

**RETURN BIDS TO :****RETOURNER LES  
SOUMISSIONS À:**[Alexander.cormierhowie@canada.ca](mailto:Alexander.cormierhowie@canada.ca)**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION****Proposal To:** Indigenous Services Canada

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

**Proposition aux:** Services aux Autochtones Canada

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

**Comments - Commentaires****Ce document contient une sécurité  
Exigence - This document contains a  
Security  
Requirement**

**Vendor/Firm Name and address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur :**

**Issuing Office – Bureau de distribution  
Indigenous Services Canada/ Services aux  
Autochtones Canada**

<b>Title – Sujet</b> SAC/ISC - <b>MANDATORY NURSING TRAINING, REGIONAL LIFE SUPPORT TRAINING.</b>	
<b>Solicitation No. – N° de l'invitation</b> 1000224869	<b>Date</b> Friday February 5 <sup>th</sup> , 2021
<b>Client Reference No. – N° référence du client</b> N/A	
<b>GETS Reference No. – N° de reference de SEAG</b> PW-21-00945076	
<b>File No. – N° de dossier</b> N/A	<b>CCC No. / N° CCC - FMS No. / N° VME</b> N/A
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02 :00 PM</b> <b>on – le February 19<sup>th</sup>, 2021</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> <a href="mailto:Alexander.cormierhowie@canada.ca">Alexander.cormierhowie@canada.ca</a>	<b>Buyer Id – Id de l'acheteur</b> DY6
<b>Telephone No. – N° de téléphone :</b> <b>873-354-0959</b>	<b>FAX No. – N° de FAX</b> N/A
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  Edmonton, Alberta	

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this file.

### **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.

**This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.**

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The [2003](#) 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: 90 days

### **2.2 Submission of Bids**

Bids must be submitted electronically only to Indigenous Services Canada (ISC) by the date, time and e-mail address indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to ISC will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive

### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 3 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 Alberta.

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

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

### **3.1 Bid Preparation Instructions**

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 IV: Additional Information

#### **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 accordance with the Basis of Payment.

##### **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.

##### **3.1.2 SACC Manual Clauses**

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

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

## 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

#	MANDATORY TECHNICAL (MT) CRITERION	MET (Yes/No)
MT 1	Must be able to provide International Trauma Life Support [ITLS]; Advanced Cardiovascular Life Support [ACLS]; and Pediatric Advanced Life Support certified training to Nursing Staff	
MT 2	Bidder must submit documentation that the proposed resource(s) is a Certified ITLS trainer	
MT 3	The bidder must be able to deliver training between November 1, 2020 – October 31, 2021 at the Contractor's training facility or at Canada Place in Edmonton, AB.	
MT 4	The bidder must provide proof that the proposed resource(s) are certified paramedics in good standing with their college.	

### 4.2 Basis of Selection

#### Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

#### **6.2.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be 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.

##### **6.2.1.1 Task Authorization Process**

The Work or a portion of the Work to be performed under the Contract will be 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.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

**2010B** 2020-05-28, 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."

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to October 31, 2021 inclusive

### **6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days 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.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Alex Cormier Howie  
Title: Senior Procurement Officer  
Indigenous Services Canada  
Materiel and Assets Management Directorate  
Address: 10 rue Wellington, 13<sup>th</sup> floor, Gatineau, Qc, K1A 0H4

Telephone: 873-354-0959  
E-mail address: [alexander.cormierhowie@canada.ca](mailto:alexander.cormierhowie@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.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

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.

### 6.5.3 Contractor's Representative

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

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

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded 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. 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.

3. 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

### **6.7.3 Monthly Payment**

1. 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:
2. 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;
3. all such documents have been verified by Canada;
4. the Work performed has been accepted by Canada.

### **6.7.5 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.

## **6.8 Invoicing Instructions**

The Contractor must submit invoices to the identified email located on the first page of this contract. Invoices cannot be submitted until all work identified in the invoice is completed.

