



**RETURN OFFERS TO :**  
**RETOURNER LES OFFRES À :**  
Bid Receiving - Réception des  
soumissions:  
Correctional Service of Canada  
**Material Management Directory**  
250, montée St-François  
Laval (Québec) H7C 1S5  
Telephone No.: 450-661-9550 ext. 3210-3223

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(10MB maximum per e-mail)

**FACSIMILE:**  
450-664-6615 - Bid Office

**REQUEST FOR A STANDING  
OFFER  
DEMANDE D'OFFRE À  
COMMANDES**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale  
(OCIR)

Canada, as represented by the Minister of the  
Correctional Service of Canada, hereby requests a  
Standing Offer on behalf of the Identified Users  
herein.

Le Canada, représenté par le ministre du Service  
correctionnel Canada, autorise par la présente, une  
offre à commandes au nom des utilisateurs  
identifiés énumérés ci-après.

**Comments — Commentaires :**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone # — N° de Téléphone :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax # — No de télécopieur :

Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
ou NAS ou N° d'entreprise :

\_\_\_\_\_

<b>Title — Sujet:</b> SERVICE DE FORMATION D'INSTRUCTEURS EN SECOURISME – TRAINING SERVICE FOR FIRST AID INSTRUCTORS	
<b>Solicitation No. — N° de l'invitation</b> <b>21301-21-3250270</b>	<b>Date:</b> February 12, 2021
<b>Client Reference No. — N° de Référence du Client</b> <b>21301-21-3250270</b>	
<b>GETS Reference No. — N° de Référence de SEAOG</b> <b>PW-21-00946168</b>	
<b>Solicitation Closes — L'invitation prend fin</b> at / à : 2PM – 14hre <b>On / Le : March 24, 2021 / 24 Mars 2021</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Time (UTC-4) Heure avancée de l'Est (UTC-4)
<b>Delivery Required — Liv raison exigée :</b> See herein – Voir aux présentes	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination: X                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b> <b>Vincent Fournier</b>	
<b>Telephone No. – N° de téléphone:</b> <b>450-661-9550, Ext. : 3298</b>	<b>Fax No. – N° de télécopieur:</b>
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b> Multiple as per call-up Multiples, selon la commande subséquente.	
<b>Security – Sécurité</b>  <b>This request for a Standing Offer includes provisions for security.</b> <b>Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.</b>	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
Name / Nom	Title / Titre
Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **2. Summary**

2.1 The Correctional Service Canada has a requirement to maintain the required number of CSC employees trained as First Aid/AED/CPR/C and CPR/AED/C for Health Professionals instructors in all regions of Quebec

Objectives: The main objective is to maintain the required number of CSC employees trained as First Aid/AED/CPR/C and CPR/AED/C for Health Professionals instructors in all regions of Quebec to ensure CSC's capacity to train its staff in General First Aid/CPR/AED/C and CPR/AED/C for Health Professionals.

In addition to train CSC instructors, the Contractor must support the trained instructors so that they have the necessary equipment and knowledge for training. CSC instructors are responsible for training CSC staff. However the Contractor must issue certificates to the staff trained by CSC instructors who have successfully completed their first aid course.

The training and credentials recognition that the Contractor must provide to current or new CSC instructors under this contract must enable these instructors to independently teach General First Aid/CPR/AED/C as well as CPR/AED/C for Health Professionals.



The Work is to be performed during the period of : as soon as the contract is awarded (April 2021) for a period of one year, with the option to renew for 3 additional one-year periods.

### **3. Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

### **4. Revision of Departmental Name**

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

### **5. Debriefings**

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

### **6. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The 2006 (2020-05-28 ) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

**Delete: sixty (60) days**

**Insert: Ninety (90) days**

### 2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, transmission of offers by facsimile or e-mail to CSC will be accepted.

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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.

#### **4. Enquiries - Request for Standing Offer**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### **5. Applicable Laws**

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

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





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

### **1. Offer Preparation Instructions**

Due to the nature of the RFSO, offers transmitted by facsimile or email to CSC will be accepted.

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: **one (1) copies**

Section II: Financial Offer: **one (1) copy**

Section III: Certifications: **one (1) copy**

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

**Offerors are requested to submit their Financial Offer separately from their technical offer.**

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

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

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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

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



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

### **1. Evaluation Procedures**

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

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **Annex E – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

#### **1.2 Financial Evaluation**

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

### **2. Basis of Selection**

#### **2.1 Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest total overall evaluated price (firm period and optional years) will be recommended for issuance of a standing offer.

Note that the granting of the standing offer is conditional on respecting the budget limit established for this requirement.

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

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

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

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

### **1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

**1.1 Integrity Provisions – Declaration of Convicted Offenses**

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
  - i. it has read and understands the Ineligibility and Suspension Policy;
  - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

**1.2 Integrity Provisions – Required documentation**

**List of names:** all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____



**OR**

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

### **1.3 Status and Availability of Resources**

SACC Manual clause M3020T (2016-01-28), Status and Availability of Resources

### **1.4 Language Requirements - Bilingual**

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

### **1.5 Education and Experience**

SACC Manual clause M3021T (2012-07-16), Education and Experience

### **1.6 Certification:**

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Contract Security Program \(CSP\)](#) of Public Works and Government Services Canada website.

