



National Defence  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale  
Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR QUOTATION  
DEMANDE DE QUOTATION**

**RETURN QUOTATIONS TO:  
RETOURNER LES QUOTATIONS À :**

[DapServicesBidReceiving-  
DoaServicesReceptionDesSoumissions@forces.gc.ca](mailto:DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca)

Attn : Bronwyn Knight, DAP 2-2-3

**Proposal To: Department of National Defence**

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

**Proposition à : Ministère de la Défense nationale**

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

**Solicitation Closes –  
L'invitation prend fin**

At – à : 2:00 pm Eastern Daylight Time (EDT)  
14:00 Heure avancée de l'Est (HAE)

On - le : 16 June 2021  
16 Juin 2021

<b>Title/Titre</b> Search and Rescue (SAR) Technician Medical Training	<b>Solicitation No – N° de l'invitation</b> W6570-20-AOT01
<b>Date of Solicitation – Date de l'invitation</b>	
<b>Address Enquiries to – Adresser toutes questions à</b>  <b>Bronwyn Knight</b> <b>DAP 2-2-3</b> <a href="mailto:DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca">DapServicesBidReceiving- DoaServicesReceptionDesSoumissions@forces.gc.ca</a>	
<b>Telephone No. – N° de téléphone</b>  819-939-5103	<b>FAX No – N° de fax</b>  819-939-5042
<b>Destination</b>  455 Blvd de la Carrière Gatineau, QC, K1A 0K2	

**Instructions:**

**Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

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## TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION .....	3
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
PART 2 - BIDDER INSTRUCTIONS .....	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF BIDS .....	5
2.3 FORMER PUBLIC SERVANT – COMPETITIVE BID ( <i>SACC MANUAL A3025T</i> ) (2020-05-04) .....	6
2.4 ENQUIRIES - BID SOLICITATION .....	7
2.5 APPLICABLE LAWS .....	8
PART 3 - BID PREPARATION INSTRUCTIONS .....	9
3.1 BID PREPARATION INSTRUCTIONS .....	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....	10
4.1 EVALUATION PROCEDURES .....	10
4.2 FINANCIAL EVALUATION .....	10
4.3 BASIS OF SELECTION .....	10
4.4 TECHNICAL EVALUATION .....	10
ATTACHMENT 1 TO PART 4 .....	12
EVALUATION CRITERIA .....	12
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....	18
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	18
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	18
ATTACHMENT 1 TO PART 5 .....	21
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....	23
6.1 SECURITY REQUIREMENTS .....	23
6.2 INSURANCE REQUIREMENTS .....	23
PART 7 - RESULTING CONTRACT CLAUSES .....	24
7.1 STATEMENT OF WORK .....	24
7.2 TASK AUTHORIZATION .....	24
7.3 STANDARD CLAUSES AND CONDITIONS .....	24
7.4 TERM OF CONTRACT .....	25
7.5 AUTHORITIES .....	25
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	27
7.7 PAYMENT .....	27
7.8 INVOICING INSTRUCTIONS .....	28
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	28
7.10 APPLICABLE LAWS .....	29
7.11 PRIORITY OF DOCUMENTS .....	29
7.12 DEFENCE CONTRACT .....	29
7.13 INSURANCE REQUIREMENTS .....	29
7.14 SACC MANUAL CLAUSES .....	30

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7.15 CLOSURE OF GOVERNMENT OFFICES.....	30
ANNEX "A".....	31
STATEMENT OF WORK.....	31
ANNEX "B".....	48
BASIS OF PAYMENT.....	48
ANNEX "C".....	52
INSURANCE REQUIREMENTS.....	52
ANNEX "D".....	54
DND 626 TASK AUTHORIZATION FORM.....	54
ANNEX "E".....	56
NON-DISCLOSURE AGREEMENT.....	56

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirements, DND 626 Task Authorization form, and the Non-Disclosure Agreement.

### **1.2 Summary**

**1.2.1** This requirement is to support the 1 Canadian Air Division (1CAD) Flight Surgeon by providing the Canadian Forces Search and Rescue (SAR) Technicians with Qualification Level (QL) Restricted Team Member (RTM) courses, Restricted Team Leader (RTL) courses, Medical Recertification courses, as well as any associated pre-course requirements.

The SAR Technicians are part of an elite group of Primary Care Paramedics (PCP) that provide on-scene medical aid and evacuation anywhere in Canada. The SAR Tech Medical Training was designed to provide SAR Technicians with the skills, knowledge, and aptitudes to perform an organized and prioritized patient assessment, intervene in life-threatening injuries and conditions, perform basic and advanced treatments, procedures, and protocols, and record and report patient care.

**1.2.2** This solicitation process is intended to result in the award of one (1) contract for two (2) years, plus two (2) additional two-year, irrevocable options allowing Canada to extend the term of the contract.

**1.2.3** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the following modifications:

- (a) Section 02, Procurement Business Number is deleted in its entirety.
- (b) Section 05, Submission of Bids – Subsection 4 is amended as follows:  
  
Delete: 60 days  
Insert: 160 days
- (c) Section 06, Late Bids is deleted in its entirety and replaced with the following text: for bids submitted electronically, the late bids will be deleted. Records will be kept documenting the transaction history of all late bids.
- (d) Section 07, Delayed Bids is deleted in its entirety and replaced with the following text:  
It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- (e) Section 08, Transmission by facsimile, by E-Post Connect, sub-section 1.a and sub-section 2 are deleted in their entirety.

### 2.2 Submission of Bids

**2.2.1.** Unless specified otherwise in the RFP or otherwise directed by the Contracting Authority, bids must be submitted to the Department of National Defence organization by electronic mail by the date and time indicated on Page 1 of the solicitation.

**2.2.2. Electronic Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting**

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**Authority.** Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents **submitted** after the closing time and date will not be accepted.

### **2.3 Former Public Servant – Competitive Bid (SACC Manual A3025T) (2020-05-04)**

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

#### **Definitions**

For the purposes of this clause,

"*former public servant*" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

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## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



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Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

## **2.6 Bid Challenge and Recourse Mechanisms**

(a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

(b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid: one (1) soft copy submitted by e-mail;

Section II: Financial Bid: one (1) soft copy submitted by e-mail;

Section III: Certifications: one (1) soft copy submitted by e-mail; and

Section IV: Additional Information: one (1) soft copy submitted by e-mail.

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

Canada requests that Bidders use a numbering system that corresponds to that of the bid solicitation.

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

**3.1.2 Exchange Rate Fluctuation**  
C3011T (2013-11-06), Exchange Rate Fluctuation

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

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

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

### **4.1 Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Mandatory and point-rated technical evaluation criteria are included in Attachment 1 to Part 4.