## **6.9 Certifications and Additional Information**

### **6.9.1 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.

## **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_

## ANNEX "A"

### STATEMENT OF WORK

#### 1. SCOPE

MANDATORY NURSING TRAINING, REGIONAL LIFE SUPPORT TRAINING.

##### 1.1. Introduction

Mandatory Training Courses (International Trauma Life Support [ITLS]; Advanced Cardiovascular Life Support [ACLS]; and Pediatric Advanced Life Support [PALS]) are deemed mandatory training for professional development of First Nations and Inuit Health Branch (FNIHB) staff providing health services in First Nations communities and isolated nursing stations.

##### 1.2. Objectives of the Requirement

Due to the remoteness of the communities, AB Regional Nursing Staff employed within Treaty 8 North First Nations Communities are subject to mandatory training requirements over and above that required by nurses employed at other locations. The Treaty 8 Nurses must successfully complete ITLS, ACLS, and PALS courses from a Certified Instructor at intervals specified by governing body/regulations. These mandatory courses will enable FNIHB AB Region Nurses to be better equipped to deal with challenges they may encounter while employed in remote locations and meet mandatory training requirements as set out in National and Regional Policies.

##### 1.3. Background and Specific Scope of the Requirement

As a result of a recent study, the Auditor General has recommended that all nurses providing primary care at Nursing Stations in isolated First Nations communities immediately receive mandatory training. In order to meet this recommendation, Treaty 8 Nurses must hold current ITLS, ACLS and PALS certification. Course content can differ between providers, with some placing emphasis on in-hospital resuscitations, and not all course participants are nurses. Previous contractor used scenarios and examples geared toward nurses working in remote and isolated First Nations Communities, thereby preparing our nurses for challenges they may encounter working in these locations.

#### 2. REQUIREMENTS

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

as specified below:

- a. Training to be provided by a Certified ITLS trainer between Contract Award – October 31, 2021 as per subparagraph b below.
- b. Training site must be in the Edmonton area at the Contractor's training facility or at Canada Place in Edmonton, AB as an as and when required basis and on agreeable dates to both parties. All training must be completed no later than 31 October 2021, with three option years to October 31, 2024. Should training dates/times need to be adjusted, FNIHB-AB will provide 10 business days notice to ensure there will be no additional expense to FNIHB-AB.
- c. The three courses must be completed in 5 business days, Monday to Friday. The training sessions for each course will follow program certification standards (required course content for initial Life Support Training and one full day training for recertifications).
- d. The Contractor will provide the FNIHB-AB Regional Nurse Educator (RNE) a list of required text books for the courses including the edition number at least 15 days prior to the training sessions. The text books will be provided to the students by FNIHB-AB.

- e. Unless otherwise mutually agreed upon by the Parties, all training will be conducted between 8:00 am and 4:30 pm.
- f. FNIHB-AB will provide notification of Nurses attending the training sessions with their email contact information and will require the Contractor to email the nurses the dates, time and location of the training session, copying the FNIHB-AB Region Nursing Department on the emails. This email notification from the Contractor must be sent within 5 business days.
- g. At the end of each training session the Contractor will provide a completion report to the Project Authority. At a minimum, this report will identify all students who completed training in that session as well as identifying any problems encountered. This report is required within 10 days of completion of each training session.
- h. Upon completion of the training session the Contractor will contact the appropriate certification body (e.g. Alberta Health and Stroke or ITLS Canada) and the Regional Nurse Educator at the Department of Indigenous Services Canada (ISC) Regional Nursing Education Department to update the files of the students.
- i. Invoices are required no later than 5 business days after training session(s) are completed. No invoice will be accepted prior to the completion of training session(s)
- j. Invoices must include at minimum the names of each student trained, dates of training, and of course(s) name(s) completed by each student. Invoice template attached as Appendix B.