### **2. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in *Annex D*.

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



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

### **A. STANDING OFFER**

#### **1. Offer**

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

#### **2. Security Requirement**

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

#### **PWGSC FILE No. 21301-21-3250270**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at *Annex C*;
  - b) *Industrial Security Manual* (Latest Edition).

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### **3.1 General Conditions**

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

### **4. Term of Standing Offer**

#### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is 12 months (one year) from the award of the standing offer.



#### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **three (3) additional periods of 12 months each** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### 5. Authorities

#### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Vincent Fournier  
Title: Contracting and Procurement Regional Officer  
Correctional Service of Canada  
Branch or Directorate: Material Management Directorate  
Address: 250, montée St-François  
Laval (Québec) H7C 1S5

Telephone: 450-661-9550, Ext. 3298  
Facsimile: 450-664-6626  
E-mail address: Vincent.Fournier@csc-scc.gc.ca

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

#### 5.2 Project Authority *(will be completed upon the Standing Offer's award)*

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



**5.3 Offeror's Representative *(to complete)***

The Offeror's Representative for the Standing Offer is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

**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.

**7. Identified Users**

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

Correctional Service of Canada, Quebec Region, Correctional Learning and Development Centre (CLDC) of Quebec.

**8. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

**9. Limitation of Call-ups *(will be completed upon the Standing Offer's award)***

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (Applicable Taxes included).

**10. Financial Limitation *(will be completed upon the Standing Offer's award)***

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.





## 11. Priority of Documents

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

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2020-05-28), General conditions: Professional services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ (*will be completed upon the Standing Offer's award*)

## 12. Certifications and Additional Information

### 12.1 Compliance

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

### 12.2 SACC Manual Clauses

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

## 13. Applicable Laws

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



## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

#### **2.2 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. The name, qualifications and experience of the proposed replacement; and
  - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the contract.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

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

### **4. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.



## 5. Payment

### 5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

### 5.2 Limitation of Expenditure *(will be completed upon the Standing Offer's award)*

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

### 5.3 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:

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

### 5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification  
SACC Manual clause C0705C (2010-01-11), Discretionary Audit



## 5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

## 5.6 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- (a) Direct Deposit (Domestic and International).

## 6. Invoicing Instructions

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

Invoices must be distributed to the project authority whose name and contact details are indicated in paragraph 5.2 of part 7 of this document.

## 7. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in *Annex D*. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 8. SACC Manual Clauses

### Replacement of Specific Individuals :

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.



3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### Government Site Regulations :

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

### **9. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

### **10. Closure of Government Facilities**

10.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

10.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

### **11. Tuberculosis Testing**

11.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

11.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.



11.3 All costs related to such testing will be at the sole expense of the Contractor.

## **12. Compliance with CSC Policies**

12.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

12.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

12.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

## **13. Health and Labour Conditions**

13.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

13.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

13.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

13.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **14. Identification Protocol Responsibilities**

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

14.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

14.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

14.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

14.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.



## 15. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

## 16. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

## 17. Privacy

17.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

17.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

## 18. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: [www.bit.do/CSC-EN](http://www.bit.do/CSC-EN).





## ANNEX A

### STATEMENT OF WORK

#### 1. Scope

##### 1.1 Context

Correctional Service Canada (CSC), Quebec Region, is required to train some of its personnel in first aid. To this end, it currently has around forty (40) employees certified as instructors in General First Aid/CPR/AED/C and CPR/AED/C for Health Professionals who provide this training. They are currently certified by an accredited training organization as defined in the *Canada Occupational Health and Safety Regulations*. These instructors are located in the various responsibility centres located in several regions of Quebec, as well as at the Correctional Learning and Development Centre located in Laval.

New instructors selected from CSC employees are trained each year to ensure succession. CSC has an obligation to provide its staff with first aid courses that meet specific standards as set out in section 3.4, Requirements.

The first-aid training correctional staff receive is directly linked to their obligation to deal with inmates in emergency situations. The training program for instructors and first aid workers must take into consideration the specific requirements of the inmate population and the correctional environment. Exercises and examples during training must therefore take this reality into account. Interventions by correctional staff may target inmates, CSC employees or visitors from the public.

##### 1.2. Objectives

The main objective is to maintain the required number of CSC employees trained as First Aid/AED/CPR/C and CPR/AED/C for Health Professionals instructors in all regions of Quebec to ensure CSC's capacity to train its staff in General First Aid/CPR/AED/C and CPR/AED/C for Health Professionals.

In addition to train CSC instructors, the Contractor must support the trained instructors so that they have the necessary equipment and knowledge for training. CSC instructors are responsible for training CSC staff. However the Contractor must issue certificates to the staff trained by CSC instructors who have successfully completed their first aid course.

The training and credentials recognition that the Contractor must provide to current or new CSC instructors under this contract must enable these instructors to independently teach General First Aid/CPR/AED/C as well as CPR/AED/C for Health Professionals.

##### 1.3 Terminology

To simplify the designation, this document will use the designation *First Aid/AED/CPR/C Instructor and First Aid/CPR/AED/C Instructor for Health Professionals* to designate the CSC instructors trained to deliver general training and CPR/AED/C and CPR (Cardiopulmonary Resuscitation) /AED (Automated External Defibrillator)/C for Health Professionals.