### **4.2 Financial Evaluation**

#### **4.2.1 Mandatory Financial Criteria**

*SACC Manual Clause A0220T (2014-06-26), Evaluation of Price – Bid*

### **4.3 Basis of Selection**

#### **4.3.1 Lowest Price per Point, *SACC Manual Clause A0035T (2007-05-25)***

1. To be declared responsive, a bid must:
  - a) Comply with all the requirements of the bid solicitation;
  - b) Meet all mandatory technical evaluation criteria; and
  - c) Obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 95 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

### **4.4 Technical Evaluation**

#### **4.4.1 Joint Venture Experience**

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If

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member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

## ATTACHMENT 1 to PART 4

### EVALUATION CRITERIA

#### 1.0 Mandatory Technical Criteria

- 1.1 The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.
- 1.2 Bids which fail to meet the mandatory technical criteria will be declared **NON-RESPONSIVE** and will not be evaluated further. Each mandatory technical criterion should be addressed separately.
- 1.3 The Bidder's proposal must include a *Curriculum Vitae* for all proposed resource(s). Each *Curriculum Vitae* must fully demonstrate how the proposed resource meets or exceeds each mandatory technical requirement and how the stated qualifications/experience were obtained. Simply listing or stating that a qualification or experience exists will not suffice for the purposes of demonstrated. The *Curriculum Vitae* must include details as to the where, when, month and year through which the stated qualifications/experience were obtained.
- 1.3.1 For the purposes of this evaluation, the demonstrated experience in the below Mandatory Requirements may happen concurrently. Overlaps in time, however, will only be counted once; e.g., if the resource worked at Company A from July to August 2015 and at Company B from August to October 2015, each month would only be counted once, resulting in a total working time of four (4) months.
- 1.3.2 Bidders must provide copies of appropriate documentation such as degrees, diplomas, certifications and other professional certifications or designations.

#### 1.4 Mandatory Technical Criteria

No.	Common Mandatory Requirements <i>Bidder must demonstrate all instructor resources meet the following qualifications by providing copy of certification (completed course), diploma and a curriculum vitae:</i>	Met / Not Met	Bidder Substantiation
<b>MT1</b>	All proposed resource(s) must have the Advanced Care Paramedic (ACP) and/or Primary Care Paramedic (PCP) qualification, with a minimum of forty-eight (48) months of professional experience within the last ten (10) years in emergency departments, pre-hospital care, and/or ambulance environments. All proposed resource(s) must have participated in the maintenance of their emergency and/or pre-hospital clinical skills within the past two (2) years.		

<b>MT2</b>	All proposed resource(s) must have a minimum of one (1) year of demonstrated professional experience within the last five (5) years teaching at a recognized provincial or federal institution in the pre-hospital, emergency care and/or medical field.		
<b>MT3</b>	All proposed resource(s) must have graduated from a pre-hospital studies program, relevant certified health professional (example: Physician, Nurse) in emergency care, or be a certified Primary Care Paramedic or higher.		
<b>MT4</b>	All proposed resource(s) must be a certified member, in good standing, of their applicable Canadian provincial association. (Example: Medical Association; Nursing Association; Paramedic Association; or other provincial or federal professional organization.)		
<b>MT5</b>	Bidder must provide a minimum of three (3) letters of agreement with health-care facilities located in major centres (ie Winnipeg, Vancouver, Toronto) for the contract period, including option periods, between the Bidder and local* urban hospitals for the provision of preceptors to teach, supervise and provide feedback on SAR Tech practical training.		
<b>MT6</b>	Bidder must demonstrate that it developed and/or conducted a minimum of five (5) workshops and/or courses in the paramedical field within the last five (5) years.		
<b>MT7</b>	Bidder must provide proof of accreditation that it is fully accredited according to the National Occupational Competency Profiles (NCOP) of the Paramedic Association of Canada, at the levels of Primary Care Paramedic (PCP) and Advanced Care Paramedic (ACP), as per the Canadian Medical Association Conjoint Committee for Accreditation.		
<b>MT8</b>	Bidder must provide a minimum of one (1) sample of Textbooks and Guides for RTM, RTL, and Med Recert training modules, including one (1) chronological study guide.		
<b>MT9</b>	Bidder must provide a sample of a year-long training schedule, including positions assigned to perform work as described in the Statement of Work, Annex "A".		

	<b>Chief Instructor Mandatory Requirements</b>	<b>Met / Not Met</b>	<b>Bidder Substantiation</b>
<b>MT11</b>	The proposed resource(s) must have overseen projects in training development and/or performance management for a minimum of 24 months.		
<b>MT12</b>	The proposed resource(s) must have overseen the maintenance of student training records, including the preparation and delivery of student training reports for a minimum of 24 months.		

	<b>Physician Instructor Mandatory Requirements</b>	<b>Met / Not Met</b>	<b>Bidder Substantiation</b>
<b>MT13</b>	The proposed resource(s) must provide proof of license to practice as a physician in one or more Canadian province or territory, and able to work in an ER.		
<b>MT14</b>	The proposed resource(s) must be currently practicing in a clinical ER setting with a minimum of 144 hours within the past one (1) year in an active ER.		

	<b>Paramedic Instructor Mandatory Requirements</b>	<b>Met / Not Met</b>	<b>Bidder Substantiation</b>
<b>MT15</b>	The proposed resource(s) must provide proof of license to practice as a paramedic in one or more Canadian province or territory.		
<b>MT16</b>	Proposed resource(s) must demonstrate that they have worked a minimum of 1000 hours in a clinical paramedic position within the past 5 years.		

	<b>Nurse Preceptor Mandatory Requirements</b>	<b>Met / Not Met</b>	<b>Bidder Substantiation</b>
<b>MT17</b>	The proposed resource(s) must provide proof of license to practice as a Registered Nurse (or higher).		
<b>MT18</b>	The proposed resource(s) must have a minimum of three (3) years' demonstrated experience in an isolated and/or austere environment (ex. Arctic, remote locations)		

### 1.5 Point Rated Technical Criteria

Provided that all the **MANDATORY CRITERIA** are met, the proposals will be evaluated on the basis of the following criteria. Therefore, Bidders are advised to address each area in sufficient depth to show clearly how effectively the work would be done. Proposals which do not provide sufficient information will be non-responsive.

No.	Point-rated Technical Criterion	Point Allocation	Bidder Substantiation	Score
PR1	<p><b>UNDERSTANDING OF THE REQUIREMENTS IN THE STATEMENT OF WORK</b></p> <p>The Bidder should provide details regarding the services being provided, staffing and how they will meet DND requirements.</p>	<p><b>Criteria</b> Bidder demonstrates full understanding of requirement by providing a complete outline of course training schedule, proposed instructors, textbooks and tracking mechanisms; <b>20 pts</b></p> <p>Bidder demonstrates adequate understanding of requirement by providing an incomplete outline of course training schedule, proposed instructors, textbooks and tracking mechanisms; <b>10 pts</b></p> <p>Bidder does not demonstrate an understanding by not providing a complete outline of course training schedule, proposed instructors, textbooks and tracking mechanisms; <b>0 pts</b></p>		/20
PR2	<p><b>CONTRACTOR COMPANY INFORMATION</b></p> <p>Bidder should provide details of reporting relationships; evidence of organization and management capability; number and adequacy of resources; contingency</p>	<p><b>Criteria</b> Bidder fully provides all details as required; <b>20 pts</b></p> <p>Bidder adequately provides all details as required; <b>12 pts</b></p> <p>Bidder provides poor / does not provide all details as required; <b>0 pts</b></p>		/20