## **2.2. Specifications and Standards**

Training to be provided by a Certified ITLS trainer between November 1, 2020 – October 31, 2021 as per subparagraph b below, with three option years for Nov 1, 2021 to October 31, 2024. Training site must be in the Edmonton area at the Contractor's training facility or at Canada Place in Edmonton, AB as an when required basis and on agreeable dates to both parties. All training must be completed no later than 31 October 2021. Should training dates/times need to be adjusted, FNIHB-AB will provide 10 business days notice to ensure there will be no additional expense to FNIHB-AB.

The three courses must be completed in 5 business days, Monday to Friday. The training sessions for each course will follow program certification standards (required course content for initial Life Support Training and one full day training for recertifications).

The Contractor will provide the FNIHB-AB Regional Nurse Educator (RNE) a list of required text books for the courses including the edition number at least 15 days prior to the training sessions. The text books will be provided to the students by FNIHB-AB.

Unless otherwise mutually agreed upon by the Parties, all training will be conducted between 8:00 am and 4:30 pm.

FNIHB-AB will provide notification of Nurses attending the training sessions with their email contact information and will require the Contractor to email the nurses the dates, time and location of the training session, copying the FNIHB-AB Region Nursing Department on the emails. This email notification from the Contractor must be sent within 5 business days of the initiation of the training.

## **2.3. Technical, Operational and Organizational Environment**

Training site must be in the Edmonton area at the Contractor's training facility or at Canada Place in Edmonton, AB as an when required basis and on agreeable dates to both parties. All training must be



completed no later than 31 October 2021. Should training dates/times need to be adjusted, FNIHB-AB will provide 10 business days notice to ensure there will be no additional expense to FNIHB-AB.

#### **2.4. Method and Source of Acceptance**

FNIHB-AB will provide notification of Nurses attending the training sessions with their email contact information and will require the Contractor to email the nurses the dates, time and location of the training session, copying the FNIHB-AB Region Nursing Department on the emails. This email notification from the Contractor must be sent within 5 business days of the completion of the training.

#### **2.5. Reporting Requirements**

At the end of each training session the Contractor will provide a completion report to the Project Authority. At a minimum, this report will identify all students who completed training in that session as well as identifying any problems encountered. This report is required within 10 days of completion of each training session.

Upon completion of the training session the Contractor will contact the appropriate certification body (e.g. Alberta Health and Stroke or ITLS Canada) and the Regional Nurse Educator at the Department of Indigenous Services Canada (ISC) Regional Nursing Education Department to update the files of the students.

Invoices are required no later than 5 business days after training session(s) are completed. No invoice will be accepted prior to the completion of training session(s).

Invoices must include at minimum the names of each student trained, dates of training, and of course(s) name(s) completed by each student. Invoice template attached as Appendix B.

#### **2.6. Project Management Control Procedures**

Invoices will be verified upon receipt and submitted for payment.

#### **2.7. Contractor's Obligations**

The Contractor must use its own equipment and software for the performance of this Statement of Work. The Contractor must be capable of providing and transporting their own equipment for training. The Contractor must be willing/able to provide a completion report to the Project Authority and contact the appropriate certification body (e.g. Alberta Health and Stroke or ITLS Canada) and the Regional Nurse Educator at the Department of Indigenous Services Canada (ISC) Regional Nursing Education Department.

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

Contractor's work site or Canada Place, Suite 730 9700 Jasper Avenue, Edmonton, AB T5J 4C3. The contractor will be escorted at all times when on GoC property.

#### **2.9. Language of Work**

All training must be conducted in English.

### **3. PROJECT SCHEDULE**

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

The initial period of the Contract is Contract Award – October 31, 2021. With three option years to October 31, 2024.

The Contractor hereby grants to Canada the irrevocable option to extend the period of the Contract by up to two (2) additional one (1) year period (s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable terms set out in the Basis of Payment.

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

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

Training to be provided by a Certified ITLS trainer between Contract Award – October 31, 2021 as per subparagraph below.

## **4. REQUIRED RESOURCES OR TYPES OF ROLES TO BE PERFORMED**

At the end of each training session the Contractor will provide a completion report to the Project Authority. At a minimum, this report will identify all students who completed training in that session as well as identifying any problems encountered. This report is required within 10 days of completion of each training session.