#### 2. References:

- [Canada Occupational Health and Safety Regulations](#);
- [Directive 800 Health Services](#);





- [CD 843 – Interventions to Preserve Life and Prevent Serious Bodily Harm;](#)
- [CD 254 – Occupational Safety and Health and Return to Work Programs;](#)
- [Guidelines 254-1 - Occupational Health and Safety Program;](#)
- [Canada Occupational Safety and Health \(COSH\) Regulations, Part XVI – First Aid;](#)
- [National Joint Council Occupational Health and Safety Directive, Part XVIII – First Aid;](#)
- International Standards for First Aid/CPR/AED/C and CPR-AED for Health Professionals.

### 3. Need

#### 3.1 Scope of Work

CSC Quebec Region is looking for a contractor who, upon contract award, will be able to:

a) Perform the Credentials Recognition of *First Aid /AED/CPR/C Instructors and CPR/AED/C Instructors for Health Professionals* already working at CSC so that they can obtain their Instructor's Certification for First Aid/AED/CPR/C and CPR/AED/C for Health Professionals, awarded by the Contractor. The Contractor must be prepared perform this task from the first days of the contract in order to avoid a training stoppage in the operational units. This Credentials Recognition must include the certification of instructors to existing international standards for First Aid/CPR/AED/C and CPR/AED/C for Health Professionals.

(b) Recertify instructors whose certificate validity period will expire in the next year to avoid any issues with certificate validity.

c) Train new CSC personnel as *First Aid/AED/CPR/C Instructors and First Aid/CPR/AED/C Instructors for Health Professionals*, who will provide training to employees, in accordance with CSC training standards;

d) If there are an updates to international standards for First Aid/CPR/AED/C and CPR/AED/C for Health Professionals, the Contractor must provide training for all instructors to comply with the new standards.

e) Administrative oversight.

There must be administrative oversight of the courses given by the instructors. By administrative oversight, CSC means that the Contractor must, but is not limited to:

- issue certificates to CSC personnel who take a course given by an instructor certified by the Contractor according to the level of course taken. These courses may be CPR/AED/C for Health Professionals, General First Aid/CPR/AED/C and, more rarely, Basic First Aid/CPR/AED/C;
- provide reference material and course content meeting the most recent international standards for first aid;
- provide support to CSC-based instructors, certified by the Contractor.



### 3.2 Tasks:

#### 3.2.1 Program development: General requirements

The training program should focus on the practical application of skills to maximize retention of material and the development of the skills necessary for first aid training. Although the first aid worker at CSC is called upon to respond to a variety of medical situations, a more focused approach on probable incidents that may occur in correctional settings is required. The Contractor must therefore also offer scenarios and exercises tailored to the reality of Correctional Service Canada (CSC). As examples; hanging, penetrating wound (stabbing, firearm projectile), fractures, lacerations, self-injury (cuts to wrists, arms, legs, throat, etc.), severe bleeding, and alcohol, medication, and drug poisoning (including Fentanyl).

#### Instructor certificate

Upon completion of their training with the Contractor (Credentials Recognition, Recertification or Initial Instructor Training), participants will receive a certificate allowing them to independently teach General and Basic First Aid, CPR/AED/C and CPR/AED/C for Health Professionals, in accordance with the standards that apply to Correctional Service Canada identified in section 3.4, Requirements.

According to the standards, the certificate issued for CPR/AED/C for employees and correctional officers (CX) is valid for three (3) years from the date of issue. The Contractor must therefore issue certificates valid for a period of three (3) years.

The frequency of training for nurses—CPR/AED/C for Health Professionals—is two (2) years. The Contractor must therefore issue certificates that are valid for a period of two (2) years.

#### Reference material

The Contractor must provide the reference material intended for the First Aid/AED/CPR/Instructors and First Aid/CPR/AED Instructors for Health Professionals so they can provide the training as prescribed by the Contractor and by CSC regulations in force. The reference material provided to instructors and first aid workers must include the most recent international standards.

#### Instructor support

The Contractor must provide support to instructors they have certified for the entire period of the validity of the Standing Offer. This support must be done by telephone or by email, directly with the instructors. This support can be related to the standards in First Aid/CPR/AED or instruction. The following performance is required for instructor support:

- a response within twenty-four (24) working hours when the instructor is in training;
- a response within forty-eight (48) working hours at any other time.

Instructor support costs must be included in the cost of the *Initial Instructor Course*, the *Credentials Recognition Course* and courses related to instructor recertification.

### 3.3 Deliverables

**A) Instructor training in General First Aid/CPR/AED/C**, i.e. *Credentials Recognition* or *Recertification*, must be carried out at the start of the mandate.

**Credentials Recognition:** Upon Standing Offer award, the Contractor must hold, on dates to be determined by CSC after consultation with the Contractor, training in Credentials Recognition that



will lead to certification as a *First Aid/AED/CPR/C Instructor* recognized by the Contractor at the end of the course. The only prerequisite for attending in this course will be a valid First Aid/CPR/AED/C Instructor Certificate. This Credentials Recognition must include instructor training on the most recent international first aid standards.

**Recertification:** Recertification of General First Aid/CPR/AED/C Instructors *to update instructors on new standards and renew their certification* for a period of three (3) years. This training will take place shortly after the Standing Offer is awarded, on a date set by CSC, after consultation with the Contractor.

**Course duration and dates:** For the purpose of this training (Credentials Recognition and/or Recertification), the instructors are seen in class by the Contractor, they will be divided into three (3) groups with a maximum of fifteen (15) participants (the number of participants may change depending on the ministerial recommendations on social distancing measures and recommendations on effective health measures). At the end of this training, they will receive a *First Aid/AED/CPR/C Instructor Certificate* that is valid for three years.