	plan for back-up resources.			
<b>PR3</b>	<p><b>EXPERIENCE AND UNDERSTANDING OF WORKING WITH CANADIAN FORCES SEARCH AND RESCUE AND/OR CANADIAN FORCES MEDICAL PERSONNEL</b></p> <p>Bidder should describe in full its experience and understanding of the medical and emergent medical side of the Canadian Forces by providing previous relationships such as previous contracts, consulting and years of experience.</p>	<p><b>Criteria</b> More than five years' experience with a very good to excellent understanding of Canadian Forces Search and Rescue and/or Canadian Forces Medical Personnel; <b>10 pts</b></p> <p>More than 3 and less than 5 years' experience with a good to very good understanding of Canadian Forces Search and Rescue and/or Canadian Forces Medical Personnel; <b>8 pts</b></p> <p>"More than one and less than 3 years' experience with an understanding to a good understanding of Canadian Forces Search and Rescue and/or Canadian Forces Medical Personnel; <b>5 pts</b></p> <p>Less than one year with barely no understanding to some understanding of Canadian Forces Search and Rescue and/or Canadian Forces Medical Personnel; <b>0 pts</b></p>		/10
<b>PR4</b>	<p><b>EXPERIENCE IN PROVIDING PARAMEDICAL TRAINING</b></p> <p>Each company in a Joint Venture or Partnership will be separately assessed in accordance</p>	<p><b>Criteria</b> Experience providing paramedical training to support practice in austere environments; 5 or more years: <b>15 pts</b> 4 to 5 years: <b>10 pts</b></p>		/45

	<p>with the table below. In the event of a Joint Venture or Partnership, the average of all will be taken to arrive to a maximum score of 15.</p>	<p>Experience providing paramedical training to support practice in ambulance and isolated settings; 10 or more years: <b>15 pts</b> 6 to 10 years: <b>10 pts</b> 4 to 5 years: <b>5 pts</b></p> <p>Experience providing paramedical training to support practice in ambulance settings; 15 or more years: <b>15 pts</b> 12 to 14 years: <b>10 pts</b> 6 to 8 years: <b>5 pts</b> &lt; 6 years: <b>0 pts</b></p>		
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**Minimum Points Required: 67 points (70%)**

**Total Points Possible: 95 points**

**Total Score: \_\_\_\_\_ /95**

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

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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## 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## 5.2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## 5.2.4 Education and Experience

*SACC Manual* clause A3010T (2010-08-16) Education and Experience

### **5.2.5 Non-disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex “E”, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

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## ATTACHMENT 1 to PART 5

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) – Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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

### **6.1 Security Requirements**

There are no security requirements associated with this requirement.

### **6.2 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company to operate in Canada stating that the Bidder, if awarded the contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7, Article 7.13, and outlined in Annex "C" Insurance Requirements.

If the information is not provided in the Bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a timeframe within which to meet the requirement. Failure to comply with the request of the Contracting Authority within that time period will render the Bid non-responsive.



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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization. The Work described in the Task Authorization must be in accordance with the scope of the Contract.

#### **7.2.1 Task Authorization Process**

- (a) The Procurement Authority will provide the Contractor with a description of the task using the DND 626 Task Authorization Form specified in Annex "D".
- (b) The Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The Task Authorization will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- (c) The Contractor must provide the Procurement Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a Task Authorization authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a Task Authorization has been received will be done at the Contractor's own risk.

#### **7.2.2 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations up to a limit of \$200,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **7.2.3 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

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

#### **7.3.1 General Conditions**

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2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modifications:

- (a) Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract Award to 31 December 2023, inclusive.

### **7.4.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Name:** Bronwyn Knight

**Title:** Senior Materiel Acquisitions and Support Officer, A/DAP 2-2-3  
Department of National Defence (DND)

**Directorate:** DAP, DGAEPM

**Address:** 101 Colonel By Drive, Ottawa, ON, K1A 0K2

**Telephone:** 819-939-5103

**Facsimile:** 819-939-5042

**E-mail Address:** [Bronwyn.Knight@forces.gc.ca](mailto:Bronwyn.Knight@forces.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must

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not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **7.5.2 Procurement Authority**

The Procurement Authority for the Contract is: *(to be inserted at contract award)*

**Name:**

**Title:**

**Directorate:**

**Address:**

**Telephone:**

**E-mail Address:**

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

### **7.5.3 Project Authority**

The Project Authority for the Contract is: *(to be inserted at contract award)*

**Name:**

**Title:**

**Address:**

**Telephone:**

**Email Address:**

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.5.4 Technical Authority**

The Technical Authority for the Contract is: *(to be inserted at contract award)*

**Name:**

**Title:**

**Address:**

**Telephone:**

**E-mail Address:**

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The Technical Authority is responsible for the oversight of the day-to-day tasks carried out on-site. Any Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.5.5 Contractor's Representative**

The Contractor's representative for the Contract is: *(to be inserted at contract award)*

**Name:**

**Title:**

**Company:**

**Address:**

**Telephone:**

**Facsimile:**

**E-mail address:**

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

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

### **7.7 Payment**

#### **7.7.1 Basis of Payment**

#### **7.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of *\$TO BE DETERMINED AT CONTRACT AWARD*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or

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- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
  4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 Multiple Payments**

*SACC Manual* clause H1001C (2008-05-12) Multiple Payments

### **7.7.4 SACC Manual Clause**

*SACC Manual* clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

## **7.8 Invoicing Instructions**

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed; and,
- (b) a copy of the release document and any other documents as specified in the Contract.

- 7.8.2** Invoices must be distributed as follows:

- (a) The original and (1) copy must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Individual e-mails exceeding five (5) megabytes, or those that include other factors such as embedded macros and/or links, may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Contractor.

Larger invoices may be submitted through more than one e-mail. The Procurement Authority will confirm receipt of documents. It is the Contractor's responsibility to ensure that the Procurement Authority has received the entire invoice.

The Contractor should not assume that all documents have been received unless the Procurement Authority confirms receipt of each document.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28) General Conditions - Higher Complexity – Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Insurance Requirements;
- (f) Annex "D", DND626 Task Authorization;
- (g) Annex "E", Non-disclosure Agreement;
- (h) the signed Task Authorizations (including all of its annexes, if any); and
- (i) the Contractor's bid dated *To Be Inserted At Contract Award*.