Upon completion of the training session, the Contractor will contact the appropriate certification body (eg: Alberta Health and Stroke or ITLS Canada) and the Regional Nurse Educator at the Department of Indigenous Services Canada (ISC) Regional Nursing Education Department to update the files of the students.

## **5. APPLICABLE DOCUMENTS AND GLOSSARY**

### **5.1. Relevant Terms, Acronyms and Glossaries**

- ITLS – International Trauma Life Support
- ACLS – Advanced Cardiovascular Life Support
- PALS - Pediatric Advanced Life Support
- RNE – Regional Nurse Educator
- ISC – Indigenous Services Canada
- FNIHB – First Nations and Inuit Health Branch

**ANNEX "B"****BASIS OF PAYMENT**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the work as determined in Annex – "A" – Statement of Work; to a limitation of expenditure of \$\_\_\_\_\_ plus applicable taxes

(applicable taxes to Professional Fees are extra)

<b>CONTRACT PERIOD: Contract Award to : March 31, 2021</b>				
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(D)</b>
	<b>Name of Proposed Resource(s)</b>	<b>Estimated number of days</b>	<b>All-inclusive fixed Per-day Rate</b>	<b>Total Cost D = C x D</b>
<b>Delivery of Training</b>		<b>Up to 65</b>	<b>\$</b>	<b>\$</b>
<b>Miscellaneous</b>				<b>\$</b>
<b>Total Estimated Initial Contract Cost:</b>				<b>\$</b>
<b>Applicable Taxes</b>	<b>Insert the amount, as applicable:</b>			<b>GST: QST: PST:</b>
<b>GRAND TOTAL</b>				<b>\$</b>

**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

- All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

<b>OPTION CONTRACT PERIOD 1: April 1<sup>st</sup>, 2021 to March 31, 2022</b>				
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(D)</b>
	<b>Name of Proposed Resource(s)</b>	<b>Estimated number of days</b>	<b>All-inclusive fixed Per-day Rate</b>	<b>Total Cost D = C x D</b>

<b>Delivery of Training</b>		<b>Up to 65</b>	<b>\$</b>	<b>\$</b>
<b>Miscellaneous</b>				<b>\$</b>
<b>Total Estimated Initial Contract Cost:</b>				<b>\$</b>
<b>Applicable Taxes</b>	<b>Insert the amount, as applicable:</b>			<b>GST: QST: PST:</b>
<b>GRAND TOTAL</b>				<b>\$</b>

<b>OPTION CONTRACT PERIOD 2: April 1<sup>st</sup>, 2022 to March 31, 2023</b>				
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(D)</b>
	<b>Name of Proposed Resource(s)</b>	<b>Estimated number of days</b>	<b>All-inclusive fixed Per-day Rate</b>	<b>Total Cost D = C x D</b>
<b>Delivery of Training</b>		<b>Up to 65</b>	<b>\$</b>	<b>\$</b>
<b>Miscellaneous</b>				<b>\$</b>
<b>Total Estimated Initial Contract Cost:</b>				<b>\$</b>
<b>Applicable Taxes</b>	<b>Insert the amount, as applicable:</b>			<b>GST: QST: PST:</b>
<b>GRAND TOTAL</b>				<b>\$</b>

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**



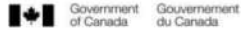
Contract Number / Numéro du contrat  
1000224869  
Security Classification / Classification de sécurité  
Unclassified

**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 First Nations Inuit Health Branch	2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/> Type :						
3. Brief Description of Work / Brève description du travail Mandatory Life Support Training							
4. Contract Amount / Montant du contrat \$100,000	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :						
5. Contract Start and End date / Date de début et de fin du contrat Contract Award to / au October 31, 2021							
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 ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						
<b>(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)</b>							
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?							
	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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?							
	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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/à partir du Ministère ou avec d'autres parties?							
If yes, specify: / Si oui, spécifiez :							
a) Email transmission / Transmission par courrier électronique :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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* ?							
	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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/télocopieur sécurisé)							
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 – e-mail / 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							