- Duration of training: The Contractor must record the duration of the training in days:

#### **Supervision during the first course**

As part of the initial certification process, each candidate must, during their first representation, be paired with a certified instructor and employee of Correctional Service Canada for a period of (16) hours.

In some cases, the Contractor may find that the candidate requires more supervision. The Contractor must then communicate this information to the First Aid Coordinator at the Correctional Learning and Development Centre (CLDC). Together, the First Aid Coordinator and the Contractor will decide on a closer supervision strategy during the candidate's first course.

In the event that this supervision must be performed by the Contractor, it shall be paid in accordance with Part B of the Basis of Payment.

The supervision shall be carried out at the candidate's place of work, at a CSC facility located in the province of Quebec.

The supervision date shall be determined taking into account the employee's availability and the training needs of the employee's workplace.

#### **B) Initial training for *First Aid/AED/CPR/C Instructor* for Health Professionals.**

The Contractor must provide an initial training course for *First Aid/AED/CPR/C Instructor* for Health Professionals.

- Course duration: The Contractor must record the duration of the training in days, including the non-certified component: \_\_\_\_\_

- Number of participants: maximum 12

- Date of first course: the date of the course shall be provided to the Contractor upon award of the Standing Offer.



- Selection of candidates: CSC employees designated to participate in this training are selected by CSC only. Candidates must complete the Contractor's certification process to obtain the First Aid/AED/CPR/C Instructor Certification for Health Professionals.

- Course content: In addition to the course content determined by the Contractor to certify participants as *First Aid/AED/CPR/C Instructors* for Health Professionals, the instructor training must include the following topics. These topics must be addressed in accordance with the most recent recognized standards to be observed in the field of First Aid/CPR/AED. They must be the subject of theoretical learning, but the course must be focused mostly and mainly on the practice and demonstration of the concepts and equipment discussed during the training using examples and exercises related to the workplace.

*The following terms and conditions apply to any first aid instructor training provided by the Contractor.*

### **Certified component of the course**

- Acquisition and demonstration of the teaching skills necessary to obtain a recognized certification of a *First Aid/AED/CPR/C Instructor* for Health Professionals in accordance with the program standards of the certifying company.
- Throughout the course, practical validation of the various concepts and techniques included in the General First Aid and CPR/AED/C course for health professionals by future instructors.

**The non-certified component** focuses on the acquisition of additional skills.

For all the content presented in this component, participants should understand its usefulness and have the opportunity to use the material, without necessarily mastering its use or acquiring an instructor certificate for these techniques.

The Contractor must demonstrate additional techniques and skills relating to the following points in order to enable new instructors working at CSC to provide support, as appropriate, in the application of these techniques by properly trained staff at their workplaces. *New instructors are not required to teach these techniques independently. CSC, however, wishes to introduce its new instructors to these techniques, since they are frequently used in their work environment by specialized personnel and they could be asked to provide support as needed:*

- Awareness of improvised transport techniques with emphasis on safe working postures for first aid workers. The improvised transport techniques selected should be based on the needs of the correctional environment (including, but not limited to: lowering an unconscious victim from a bunk bed, taking down a hanged person, lifting an unconscious heavy victim onto a stretcher, going down a narrow staircase with an incapacitated victim).
- Awareness of interventions for head-spinal injuries including, but not limited to, the following examples:
  - rapid descent to the ground, rollover of a victim, cervical collar, immobilization on a backboard, immobilization of a person standing.
- Awareness of Combitube: use, modifications to CPR/AED and ventilation when in place.



- Awareness of oxygen therapy in emergency situations, including basic equipment for clearing the airways (oropharyngeal and nasopharyngeal cannula), protection of the respiratory tract, benefits of O<sub>2</sub>, safe use of an O<sub>2</sub> cylinder and 100% mask fitting.

**Course duration and dates:** For the purpose of these courses (Credentials Recognition and/or Recertification), the instructors are met in class by the Contractor, they will be grouped into a group of a maximum of (12) participants (the number of participants may change depending on the ministerial recommendations on social distancing measures and recommendations on effective health measures). At the end of this training, they will receive a First Aid/AED/CPR/C *Instructor* Certificate valid for two years.

### **Supervision during the first course**

As part of the initial certification process, each candidate must, during their first representation, be paired with a certified instructor and employee of Correctional Service Canada for a period of (eight) hours.

In some cases, the Contractor may find that the candidate requires more supervision. The Contractor must then communicate this information to the First Aid Coordinator at the Correctional Learning and Development Centre (CLDC). Together, the First Aid Coordinator and the Contractor will decide on a closer supervision strategy during the candidate's first course.

In the event that this supervision must be performed by the Contractor, the Contractor shall be paid in accordance with Part B of the Basis of Payment.

The supervision shall be carried out at the candidate's place of work, at a CSC facility located in the province of Quebec.

The supervision date will be determined taking into account the employee's availability and the training needs of the employee's workplace.

### **C) Issuance of certificates and reference material in first aid**

The Contractor must make reference material available for CSC-trained first aid workers by instructors accredited by the Contractor. This reference material can be in digital form, in manuals, or in any other form accepted by the project manager. The Contractor must take into account that CSC nurses are trained every two (2) years in CPR/AED/C for Health Professionals.

CSC instructors may order the reference material to be delivered by the Contractor at least two (2) days before the date of the scheduled First-Aid/CPR/AED course date, so that the material is available during the course.