### **7.12 Defence Contract**

SACC Manual clause A9006C (2012-07-16) Defence Contract

### **7.13 Insurance Requirements**

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any

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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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.14 SACC Manual Clauses**

The following SACC Manual Clauses apply to and form part of the resulting Contract:

- i) SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations*
- ii) SACC Manual clause A6068C (2010-01-11) Government Site Regulations*
- iii) SACC Manual clause B9028C (2007-05-25) Access to Facilities and Equipment*

#### **7.15 Closure of Government Offices**

No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure or early closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or early closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

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## ANNEX "A"

### STATEMENT OF WORK

#### Search and Rescue Technician Medical Training Program

#### 1. OBJECTIVE

- 1.1 Search and Rescue Technician (SAR Tech) medical programs must be specifically tailored to SAR Tech programs based on the paramedic training curriculum. The SAR Tech works under the authority of the 1 Canadian Air Division (1 CAD) Flight Surgeon. While much instruction relates directly with the National Occupational Competency Profiles (NOCPs) for Paramedic practitioners, time constraints of the training year will not allow for the full completion of all NOCP checklist elements. Instead, training is focused towards the 1 CAD Headquarters SAR Tech Pre Hospital Protocols and Procedures (B-GA-005-000/FP-D01) detailing actions of the SAR Tech during rescue missions and interventions to be taken.
- 1.2 SAR Tech medical programs must meet all prerequisites for the existing "Primary Care Paramedic (PCP) with Advanced Care Paramedic Skills" certification in accordance with the current 1 CAD Headquarters SAR Tech Pre Hospital Protocols and Procedures (B-GA-005-000/FP-D01), taking into consideration the developing changes occurring to the NOCPs for paramedic practitioners.
- 1.3 As and when requested, the Contractor must take the lead on all training and instruction with augmentation provided by the Canadian Forces School of Search and Rescue (CFSSAR). SAR Tech Instructors will augment and be utilized during practice simulations on the Restricted Team Member (RTM) course, the Restricted Team Leader (RTM) course, and Medical recertification courses. The Contractor must conduct all the testing on the RTM course.

#### 2. BACKGROUND

- 2.1 The Canadian Forces Search and Rescue Technicians (SAR Techs) are part of an elite group of Primary Care Paramedics (PCP) that provide on-scene medical aid and evacuation anywhere in Canada. They are the rescuers of last resort getting called out in some of the worst weather, to some of the most remote regions of Canada. There are approximately one hundred operational SAR Techs across Canada at five primary Search and Rescue Squadrons in Winnipeg, MB; Trenton, ON; Greenwood, NS; Comox, BC; and Gander, NL. As well, there are an additional thirty SAR Techs positioned at schools and in management.
- 2.2 Search and Rescue (SAR) operations may require parachuting, mountaineering, hiking, swimming and diving to reach the citizens in peril. Search and Rescue missions typically employ two SAR Techs with the apprentice serving as Team Member (TM) being directed by a journeyman SAR Tech known as the Team Leader (TL).



- 2.3** Upon graduating from the eleven-month search and rescue course in Comox, British Columbia, SAR Techs need to be experts in each category, in addition to completing the necessary medical training.

### **3. ACRONYMS AND ABBREVIATIONS**

<b>TERM</b>	<b>MEANING</b>
1 CAD	1 Canadian Air Division
1 CAD Surg	1 Canadian Air Division Surgeon
ACP	Advanced Care Paramedic
AED	Cardiac Arrest
CASSIM	Casualty Simulation
CFSSAR	Canadian Forces School of Search and Rescue
COPD	Chronic Obstructive Pulmonary Disorder
CV	Cardiovascular
DND	Department of National Defence
EMR	Emergency Medical Responder
HIV	Human Immunodeficiency Virus
IO	Intra-Osseous
LOC	Level of Consciousness
MED Recert	Medical Recertification
NOCPs	National Occupational Competency Profiles
NYD	Not yet diagnosed
OG	Orogastric
PCP	Primary Care Paramedic
PRB	Progress Review Board
RCAF	Royal Canadian Air Force
RTL	Restricted Team Leader
RTM	Restricted Team Member
SAR	Search and Rescue
SAR Techs	Search and Rescue Technicians
SOB	Shortness of Breath
TA	Technical Authority
TL	Team Leader
TM	Team Member
TXA	Tranexamic Acid

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#### **4. APPLICABLE DOCUMENTS**

Government/ Departmental Policies

- 4.1** SAR TECH Pre Hospital Protocols and Procedures (B-GA-005-000/FP-D01)
- 4.2** Emergency Medical Responder (EMR)
- 4.3** Primary Care Paramedic (PCP)
- 4.4** Advanced Care Paramedic (ACP)

#### **5. SCOPE**

- 5.1** The Contractor must provide the following types of training on an “as and when requested” basis and perform associated program support:

- 5.1.1 Restricted Team Member (RTM) - (Provide Medical Care At The Primary Care Paramedic Level)**

The Contractor must create SAR Tech specific training to instruct new SAR Tech TMs with no previous medical training including any required course pre-study and administration using NOCPs for the PCP program, and in line with 1 Canadian Air Division Headquarters SAR Tech Pre Hospital Protocols and Procedures (B-GA-005-000/FP-D01).

- 5.1.2 Restricted Team Leader (RTL) –(Provide Medical Care At The Primary Care Paramedic Level With Advanced Skills)**

Using NOCPs for both the PCP and ACP and in line with 1 Canadian Air Division Headquarters SAR Tech Pre Hospital Protocols and Procedures (B-GA-005-000/FP-D01), the Contractor must create SAR Tech specific training to instruct SAR Tech members upgrading them from team members (TM) to team leaders (TL), including any required course pre-study and administration.

- 5.1.3 Medical Recertification (Med Recert)**

Every two (2) years, each operational SAR Tech must attend training at the Canadian Forces School of Search and Rescue (CFSSAR) Comox for medical recertification. Directed by the 1 Canadian Air Division Surgeon, this training provides an opportunity to review updated medical procedures and protocols, instruct on new medical techniques and instruments and review areas of concern, re-affirming medical competencies. Led by the Department of National Defence (DND); the Contractor must augment the training by providing medical expertise as it pertains to the SAR Tech Pre-Hospital Protocols and Procedures during simulations, medical modules and testing.

- 5.1.4 Program Support**

When requested, the Contractor must provide program support including the provision of a CFSSAR Staff Training Day.

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## 6. TASKS

When requested, the Contractor must deliver the curriculum for all training requirements detailed below. The Contractor is accountable to the Technical Authority (TA) and must provide all course training documentation, lesson plans, student assessment and evaluation, and remediation training when required.

### 6.1 Restricted Team Member (RTM) - (Provide Medical Care At The Primary Care Paramedic Level)

**6.1.1 Standard:** In accordance with 1 Canadian Air Division SAR Tech pre-hospital protocols and procedures, SAR Techs provide medical care by;

1. Performing patient assessment model,
2. Recognizing cardiac injuries,
3. Treating cardiac injuries,
4. Recognizing respiratory injuries,
5. Treating respiratory injuries,
6. Recognizing trauma injuries,
7. Treating trauma injuries,
8. Recognizing medical injuries,
9. Treating medical injuries,
10. Recognizing environmental injuries,
11. Treating environmental injuries,
12. Initiating drug therapy,
13. Maintaining drug therapy,
14. Performing triage in multiple casualty situations,
15. Extricating casualties from wreckage by:
  - a. Stabilizing casualties,
  - b. Utilizing specialized tools,
  - c. Utilizing immobilization and support equipment, and
  - d. Using extrication equipment and techniques.
16. Evacuating personnel by loading and unloading patients from the evacuation platform
17. Initiating patient medical documentation, and
18. Maintaining medical equipment to include:
  - a. Inspecting, and
  - b. Packing.

**6.1.2 Duration:** The duration of various elements of this Restricted Team Member medical phase must be as follows:

- 1) **Paramedic Pre-Study:** When requested, typically during the first two weeks of August, the Contractor must deliver a 10-training day pre-study program. The pre-study must include Anatomy and Physiology along with a Contractor-led question

and answer culminating in a threshold knowledge test. Test results must be provided to the TA.

