



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet French PCP Training	
Solicitation No. - N° de l'invitation W6369-21A091/A	Date 2021-07-21
Client Reference No. - N° de référence du client W6369-21A091	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-113-39794	
File No. - N° de dossier 113zh.W6369-21A091	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-08-31 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Reynolds(zh), Diane	Buyer Id - Id de l'acheteur 113zh
Telephone No. - N° de téléphone (613) 858-8571 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division de la
formation et des services spécialisés
Terrasses de la Chaudière 5th Floor
Terrasses de la Chaudière 5e étage
10 Wellington Street,
10, rue Wellington,
Gatineau
Québec
K1A 0S5

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

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TITLE

Bid solicitation # W6369-21A09A/A for the provision of the following professional services: a primary care paramedic training program in French for the Canadian Armed Forces medical technicians.

PART 1 – GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six 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 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, the Technical Criteria, and the Certifications and Additional Information.

The Annexes include the Statement of Work, the DND 626 Task Authorization Form, and the Sample Microsoft Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs.

1.2 Summary

The Canadian Forces Health Services Group requires a primary care paramedic (PCP) training program in French for the Canadian Armed Forces (CAF) medical technicians, on an “as and when requested” basis. The PCP program must meet the standards and objectives of the Ministry of Education or the Ministry of Health in the province where the program is conducted and must meet the standards of the National Occupational Competency Profile of the Paramedic Association of Canada. The Contractor must provide training facility(ies), transportation, accommodations and meals for CAF students as applicable during the delivery of the PCP program.

The period of the Contract is from date of Contract for a period of one year with the option to extend the term of the Contract by up to four additional one-year period(s).

The requirement is subject to the provisions of the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the Canadian Free Trade Agreement (CFTA).

There are no security requirements associated with this requirement.

The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area.

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This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

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 (SAAC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).

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

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

Subsection 4 of Section 05, Submission of Bids, of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days
Insert: 120 calendar days.

2.2 Submission of Bids

Bids must be submitted only to the PWGSC Bid Receiving Unit via e-post Connect by the date and time indicated on page one of the bid solicitation.

For bidders needing to register with epost Connect the email address is:
tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca.

Interested Bidders must register a few days prior to bid solicitation closing date.

Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required in Attachment 2 to Part 3 - Certifications and Additional Information form before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- a) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail will not be accepted.
- b) The bid must be separated as follows:
Section I: Technical Bid;
Section II: Financial Bid; and
Section III: Certifications and Additional Information
- c) The Bidder must submit its bid electronically using the epost Connect service provided by Canada Post Corporation in accordance with section 08, Transmission by facsimile or by epost Connect, of the 2003 standard instructions. Sub-section 2, epost connect, contains instructions and conditions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- d) Canada is not requesting hard copies of the bid.
- e) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

- a) Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- b) Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- c) When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 6.7, Payment, of Part 6 of the bid solicitation.

Section III: Certifications and Additional Information

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any associated documentation and additional information. This bid solicitation uses Portable Document Format (PDF) technology. To access the PDF form, bidders must have a PDF reader installed. If bidders do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

- a) Bidders must complete their Certifications and Additional Information by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf;
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications; and
- c) The form must be signed.

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ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

If the Bidder adds any conditions or makes changes to the pricing schedule, the Bidder's financial bid will be declared non-responsive.

See the attached Microsoft Excel spreadsheet, Attachment 1 to Part 3 - Pricing Schedule.xls

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**ATTACHMENT 2 to PART 3
CERTIFICATIONS AND ADDITIONAL INFORMATION**

See the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives 4 or fewer Bids by the bid solicitation closing date.
- b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- d) The PBCP does not limit Canada's rights under SACC 2003 Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements
- b) Canada's review in Phase I will be performed by officials of PWGSC.
- c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d) For Bids other than those described in (c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid. The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- e) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- f) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- g) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- h) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

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- h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.2.1 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 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 submitted 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:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o 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.