When the Contractor receives a course transcript from a CSC instructor to obtain the certificates, the Contractor shall have a maximum of four (4) weeks for the issuance and delivery of the certificates to the location determined by the instructor who ordered the certificates.

In order to protect the information on its personnel, CSC will not provide the Contractor with any information on its personnel. Registration forms for First Aid/CPR/AED courses that will be provided to the Contractor for the issuance of certificates shall contain only the names of employees.



#### 4. Requirements

##### a) Specific regulations to observe

The content of the various first aid courses provided by the Contractor must meet the requirements set out in the reference documents set out in Section 2, as well as in the following regulations:

- CPR/AED – Level C;
- CPR/AED level C for Health Professionals;
- [Content of First Aid Courses as described in the \*Canada Occupational Health and Safety Regulations \(SOR/86-304\), PART XVI, Schedule 5, Subsection 16.12\(1\)\*](#)

In accordance with federal government requirements, training must be provided by a qualified Contractor, who has a certificate indicating that it is able to give courses in first aid delivered by the Canadian Red Cross or St. John Ambulance.

##### b) Pocket Masks and AED

- CSC uses Carestream pocket masks, with O2 concentrator, non-return valve and headband in its operations and training. The Contractor must use this type of pocket mask or its equivalent during training.
- CSC uses the “ZOLL AED PLUS” model in its operations and in the training of first aid workers. During instructor training, the Contractor must use this training material.

##### c) Place of training

Instructor training will take place at:

Correctional Learning and Development Centre – Quebec  
Correctional Service Canada  
5500 Lévesque Boulevard East  
Laval, QC H7C 1N7

If, exceptionally, instructor supervision is to be provided by the Contractor, it will take place at the employee’s workplace. As set out in section 3.3, the Contractor undertakes to provide, upon request, supervision of candidate instructors in the regions (see addresses of the facilities in the appendix).

##### d) Schedule of services

When training takes place at the Correctional Learning and Development Centre, the Contractor undertakes to deliver the training between 8:30 and 16:30. A break of one (1) hour is scheduled from 12:00 to 13:00, and two (2) breaks of fifteen (15) minutes each.

When the supervision (supervision of a candidate instructor) takes place at a CSC facility other than the Correctional Learning and Development Centre, the Contractor undertakes to be available for a period of eight hours between 7:00 and 16:30, according to the work schedule in place at the location where the training is to be delivered.

##### e) Material provided by the Contractor

The Contractor must provide and be responsible for providing its own training material. CSC shall provide the following facilities and material:

- audiovisual projection equipment and table; and



- paper and pencils for the participants.

The training material used by the Contractor for the training of CSC employees must contain the most recent first aid standards and meet the existing health standards at CSC at the time of training.

The Contractor is responsible for preparing, updating, printing and delivering the training materials.

For each course, the Contractor shall have two (2) weeks (following the award of the Standing Offer) to provide the Project Authority with the information requested below;

- Mannequin/AED/participant ratio (according to the standards of the accredited organization and in accordance with the health standards *in place at CSC at the time of training*) and the number of participants per instructor
- Sanitary equipment (according to the health standards in place at CSC at the time of training).
- Copy of reference material to be provided to participants
- Copy of the teaching material that will be provided to certified instructors for first aid training
- Course success criteria
- Method of evaluating candidates (steps and deadlines leading to certification)
- Copy of material used to evaluate course participants
- Duration of the validity of the certification

#### Distribution of material

The instructor must provide the training material, including the session schedule, to the participants in the instructor course. They must also inspect and recover the equipment after each training session.

#### Training provided by CSC instructors

When the *First Aid/AED/CPR/C Instructors* and *First Aid/CPR/AED/C Instructors for Health Professionals* train CSC employees, the mannequin/AED/participant ratio is in accordance with the standards of the accredited organization.

#### f) Course enrollment and attendance

CSC shall provide the Contractor with the number of people who will be attending the instructor training courses. The Contractor must then ask the participants for any additional information they may need to manage their instructor file. Employees will be free to provide strictly the personal information necessary for the Contractor to manage their file. The Contractor must submit to the CSC case manager the forms that must be completed by employees to obtain their first aid or instructor certificates issued by the Contractor. The CSC case manager shall assess the information requested by the Contractor and determine what is admissible to maximize the protection of CSC employee information.

CSC shall be responsible for registering course participants and shall provide the Contractor with the CSC regulatory attendance form. The Contractor is responsible for taking attendance at the beginning of the course and as required by CSC. The Contractor must submit the CSC attendance form to the designated CSC official at the time requested by CSC.

#### g) Course evaluation by participants





CSC shall provide the Contractor with the course evaluation form. At the end of the course, the Contractor shall distribute the course evaluation forms to the participants. They will be collected at the end of the course and returned to the designated CSC manager. The CSC manager shall compile the participants' evaluation results.

The services rendered must be subject to inspection and acceptance by the CSC Project Authority.

#### h) Cancellation

If any of the scheduled course sessions were to be cancelled by CSC or the Contractor, the other party must be given a minimum of seventy-two (72) working hours notice. It is understood that under this condition, there shall be no penalty for either party.

For any cancellation by CSC with less than seventy-two (72) hours' notice, CSC agrees to pay the costs associated with the training as if it had taken place.

#### l) Confidentiality

The Contractor shall treat all classified or private information relating to Government of Canada affairs confidentially during and after the provision of the services.