- 2) **Classroom Training:** Scheduled no later than 90 days in advance, the Contractor's Resource must provide a fifty-five (55) day classroom training session dedicated to the paramedic program.
- 3) **Theoretical and Practical Testing:** The Contractor must complete testing of all teaching points covered in the curriculum.
- 4) **Practicum:** The Contractor must provide administrative support, including scheduling and training oversight, for post-classroom training for each student under the guidance of a trained preceptor. The students must receive twenty-five (25) calendar days of practical training and an opportunity to work alongside active paramedics in ambulance, emergency room and operating room locations.

**6.1.3 Staffing Levels:** The minimum CFSSAR / Contractor's resource(s) staffing levels during each phase must be as per below, based on the number of students as detailed;

<b>Pre-Study and Classroom Training</b>			
# Students	<=10 to 12	13 to 16	17 to 20
CFSSAR Staff	1	1	1
Contractor's Resource	1	1	1
<b>Practical Testing/Theoretical Testing</b>			
# Students	<=10 to 12	13 to 16	17 to 20
CFSSAR Staff	0	0	0
Contractor's Resources	3	4	5
<b>Practicum</b>			
# Students	<=10 to 12	13 to 16	17 to 20
CFSSAR Staff	1	2	2
Contractor's Resources	2	2	3

**6.1.4 Location:**

The pre-study and classroom training phase's takes place at 19 Wing Comox's CFSSAR located in Lazo, British Columbia. On-Car, Emergency Room, and Operating Room practicums must take place in larger city settings (affording volume and complexity of calls) such as Vancouver, Victoria and Winnipeg, etc. Student travel, and room and board costs are not the responsibility of the Contractor. The Contractor's Resource attendance is only required at CFSSAR during the classroom and practical/theoretical testing phases of the RTM course, and not during the out-of-region practicum phases.

**6.2 Restricted Team Leader (RTL) – (Provide Medical Care at the Primary Care Paramedic Level with Advanced Skills).**

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**6.2.1 Standard:** In accordance with 1 Canadian Air Div SAR Tech pre-hospital protocols and procedures, SAR Techs provide medical care by;

1. Performing patient assessment model,
2. Recognizing cardiac injuries,
3. Treating cardiac injuries
4. Recognizing respiratory injuries,
5. Treating respiratory injuries,
6. Recognizing trauma injuries,
7. Treating trauma injuries,
8. Recognizing medical injuries,
9. Treating medical injuries,
10. Recognizing environmental injuries,
11. Treating environmental injuries,
12. Initiating drug therapy,
13. Maintaining drug therapy,
14. Performing triage in multiple casualty situations,
15. Extricating casualties from wreckage by:
  - a. Stabilizing casualties,
  - b. Utilizing specialized rescue tools,
  - c. Utilizing immobilization and support equipment, and
  - d. Utilizing extrication equipment and techniques.
16. Evacuating personnel by loading and unloading patients from the evacuating platform,
17. Completing patient medical documentation, and
18. Supervising and maintenance of medical equipment.

**6.2.2 Duration:** The duration of the various elements of the Restricted Team Leader medical phase must be as follows:

- 1) **Classroom Training:** When requested, typically starting on the fourth week of April (or other date suitable to the TA), the Contractor must provide a curriculum covering the above topics over a period of fifteen (15) training days. The curriculum must be provided in a classroom setting.
- 2) **Practical Testing / Theoretical Testing:** At the completion of the classroom training, the Contractor must administer theoretical and practical testing to the students.
- 3) **Practicum:** The Contractor must facilitate and provide administrative support, including scheduling and training oversight, for the post classroom training for each student and under the management of a trained preceptor, ten (10) training days must be dedicated to ambulance, emergency room and operating room practical training.

**6.2.3 Staffing Levels:** The minimum CFSSAR / Contractor staffing levels during each phase must be as per below, based on the number of students as detailed;

<b>Classroom Training</b>			
<u># Students</u>	<u>&lt;=10 to 12</u>	<u>13 to 16</u>	<u>17 to 20</u>
CFSSAR Staff	1	1	1
Contractor's Resource	1	1	1
<b>Practical Testing / Theoretical Testing</b>			
<u># Students</u>	<u>&lt;=10 to 12</u>	<u>13 to 16</u>	<u>17 to 20</u>
CFSSAR Staff	0	0	0
Contractor's Resource	3	4	5
<b>Practicum</b>			
<u># Students</u>	<u>&lt;=10 to 12</u>	<u>13 to 16</u>	<u>17 to 20</u>
CFSSAR Staff	1	2	2
Contractor's Resource	2	2	3

**6.2.4 Location:** The RTL medical phase (classroom training) takes place at 19 Wing Comox's CFSSAR located in Lazo, BC. On-Car, Emergency Room and Operating Room practicums must take place in larger city settings (affording volume and complexity of calls) such as Vancouver, BC, Victoria, BC, Winnipeg, MB etc. Student travel, and room and board costs are not the responsibility of the Contractor. Contractor's resource attendance is only required at CFSSAR during the classroom and practical testing / knowledge testing phases of the RTL course, and not during the out-of-region practicum phase.

### 6.3 Medical Recertification (MED RECERT)

**6.3.1** A medical re-certification program provides an opportunity to upgrade the skills and ensure the competency of Operational SAR Techs. As technology changes and new protocols and procedures are introduced, the Contractor must ensure Operational SAR Techs receive adequate training to remain current. Instruction on the updates to the program must be delivered face-to-face with practical evaluations designed to assess the Operational SAR Techs decision making, critical thinking and problem solving.

**6.3.2** Instruction must ensure the following topics are reviewed and evaluated;

**1. Cardiovascular (CV) Protocols:**

- a) Chest pain,
- b) Cardiac Arrest (AED),
- c) Post-Arrest Stabilization,
- d) Discontinue Resuscitation,
- e) Do Not Resuscitate, and

- 
- f) Stroke.**
  - 2. Respiratory Protocols:**
    - a) Shortness of Breath (SOB) with history of asthma and/or Chronic Obstructive Pulmonary Disorder (COPD),**
    - b) Anaphylaxis / Anaphylactic Shock – Adult and Child, and**
    - c) Tension / Symptomatic Pneumothorax.**
  - 3. Trauma Protocols:**
    - a) Hemorrhagic Shock,**
    - b) Tranexamic Acid (TXA),**
    - c) Burns,**
    - d) Fluid Replacement Requirements for Burn Victims, and**
    - e) Pain.**
  - 4. Medical Protocols:**
    - a) Altered Level of Consciousness (LOC) – not yet diagnosed (NYD),**
    - b) Hypoglycemic Emergency,**
    - c) Narcotic Overdose – Adult (Suspected),**
    - d) Seizure,**
    - e) Antibiotic,**
    - f) Agitated Patient, and**
    - g) Human Immunodeficiency Virus (HIV) Post Exposure Prophylaxis.**
  - 5. Environmental Protocols**
    - a) Hypothermia,**
    - b) Hyperthermia,**
    - c) High Altitude Illness,**
    - d) Decompression Illness, and**
    - e) Motion Sickness.**
  - 6. Standard Medical Procedures:**
    - a) Patient Assessment Model,**
    - b) Advanced Airway Insertion,**
    - c) Urinary Catheterization,**
    - d) EZ-Intra – Osseous (IO),**
    - e) EZ-IO Needle Sets Size,**
    - f) EZ-IO Insertion Sites,**
    - g) Chest Decompression (Needle Thoracotomy),**
    - h) Tourniquet Removal,**
    - i) Orogastric (OG) Tube Insertion, and**
    - j) Notification and Hospital Report.**