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11.1 Personnel Security Screening Level Required: Niveau d'enquête de la sécurité du personnel requis :	<input checked="" type="checkbox"/> N/A / Non requis	<input type="checkbox"/> Reliability/ Fiabilité	<input type="checkbox"/> Confidential/ Confidentiel	<input type="checkbox"/> Secret	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui			



Contract Number / Numéro du contrat 1000224869
Security Classification / Classification de sécurité Unclassified

PART D – AUTHORIZATION / PARTIE D – AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) – Nom (en lettres moulées) Sandra Kennett, BScN, MN, CDE		Title - Titre Acting Regional Nurse Educator Nurse Practice Consultant, Nursing Education	Signature 
Telephone No. – N° de téléphone Telephone: 780 495 5404 Cell Phone: 780 893 4912	Facsimile No. – N° de télécopieur	E-mail address – Adresse courriel Email: <a href="mailto:sandra.kennett@canada.ca">sandra.kennett@canada.ca</a>	Date Date Sept 29, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) – Nom (en lettres moulées) Jonathan Coulombe-Leduc		Title - Titre Contract Security Officer	Signature CoulombeLeduc, Jonathan
Telephone No. – N° de téléphone 819-665-7134	Facsimile No. – N° de télécopieur N/A	E-mail address – Adresse courriel <a href="mailto:jonathan.coulombe-leduc2@canada.ca">jonathan.coulombe-leduc2@canada.ca</a>	Date Date 2020-11-17
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No <input type="checkbox"/> Yes			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) – Nom (en lettres moulées) Alex Cormier Howie		Title - Titre Senior Procurement Officer	Signature 
Telephone No. – N° de téléphone 873-354-0959	Facsimile No. – N° de télécopieur N/A	E-mail address – Adresse courriel <a href="mailto:Alexander.cormierhowie@canada.ca">Alexander.cormierhowie@canada.ca</a>	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) – Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. – N° de téléphone	Facsimile No. – N° de télécopieur	E-mail address – Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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## ANNEX "D"

## TASK AUTHORIZATION FORM PWGSC-TPSGC 572

**Task Authorization  
Autorisation de tâche**

<b>Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization (Use form DND 626 for contracts for the Department of National Defence)</b>	<b>Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche (Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</b>
<b>Contract Number</b> Enter the PWGSC contract number.	<b>Numéro du contrat</b> Inscrire le numéro du contrat de TPSGC.
<b>Contractor's Name and Address</b> Enter the applicable information	<b>Nom et adresse de l'entrepreneur</b> Inscrire les informations pertinentes
<b>Security Requirements</b> Enter the applicable requirements	<b>Exigences relatives à la sécurité</b> Inscrire les exigences pertinentes
<b>Total estimated cost of Task (Applicable taxes extra)</b> Enter the amount	<b>Coût total estimatif de la tâche (Taxes applicables en sus)</b> Inscrire le montant
<b>For revision only</b>	<b>Aux fins de révision seulement</b>
<b>TA Revision Number</b> Enter the revision number to the task, if applicable.	<b>Numéro de la révision de l'AT</b> Inscrire le numéro de révision de la tâche, s'il y a lieu.
<b>Total Estimated Cost of Task (Applicable taxes extra) before the revision</b> Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.	<b>Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision</b> Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.
<b>Increase or Decrease (Applicable taxes extra), as applicable</b> As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.	<b>Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu</b> S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.****A. Task Description of the Work required:**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.****A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).



---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:**

**Insert Option 1 or 2:**

**Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :**

**Insérer l'option 1 ou 2**

**Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

Public Works and Government Services Canada  
Travaux publics et Services gouvernementaux Canada

**Annex**  
**Annexe** \_\_\_\_\_

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

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Annex  
Annexe \_\_\_\_\_

Contract Number - Numéro du contrat

**2. Authorization(s) - Autorisation(s)**

**By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.**

**En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.**

**The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.**

**La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.**

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. 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