#### j) Security restrictions

The Contractor shall provide courses at the Correctional Learning and Development Centre and may be required to visit CSC's various correctional facilities located in Quebec. They will be able to use the classroom computers to do a screen projection but will not have access to the CSC computer network. This use of CSC computers will be subject to approval by the IT Section of the various CSC facilities. The use of any external IT support (e.g. USB key) shall be subject to verification by the IT section of the facility where it is located for security purposes.

#### k) Language of work

The Contractor must provide training and reference material in both official languages of Canada, French and English.

#### l) Communications during the Standing Offer

To ensure a common understanding and that the work is progressing smoothly, communications shall be by telephone and email communications, as well as through discussions and consultations when deemed necessary by either party.

The Contractor must immediately report to the Project Authority, by telephone or email, any problem that arises during the work that could have an impact on its progress.

### **5. Support provided by Canada**

The CSC Project Authority shall be available, after the Standing Offer has been awarded, for consultation with the Contractor in adapting its training programs to the correctional environment.

CSC shall make its premises available to the Contractor to train its personnel.





**ANNEX B**

**PROPOSED BASIS OF PAYMENT**

The following basis of payment will apply to any call-up issued against this Standing Offer.

**1.0 Professional Services provided with a Firm Price:**

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

**The Contractor must submit a price for each item requested in the unit prices table for its bid to be responsive (firm period and option years). DO NOT INCLUDE TAXES IN THE PRICES SUBMITTED.**

**Cancelledions:** In the event that CSC cancels a training session with less than seventy-two (72) hours' notice, CSC agrees to pay the costs associated with the training as if it had taken place.

**Travel:** No travel and/or living expenses are associated with this Standing Offer. The Contractor shall include these costs in the unit prices set out in this Annex.

<b>UNIT PRICE TABLE</b>					
<b>TRAINING SERVICE FOR FIRST AID INSTRUCTORS</b>					
<b>FIRM PERIOD:</b> As soon as the contract is awarded (April 2021) for a period of one year,					
It is agreed between Canada and the Contractor that the following table is the "Unit Price Table for the Standing Offer". The prices must include, but are not limited to, administrative costs, profit, labour, travel and subsistence expenses, as well as any other costs mentioned in this request for proposals.					
Item	Description	Unit of Measure	Unit Price	Estimated Quantity	Estimated Price
<b>A. Training</b>					
A.1	Recognition of prior learning	Training	\$_____	184	\$_____
A.2	Initial First Aid instructor training (CPR/AED Level C) for health professionals	Training	\$_____	1	\$_____
A.3	Initial First Aid instructor training (CPR/AED Level C)	Training	\$_____	184	\$_____
<b>B. Supervision of candidates</b>					
B.1	Supervision of a candidate's first course at the <b>Laval Complex</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.2	Supervision of a candidate's first course at the <b>Sainte-Anne-des-Plaines Complex</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.3	Supervision of a candidate's first course at <b>Cowansville Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.4	Supervision of a candidate's first course at <b>Donnacona Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____



B.5	Supervision of a candidate's first course at <b>Drummond Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.6	Supervision of a candidate's first course at <b>Joliette Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.7	Supervision of a candidate's first course at <b>La Macaza Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.8	Supervision of a candidate's first course at <b>Port-Cartier Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
<b>C. Certificates</b>					
C.1	Level C CPR/AED certificate for health professionals	Each	\$_____	46	\$_____
C.2	Level C CPR/AED certificate	Each	\$_____	690	\$_____

<b>D. Support material</b>					
D.1	Reference material for health professionals (CPR/AED Level C)	Each	\$_____	46	\$_____
D.2	Reference material for first aid attendants (CPR/AED Level C)	Each	\$_____	200	\$_____
* <i>The estimated quantities are given as a reference for the purpose of evaluating bids.</i>					\$_____
<b>Estimated total price:</b>					\$_____

**Costs and expenses**

ONLY those services invoiced at the above rates will be paid. The submitted rates include EVERYTHING that is necessary to perform the work in accordance with the services expected and described in Annex A, Statement of Work. This includes, but is not limited to, instruction fees, teaching materials, travel and subsistence expenses, word processing, reports, photocopies, courier services, postage, fax costs, telephone calls and/or any other costs necessary to service delivery.



**2.0 Options to Extend the Standing Offer Period:**

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

<b>UNIT PRICE TABLE</b> <b>TRAINING SERVICE FOR FIRST AID INSTRUCTORS</b> <b>FIRM PERIOD: 1<sup>st</sup> optional year, after the firm period</b>					
It is agreed between Canada and the Contractor that the following table is the "Unit Price Table for the Standing Offer". The prices must include, but are not limited to, administrative costs, profit, labour, travel and subsistence expenses, as well as any other costs mentioned in this request for proposals.					
Item	Description	Unit of Measure	Unit Price	Estimated Quantity	Estimated Price
<b>A. Training</b>					
A.1	Recognition of prior learning	Training	\$_____	4	\$_____
A.2	Initial First Aid instructor training (CPR/AED Level C) for health professionals	Training	\$_____	1	\$_____
A.3	Initial First Aid instructor training (CPR/AED Level C)	Training	\$_____	4	\$_____
<b>B. Supervision of candidates</b>					
B.1	Supervision of a candidate's first course at the <b>Laval Complex</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.2	Supervision of a candidate's first course at the <b>Sainte-Anne-des-Plaines Complex</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.3	Supervision of a candidate's first course at <b>Cowansville Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.4	Supervision of a candidate's first course at <b>Donnacona Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.5	Supervision of a candidate's first course at <b>Drummond Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.6	Supervision of a candidate's first course at <b>Joliette Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.7	Supervision of a candidate's first course at <b>La Macaza Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____