- 6.3.3** The Contractor’s Resource must provide each student in advance with preparatory study materials. The Contractor’s Resource must administer an initial threshold knowledge and skills assessment upon arrival.
- 6.3.4 Duration:** The duration of the Medical Recertification course is five (5) training days.
- 6.3.5 Staffing Levels:** The minimum CFSSAR / Contractor staffing levels during this phase must be as per below, based on the number of students as detailed;

<b>Classroom Training</b>			
<u># Students</u>	<u>&lt;=10 to 12</u>	<u>13 to 16</u>	<u>17 to 20</u>
CFSSAR Staff	1	1	1
Contractor’s Resource	1	1	1
<b>Theoretical Testing / Practical Testing</b>			
<u># Students</u>	<u>&lt;=10 to 12</u>	<u>13 to 16</u>	<u>17 to 20</u>
CFSSAR Staff	2	3	4
Contractor’s Resource	1	1	1
<b>Practicum</b>			
<u># Students</u>	<u>&lt;=10 to 12</u>	<u>13 to 16</u>	<u>17 to 20</u>
CFSSAR Staff	2	2	3
Contractor’s Resource	1	2	2

- 6.3.6 Location:** Classroom and Theoretical / Practical Testing evaluations must take place at the Canadian Forces School of Search and Rescue (CFSSAR) located in Lazo, BC.
- 6.3.7 Testing:** As this is a recertification event vice a PCP instruction, military CFSSAR staff must be responsible for student assessment with Contractor subject matter expert augmentation. The Contractor must administer one (1) written test and one (1) day of practical / theoretical testing to all participants.

**6.4 CFSSAR Staff Training Day:**

- 6.7.6** Before the commencement of the RTM classroom training phase, the Contractor must facilitate one day of training with CFSSAR military instructors at CFSSAR (Lazo, BC) to review schedules, training elements, evaluation and remediation methods. As well, the Contractor must facilitate and review the dynamics of the simulation and protocol structure. This training serves as an opportunity to discuss lessons learned from previous training sessions.

**6.5 Retention of Records**

The Contractor must retain copies of all training and assessment records for the duration of the contract including any extensions. These records must be retained in the Contractor’s format which is acceptable to the TA.



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## **6.6 Evaluation and Remediation**

- 6.6.1.1** The Contractor must provide an Evaluation and Remediation plan outlining how student evaluations and remediation will be administered. The requirement for re-insertion training can be precipitated by factors such as academic difficulties, discipline issues, and short absences due to personal problems or illness.
- 6.6.2** The Contractor must develop the formal performance checks (tests) and must provide to CFSSAR and the 1 CAD Surgeon (1 CAD Surg.) details of the formal performance check that are administered to the students upon completion of training.
- 6.6.3** The pass mark for all written and practical examinations is seventy-five percent (75%).
- 6.6.4** The Contractor must provide a written report on the results of each student evaluations (passes and failures) to the TA upon course completion no later than seven (7) calendar days after the end of the course. The Contractor must provide results of specific student evaluations to the TA, upon request.
- 6.6.5** A student who fails to meet the required standards, as identified before each training module by CFSSAR Staff in conjunction with Contractor Staff as required, is to be immediately removed from the program and the CFSSAR Standards Warrant Officer is to be notified as soon as possible unless the instructors reasonably believe that a short period of remedial training could result in the qualification of a competent and clinically and medically safe SAR Tech. Such training must be no more than seven (7) days and satisfy the training requirements. The Contractor must be prepared to provide up to forty (40) hours of additional instruction for candidates (regardless of number) who require supplementary training in order to meet the required performance, and training standard. Such training must be completed without affecting the subsequent scheduled SAR Tech training.
- 6.6.6** During the conduct of the course, if the Contractor determines that a portion of the training cannot be completed, the Contractor must notify and obtain authority from CFSSAR Standards Warrant Officer to modify the course content and course reports must be annotated accordingly. The Contractor is required to notify the TA and the CAF Medical Director of these changes to insure that it can be demonstrated to the satisfaction of the Surgeon General of the RCAF that adequate medical standards are being maintained.

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**6.6.7** The report at the end of the SAR Tech programs must include the following information:

- a) A list of the students who did not complete their course;
- b) A list of the students who completed their course; and
- c) The final course schedule for the completed program, as it occurred, including any revisions made during the delivery of the completed program.

**6.6.8** The Contractor must contact the CFSSAR Chief Instructor within one (1) working day when it has been identified that a student is experiencing academic difficulties or disciplinary issues. Generally, a student must be allowed to continue training until a Progress Review Board (PRB) is conducted by the Commandant of CFSSAR, and a decision is rendered. If a student fails to meet objectives at any point throughout a unit of study or course of the program, the Contractor must provide the Training Warrant Officer with a written evaluation within five (5) working days. Drawing upon exam results, and Contractor and military instructor testimony, the Commandant determines whether the student can continue with training.

**6.6.9** The Contractor must provide remediation, on an as required basis, to students who are experiencing difficulties during classroom training, practical skills training, or on-car and emergency training placements of the program. The Contractor must notify the Training and Standards Warrant Officer of the student's remediation plan in writing.

## **6.7 Training Forecast**

Anticipated annual training requirements are;

<u>Course</u>	<u>Number of Courses</u>
Restricted Team Member (RTM)	1 per year
Restricted Team Leader (RTL)	1 per year
Medical Recertification (Med ReCert)	3 or 4 per year

## **7 CONTRACTOR PROGRAM SUPPORT**

**7.1** The Contractor must have a designated resource to serve as Contractor representative and program lead. This resource serves as a liaison between the Contractor and CFSSAR and coordinator of Contractor staff, resources and training,

**7.2** A Contractor's Resource must provide the application of casualty simulation (CASSIM) moulage during the following RTM, RTL and Med Recert. periods;

1. Emergency simulation testing,
2. Emergency simulation re-testing, and
3. All unstable trauma simulations (practice and testing).

**7.3** At a minimum the Contractor must have the following staff available for the training:

1. Chief Instructor

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2. Physician Instructor
  3. Paramedic Instructor
  4. Nurse Preceptor

**7.4** The Contractor must on an as a when requested basis, depending on the complexity of a particular program, supplement staff as necessary with;

1. Physicians,
2. Paramedics,
3. Nurses,
4. Consultants, and
5. Subject Matters Experts.

## **8 TEACHING METHODS**

**8.1** The Contractor must use teaching methodologies during all training that employ active rather than passive methods of learning. The following teaching methodologies must be the primary methods utilized during training;

- a) Simulation,
- b) Role-playing,
- c) Demonstration,
- d) Drill and practice,
- e) Hands-on (experimental);
- f) Case study, and
- g) Projects.

