: _____ <b>Instructions to the TA Authority: Enter the number here, as applicable.</b>	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ <b>Instructions to the TA Authority: Enter the amount here, as applicable.</b>
TA Revision Number: _____ <b>Instructions to the TA Authority: Enter the number here, as applicable.</b>	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ <b>Instructions to the TA Authority: Enter the amount here, as applicable.</b>
TA Revision Number: _____ <b>Instructions to the TA Authority: Enter the number here, as applicable.</b>	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ <b>Instructions to the TA Authority: Enter the amount here, as applicable.</b>
TA Revision Number: _____ <b>Instructions to the TA Authority: Enter the number here, as applicable.</b>	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ <b>Instructions to the TA Authority: Enter the amount here, as applicable.</b>
<b>New TA Revision</b>	
<b>Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00.</b>	
TA Revision Number: _____ <b>Instructions to the TA Authority: Enter the number here, as applicable.</b>	Authorized Increase or Decrease (Applicable Taxes extra)

	\$_____ <b>Instructions to the TA Authority: Enter the amount here, as applicable.</b>
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	\$_____ <b>Instructions to the TA Authority: Enter the amount here, as applicable.</b>
<b>Contract Security Requirements (as applicable)</b>	
This task includes security requirements. <b>At STEP 1 a): check the applicable boxes.</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract. <input type="checkbox"/> Remarks: <b>At STEP 1 a), 2a) or 3, enter the remarks, if any, or enter : "N/A".</b>	
<b>Required Work</b>	
<b>Instructions to the TA Authority: The content of sections A, B, C and D below must be in accordance with the Contract. To view the instructions for Section A, click on the hyperlink.</b>	
<b>SECTION A – Task Description of the Work Required</b> <a href="#">Instructions for Section A</a>	
<b>SECTION B – Applicable Basis of Payment</b> <a href="#">Instructions for Section B</a>	
<b>SECTION C - Cost Breakdown of Task</b> <a href="#">Instructions for Section C</a>	
<b>SECTION D- Applicable Method of Payment</b> <a href="#">Instructions for Section D</a>	
<b>Authorization</b>	
By signing this TA, the Project Authority or the DIAND Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.	

**En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de DIAND ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.**

Name of Project Authority - Nom du chargé de projet

\_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

Date

Name of Contracting Authority -  
Nom de l'autorité contractante

\_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

Date

**Contractor's Signature - Signature de l'entrepreneur**

Name and title of individual authorized to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

Date