B.8	Supervision of a candidate's first course at <b>Port-Cartier Institution</b> , which lasts eight hours.	Supervision	\$ _____	2	\$ _____
<b>C. Certificates</b>					
C.1	Level C CPR/AED certificate for health professionals	Each	\$ _____	46	\$ _____
C.2	Level C CPR/AED certificate	Each	\$ _____	690	\$ _____

<b>D. Support material</b>					
D.1	Reference material for health professionals (CPR/AED Level C)	Each	\$ _____	46	\$ _____
D.2	Reference material for first aid attendants (CPR/AED Level C)	Each	\$ _____	200	\$ _____
* <i>The estimated quantities are given as a reference for the purpose of evaluating bids.</i>					<b>Estimated total price:</b> \$ _____

**Costs and expenses**

ONLY those services invoiced at the above rates will be paid. The submitted rates include EVERYTHING that is necessary to perform the work in accordance with the services expected and described in Annex A, Statement of Work. This includes, but is not limited to, instruction fees, teaching materials, travel and subsistence expenses, word processing, reports, photocopies, courier services, postage, fax costs, telephone calls and/or any other costs necessary to service delivery.



**UNIT PRICE TABLE  
TRAINING SERVICE FOR FIRST AID INSTRUCTORS**

**FIRM PERIOD: 2<sup>nd</sup> optional year, after option 1**

It is agreed between Canada and the Contractor that the following table is the "Unit Price Table for the Standing Offer". The prices must include, but are not limited to, administrative costs, profit, labour, travel and subsistence expenses, as well as any other costs mentioned in this request for proposals.

Item	Description	Unit of Measure	Unit Price	Estimated Quantity	Estimated Price
<b>A. Training</b>					
A.1	Recognition of prior learning	Training	\$_____	184	\$_____
A.2	Initial First Aid instructor training (CPR/AED Level C) for health professionals	Training	\$_____	1	\$_____
A.3	Initial First Aid instructor training (CPR/AED Level C)	Training	\$_____	184	\$_____
<b>B. Supervision of candidates</b>					
B.1	Supervision of a candidate's first course at the <b>Laval Complex</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.2	Supervision of a candidate's first course at the <b>Sainte-Anne-des-Plaines Complex</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.3	Supervision of a candidate's first course at <b>Cowansville Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.4	Supervision of a candidate's first course at <b>Donnacona Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.5	Supervision of a candidate's first course at <b>Drummond Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.6	Supervision of a candidate's first course at <b>Joliette Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.7	Supervision of a candidate's first course at <b>La Macaza Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.8	Supervision of a candidate's first course at <b>Port-Cartier Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
<b>C. Certificates</b>					
C.1	Level C CPR/AED certificate for health professionals	Each	\$_____	46	\$_____
C.2	Level C CPR/AED certificate	Each	\$_____	690	\$_____



**D. Support material**

D.1	Reference material for health professionals (CPR/AED Level C)	Each	\$_____	46	\$_____
D.2	Reference material for first aid attendants (CPR/AED Level C)	Each	\$_____	200	\$_____
* <i>The estimated quantities are given as a reference for the purpose of evaluating bids.</i>					\$_____
<b>Estimated total price:</b>					\$_____

**Costs and expenses**

ONLY those services invoiced at the above rates will be paid. The submitted rates include EVERYTHING that is necessary to perform the work in accordance with the services expected and described in Annex A, Statement of Work. This includes, but is not limited to, instruction fees, teaching materials, travel and subsistence expenses, word processing, reports, photocopies, courier services, postage, fax costs, telephone calls and/or any other costs necessary to service delivery.



**UNIT PRICE TABLE**  
**TRAINING SERVICE FOR FIRST AID INSTRUCTORS**  
**FIRM PERIOD: 3<sup>rd</sup> optional year, after option 2**

It is agreed between Canada and the Contractor that the following table is the "Unit Price Table for the Standing Offer". The prices must include, but are not limited to, administrative costs, profit, labour, travel and subsistence expenses, as well as any other costs mentioned in this request for proposals.

Item	Description	Unit of Measure	Unit Price	Estimated Quantity	Estimated Price
<b>A. Training</b>					
A.1	Recognition of prior learning	Training	\$_____	4	\$_____
A.2	Initial First Aid instructor training (CPR/AED Level C) for health professionals	Training	\$_____	1	\$_____
A.3	Initial First Aid instructor training (CPR/AED Level C)	Training	\$_____	4	\$_____
<b>B. Supervision of candidates</b>					
B.1	Supervision of a candidate's first course at the <b>Laval Complex</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.2	Supervision of a candidate's first course at the <b>Sainte-Anne-des-Plaines Complex</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.3	Supervision of a candidate's first course at <b>Cowansville Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.4	Supervision of a candidate's first course at <b>Donnacona Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.5	Supervision of a candidate's first course at <b>Drummond Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.6	Supervision of a candidate's first course at <b>Joliette Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.7	Supervision of a candidate's first course at <b>La Macaza Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
B.8	Supervision of a candidate's first course at <b>Port-Cartier Institution</b> , which lasts eight hours.	Supervision	\$_____	2	\$_____
<b>C. Certificates</b>					
C.1	Level C CPR/AED certificate for health professionals	Each	\$_____	46	\$_____
C.2	Level C CPR/AED certificate	Each	\$_____	690	\$_____