**8.2** In all cases, theory and practical instruction must be focused on protocols and procedures outlined in the 1 CAD Headquarters SAR TECH Pre Hospital Protocols and Procedures (B-GA-005-000/FP-D01) and not rely on regional or provincial methods familiar to the instructor.

## **9 DELIVERABLES**

In consideration of the assigned tasks, the Contractor must deliver the following;

**9.1 Textbooks and Guides:**

- 
- 9.1.1** For RTM, RTL, and Medical Recertification the Contractor must provide chronological pre-study guides for permanent retention in hard copy form to be distributed as follows: one (1) for each student, three (3) to CFSSAR, one (1) to the Project Authority and one (1) to the 1 CAD Div Surg.
- 9.1.2** For the RTM course, the Contractor must provide a student skills manual for permanent retention in hard copy form to be distributed as follows: one (1) to each student, three (3) to CFSSAR, one (1) to the Project Authority and one (1) to the 1 CAD Div Surg.
- 9.1.3** Textbooks, not including guides and textbooks referred to in Section 4. Applicable Documents relating to medical training, must be provided by the Contractor for loan (loan cards to be administered by CFSSAR) or for permanent retention in hardcopy or electronic format as long as the medium permits student access from any location without the necessity of a wireless connection.
- 9.1.4** An Instructor guide for RTM and RTL medical training that contains all required objectives and teaching points in hardcopy to be distributed as follows: three (3) to CFSSAR, one (1) to the Project Authority and one (1) to the 1 CAD Div Surg.
- 9.1.5** All pre-study texts must be forwarded to the student no less than sixty (60) days before course commencement. Study packages must include theoretical and practical requirements of each training phase. This consists of the obligation to prepare students for their practicums with didactic and hands-on training to permit students to function at a high skill level.

## **9.2 Schedules:**

- 9.2.1** The Contractor must deliver a detailed electronic schedule document within two (2) weeks of the Contract Award, and before 31<sup>st</sup> March of each subsequent Contract year to the TA. The document must include input and approval from CFSSAR's Chief Instructor and Training Warrant Officer. The Contractor must reconfirm the schedule 30 days prior to each medical phase.
- 9.2.2** No later than ninety (90) days before the commencement of a training event, the Contractor must provide the TA with a detailed training schedule incorporating adequate time for training remediation. Scheduling is a collaborative effort between the Contractor and the end client. Any conflicts will be resolved by the Technical Authority and Project Authority. The Contractor has the ultimate accountability for the final electronic product.
- 9.2.3** CFSSAR reserves the right to review and approve all SAR Tech training materials and remediation plans before the commencement of and / or during the period of training throughout the contract.

## **9.3 Practicum:**

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For all practicums, the Contractor must provide the following:

**9.3.1** Preceptor minimum standards:

**9.3.1.1** Must be a certified member, in good standing, of their applicable Canadian provincial association. (Example: Medical Association; Nursing Association; Paramedic Association; or other provincial or federal professional organization.)

**9.3.1.2** A Registered Nurse qualified with triage training in the adult ER,

**9.3.1.3** A minimum of one-year emergency room experience,

- 9.3.2** Preceptors able to provide teaching, supervision and feedback for the student consistently,
- 9.3.3** Preceptors dedicated to the student's education during practicum periods and not providing preceptor services as a secondary duty to their regular duty shift.
- 9.3.4** Practicum shifts must be no less than eight (8) hours and no more than twelve (12) hours. Students must not work more than four (4) consecutive twelve (12) hour shifts without a minimum of forty-eight (48) hours rest.
- 9.3.5** During the hospital practicum, the preceptor to student ratio must be no more than 1:4.
- 9.3.6** During the ambulance practicum, the preceptor (paramedic) to student ratio must be 1:1.
- 9.3.7** Each practicum shift must include at least one (1) half hour session dedicated to debriefing and teaching points.
- 9.3.8** Where a significant portion of the teaching occurred without the preceptor being present (i.e. airway training in the operating room where the anesthesiologist would provide instruction), the debriefing must be performed by the supervising preceptor participating or present during the instruction.
- 9.3.9** If the Contractor must recommend remedial training for an individual or a unit, the Contractor must provide their recommendation to the TA in conjunction with the CFSSAR Representative within 6 hours, who takes the appropriate steps for remediation.

**9.4 Reports and Certificates:**

Reports must be as follows;

- 9.4.1** The Contractor must provide each student with a student transcript, and certificate and/or diploma upon successful completion of the program. The Contractor must also forward a copy of the student transcript and certificate and/or diploma to the CFSSAR Training Warrant Officer within five (5) calendar days of course completion.
- 9.4.2** Transcripts must be provided to all students. Partial transcripts must be given to students for units of study or courses they complete regardless of the reason for them leaving training before completion of the program. At a minimum, the transcripts must include the following;
- a) Issue date,

- 
- b) First and last name of the student,
  - c) Student ID number,
  - d) Program name,
  - e) Program courses and associated grades,
  - f) Name of the educational institution, and
  - g) Means of authenticating that the document is an original through an official embossed seal, official stamp, watermark, or similar.

**9.4.3** Certificates and/or diplomas must be provided to all successful students. At a minimum, the certificate and/or diploma must include the following;

- 1. Issue date,
- 2. Rank, First and last name of the student,
- 3. Name of the educational institution,
- 4. Program name,
- 5. Original signatures of staff who are authorized to confer the certificate or diploma,
- 6. A written description that identifies that the student has met all requirements to receive the certificate and/or diploma,
- 7. Means of authenticating that the document is an original through an official embossed seal, official stamp, watermark or similar, and
- 8. Measure at least 8.5 x 11 inches.

## **10 LIMITATIONS AND CONSTRAINTS**

**10.1** All documents and processes, developed or updated by the Contractor's Resource, must be staffed for the review, approval and signature (where required) of the TA.

**10.2** Decisions concerning revision or definition of policy, budgets, as well as contractual obligations and requirements, are excluded from the Contractor services. The Contractor's Resource shall limit themselves to provide comments and recommendations only to the TA on these issues.

**10.3** All correspondence, either initiated by the Contractor's Resource or by any section of DND, must be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.

**10.4** The Contractor must ensure that their Resource does not use either Government of Canada or DND designations, logos or insignia on any business cards, cubicle / office signs or written / electronic correspondence that in any manner lead others to perceive the Contractor's Resource is an employee of Canada.

## **11. DND SUPPORT TO CONTRACTOR**

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**11.1** To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the TA

- a.** All available data and documents such as legacy documents and various databases deemed necessary by the TA for the provision of services under this SOW;
- b.** Consultation with the TA and other Crown specialists as may be arranged by the TA;
- c.** Temporary on-site work area(s), as available and deemed necessary by the TA, in order to access large amounts of technical data, and/or classified databases;
- d.** Other information, data and assistance available and requested by the Contractor subject to concurrence by the TA

**11.2** The following items will be purchased and supplied by the Department of National Defence and are not to be factored into the Contractor's bid,

- a.** All medical training aides, less texts and pre-study documents identified,
- b.** All medical /supplies consumables,
- c.** Classroom with all supporting computer and audio-Visio equipment for presentations,
- d.** 1 Canadian Air Division Headquarters SAR TECH Pre Hospital Protocols and Procedures (B-GA-005-000/FP-D01),
- e.** Casualty Simulation (CASSIM) supplies,
- f.** Vehicle and Firefighter services for vehicle extrication studies, and
- g.** Office space for contracted instructors less any computer and printer requirements.

## **12. LOCATION AND SCHEDULE**

**12.1** RTM, RTL and Medical Rectification training will be conducted within the Canadian Forces School of Search and Rescue (CFSSAR) located at 19 Wing Comox, BC.

**12.2** The Contractor must provide the training according to the following schedule:

- a. RTM** - 0900hrs to 1700s with one (1) one-hour lunch break resulting in a seven-hour (7) hour work day,
- b. RTL** - 0800hrs to 1600s with one (1) one-hour lunch break resulting in a seven-hour (7) hour work day, and
- c. Med Recert** - 0800hrs to 1600s with one (1) one-hour lunch break resulting in a seven-hour (7) hour work day.

**12.3** Training days are Monday to Friday, with federal statutory holidays deemed as non-training days.

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### **13. LANGUAGE OF WORK**

- 13.1** To satisfy aviation requirements, the primary language of instruction and exit examination for SAR Tech RTM, RTL courses and Medical Recertification is English.
- 13.2** Though knowledge exams are administered in English, it is preferred, but not mandatory, that these exams offer a side by side English/French translation to ensure the student has a full understanding of the question asked.

### **14. TRAVEL AND LIVING**

- 14.1** There are no travel requirements related to this contract.

### **15. MEETINGS**

- 15.1** A meeting will be held at either CFSSAR or in a virtual environment within two (2) weeks of contract award. During this meeting, the TA will provide background documentation, and provide the security brief to the Contractor.
- 15.2** Progress meetings must occur during the contract period, during an agreed upon time by the TA and the Contractor. These meetings will be to discuss and demonstrate progress of the work. These meetings will be held virtually or at DND facilities.



**ANNEX “B”**

**BASIS OF PAYMENT**

For the provision of Search and Rescue (SAR) Technician Medical Training as detailed in Annex A – Statement of Work, the Contractor will be paid in accordance with the following all-inclusive unit prices.

- a) Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with the service in accordance with Annex A – Statement of Word attached herein.
- b) GST or HST, as applicable is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.
- c) All rates are in Canadian dollars, GST/HST extra, FOB Destination.

Payment will be made after completion of each RTM, RTL and Medical Recertification course.

**1.0 Contract Period and Option Period(s)**

<b>Course Title</b>	<b>Estimated # of Serials per Year</b>	<b>Minimum Candidates</b>	<b>Optimal Candidates</b>	<b>Maximum Candidates</b>	<b>Preferred Course Dates</b>
<b>Restricted Team Member (RTM)</b>	1	6	12	20	August - December
<b>Restricted Team Leader (RTL)</b>	1	6	12	20	April - June
<b>Medical Recertification (Med ReCert) (calculated 4)</b>	3-4	6	12	20	August – December
<b>Instructor Training (pre RTM)</b>	1	6	12	16	April

**1.1 Initial Contract Period**

The initial contract period is from date of Contract award to 31 December 2023.

- 1) **Restricted Team Member (RTM) Course** (55-day classroom 25-day post-classroom)  
**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per contract year*

**2) Restricted Team Leader (RTL) Course** (15-day classroom, 10-day post-classroom)

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per contract year*

**3) Medical Recertification (Med Recert) Course** (5-day classroom)

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 3-4 courses per year*

**4) Instructor Training (pre RTM)** (1-day classroom)

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per year*

**5) Supplementary Training** (as required)

*Up to 40 additional training hours per student, per course, as required*

<b>Occupational Category</b>	<b>Per Diem Rate</b>
Chief Instructor	\$
Physician Instructor	\$
Paramedic Instructor	\$
Nurse Preceptor	\$

**1.2 Option Period(s)**

**Option to Extend the Term of the Contract:** This section is only applicable if the optional period is exercised by Canada.

**1.2.1 Option Period 1:**

Option Period 1 starts 01 January 2024 – 31 December 2025

**1) Restricted Team Member (RTM) Course** (55-day classroom 25-day post-classroom)

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per contract year*

**2) Restricted Team Leader (RTL) Course** (15-day classroom, 10-day post-classroom)

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**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per contract year*

**3) Medical Recertification (Med ReCert) Course (5-day classroom)**

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 3-4 courses per year*

**4) Instructor Training (pre RTM) (1-day classroom)**

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per year*

**5) Supplementary Training (as required)**

*Up to 40 additional training hours per student, per course, as required*

<b>Occupational Category</b>	<b>Per Diem Rate</b>
Chief Instructor	\$
Physician Instructor	\$
Paramedic Instructor	\$
Nurse Preceptor	\$

**1.2.2 Option Period 2:**

Option Period 2 starts 01 January 2026 – 31 December 2027

**1) Restricted Team Member (RTM) Course (55-day classroom 25-day post-classroom)**

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per contract year*

**2) Restricted Team Leader (RTL) Course (15-day classroom, 10-day post-classroom)**

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per contract year*

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**3) Medical Recertification (Med ReCert) Course (5-day classroom)**

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 3-4 courses per year*

**4) Medical Instructor Training (pre RTM) (1-day classroom)**

**Location:** 19 Wing Comox CFSSAR - Lazo, British Columbia

- a) Firm all-inclusive price per course including instructional materials: \$ \_\_\_\_\_  
*Estimated 1 course per year*

**5) Supplementary Training (as required)**

*Up to 40 additional training hours per student, per course, as required*

<b>Occupational Category</b>	<b>Per Diem Rate</b>
Chief Instructor	\$
Physician Instructor	\$
Paramedic Instructor	\$
Nurse Preceptor	\$

**2.0 Definition of a Day**

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

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## ANNEX "C"

### INSURANCE REQUIREMENTS

#### ***SACC Manual clause G2001C (2018-06-21) Commercial General Liability Insurance:***

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 Insured: 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

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excluded by the standard care, custody or control exclusion found in a standard policy.

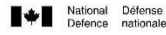
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

***SACC Manual clause G2004C (2018-06-21) Medical Malpractice Liability Insurance:***

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

## ANNEX "D"

### DND 626 TASK AUTHORIZATION FORM



#### TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat
		Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location - Expédié à		
Delivery/Completion date - Date de livraison/d'achèvement	_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

DND 626 (01-05)

Design: Forms Management 993-0150  
Conception: Gestion des formulaires 993-4-082

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments, per diem rates/labour category hourly rates, travel and living rates, firm price/celling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**A**  
Nom de l'entrepreneur.

**Expédiez à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note:** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'oeuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Nota :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



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**ANNEX “E”**

**NON-DISCLOSURE AGREEMENT**

*SACC Manual* Clause A9126C (2010-08-16)

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W6570-20-AOT01 between Her Majesty the Queen in right of Canada, represented by the Minister of National Defence and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W6570-20-AOT01.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date