<b>D. Support material</b>					
D.1	Reference material for health professionals (CPR/AED Level C)	Each	\$ _____	46	\$ _____
D.2	Reference material for first aid attendants (CPR/AED Level C)	Each	\$ _____	200	\$ _____
* <i>The estimated quantities are given as a reference for the purpose of evaluating bids.</i>					\$ _____
<b>Estimated total price:</b>					\$ _____

**Costs and expenses**

ONLY those services invoiced at the above rates will be paid. The submitted rates include EVERYTHING that is necessary to perform the work in accordance with the services expected and described in Annex A, Statement of Work. This includes, but is not limited to, instruction fees, teaching materials, travel and subsistence expenses, word processing, reports, photocopies, courier services, postage, fax costs, telephone calls and/or any other costs necessary to service delivery.

**3.0 Applicable Taxes**

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

**4.0 Electronic Payment of Invoices - Offer**

Canada requests that Offerors complete option 1 below, if accepted:

1. Electronic Payment Instrument will be accepted for payment of invoices.

( ) MasterCard Acquisition Card;

Acceptance or not of this Electronic Payment option will not be considered as an evaluation criterion.





**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**

See attached document entitled : ***21301-21-3250270\_LVERS signée\_SRCL signed***



## ANNEX D INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



## ANNEX E EVALUATION CRITERIA

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the offer **address each of these criteria to demonstrate that the requirements are met.**

#### 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

#### 1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

#### 1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

#### 1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
  - a. Name;
  - b. Organization;
  - c. Current Phone Number; and
  - d. Email address if available

### 1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does



not include the required month and year for the start date and end date of the experience claimed.

- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

**MANDATORY TECHNICAL CRITERIA – TRAINING SERVICE FOR FIRST AID INSTRUCTORS**

No.	Mandatory criteria	Offeror's description (include a reference to the offer)	Met (yes/no)
	<p>The proposed resource must have a certificate stating that the resource is qualified to provide First Aid training delivered by one of the following accredited organizations:</p> <ul style="list-style-type: none"> <li>- The Canadian Red Cross; or</li> <li>- St. John Ambulance.</li> </ul> <p>Proof of such certification must be submitted on submission of the offer.</p>		
O1	<p>The proposed resource must have at least four (4) years of experience in First Aid instructor training (CPR/AED Level C), acquired within the past ten (10) years.</p> <p>The resource's curriculum vitae (CV) must be submitted on submission of the offer. The information contained in the CV must clearly show that the resource has the required experience by stating:</p> <ol style="list-style-type: none"> <li>1. Where (name and address of the client);</li> <li>2. When (start and end dates); and</li> <li>3. How (description of the experience acquired)</li> </ol> <p>Two references must be submitted, attesting to the experience described in the CV of the proposed resource.</p>		
O2	<p>The proposed resource must have at least two (2) years of experience in oxygen therapy training, acquired within the past five (5) years.</p> <p>The resource's curriculum vitae (CV) must be submitted on submission of the offer. The information contained in the CV must clearly show that the resource has the required experience by stating:</p>		



No.	Mandatory criteria	Offeror's description (include a reference to the offer)	Met (yes/no)
	<ol style="list-style-type: none"> <li>1. Where (name and address of the client);</li> <li>2. When (start and end dates); and</li> <li>3. How (description of the experience acquired)</li> </ol> <p>Two references must be submitted, attesting to the experience described in the CV of the proposed resource.</p>		
O3	<p>The proposed resource must have at least two (2) years of experience in First Aid instructor training (CPR/AED Level C) <b>for health care professionals</b>, acquired within the past five (5) years.</p> <p>The resource's curriculum vitae (CV) must be submitted on submission of the offer. The information contained in the CV must clearly show that the resource has the required experience by stating:</p> <ol style="list-style-type: none"> <li>1. Where (name and address of the client);</li> <li>2. When (start and end dates); and</li> <li>3. How (description of the experience acquired)</li> </ol> <p>Two references must be submitted, attesting to the experience described in the CV of the proposed resource.</p>		
O4	<p>The proposed resource must have at least two (2) years of experience, acquired within the past five (5) years, in training or use of each of the following techniques:</p> <ol style="list-style-type: none"> <li>I. Improvised transport techniques and safe working positions for first responders;</li> <li>II. Use of a spine board or cervical collar, logroll techniques, immobilization of a standing person, and rapid lowering;</li> <li>III. Use of a Combitube;</li> <li>IV. Use of oxygen therapy in emergency situations, namely basic devices for opening airways (oropharyngeal and</li> </ol>		



No.	Mandatory criteria	Offeror's description (include a reference to the offer)	Met (yes/no)
	<p>nasopharyngeal cannulae), and airway protection; and</p> <p>V. Safe use of an O2 tank and stand for a 100% oxygen mask.</p> <p>The resource's curriculum vitae (CV) must be submitted on submission of the offer. The information contained in the CV must clearly show that the resource has the required experience by stating:</p> <ol style="list-style-type: none"><li>1. Where (name and address of the client);</li><li>2. When (start and end dates); and</li><li>3. How (description of the experience acquired)</li></ol> <p>Two references must be submitted, attesting to the experience described in the CV of the proposed resource.</p>		