4.1.2.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4. The PBCP will apply only to the mandatory technical criteria identified by the superscript (PB). Mandatory technical criteria not identified by the superscript (PB) will not be subject to the PBCP.

4.1.2.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero. The PBCP will apply only to the point rated technical criteria identified by the superscript (PB). Point rated technical criteria not identified by the superscript (PB) will not be subject to the PBCP.

4.1.3 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection - Lowest Evaluated Price per Point

- a) To be declared responsive, a bid must:
1. Comply with the requirements of the bid solicitation;
 2. Meet all of the mandatory evaluation criteria; and
 3. Obtain the minimum pass mark specified in Attachment 1 to Part 4 for the point rated technical criteria.
- b) Bids not meeting 4.2 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- c) The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.
- d) The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

**ATTACHMENT 1 TO PART 4
TECHNICAL CRITERIA**

Mandatory Technical Criteria

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

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

MANDATORY TECHNICAL (MT) CRITERIA	
MT1	Certification of the Primary Care Paramedic (PCP) Program The Bidder must demonstrate that its current primary care paramedic (PCP) program has been approved by the provincial Ministry of Health, and/or equivalent provincial authority, and must provide a letter, a website list of approved vendors, or other documentation as per the regulatory authority.
MT2	Accreditation The Bidder must demonstrate that its current PCP program is accredited by Accreditation Canada and must provide their certificate of accreditation or other documentation received from Accreditation Canada.
MT3^{PB}	Experience Conducting PCP Training The Bidder must demonstrate that it possesses a minimum of two years of experience within the past five years prior to the bid solicitation publication date, in teaching pre-hospital or emergency care programs at the PCP level. To demonstrate its experience in conducting PCP training, the Bidder must submit the name of the courses with the start and end dates. The Bidder must present its experience in chronological order and must include time frames by month and year (i.e. MM/YY). Experience from overlapping time periods from concurrent training will only be counted once.

MANDATORY TECHNICAL (MT) CRITERIA	
MT4^{PB}	<p>Bidder's Capacity</p> <p>The Bidder must submit a description of the following items, in sufficient detail to allow verification of compliance, of its ability to initiate up to four PCP program deliveries of 32 students each per year. Within that year, the Bidder must also be able to graduate two of the three PCP programs.</p> <p>The description must include all of the following:</p> <ul style="list-style-type: none"> (a) The length of the Bidder's PCP program in accordance with section 6.1 of the Statement of Work (SOW); (b) A sample yearly schedule of its proposed PCP program showing three PCP program starts and at least two completions within a one-year period; (c) The number of classrooms, large enough to accommodate 32 students, that the Bidder has available, and a description demonstrating how this number is sufficient to permit three PCP program starts and at least two completions within a one-year period; (d) The number of practical skills training areas that the Bidder has available that can accommodate PCP programs with a total of 32 students each, and a description demonstrating how this number is sufficient to permit three PCP program starts and at least two completions within a one-year period; and (e) The number of certified full time PCP instructors and preceptors in accordance with section 10.1 of the SOW, dedicated to PCP training and a description demonstrating how this number is sufficient to permit three PCP program starts and two completions within a one-year period. <p>A training year is 365 calendar days from 1 April and 31 March.</p>
MT5^{PB}	<p>Distance Between Accommodations and Classroom, Practical Skills, and On-car and Emergency Training Facilities</p> <p>The Bidder must demonstrate the proximity of the accommodations in accordance with section 13 of the SOW, to the classroom training facility, practical skills, on-car and emergency training facilities.</p> <p>All accommodations must be a distance of no more than 15 km from the classroom, practical skills, and 30 km from on-car and emergency training facilities.</p> <p>In order to demonstrate, as a minimum, the Bidder must provide all of the following information:</p> <ul style="list-style-type: none"> (a) Addresses of the classroom training facility, practical skills, and on-car and emergency training facilities; (b) Address of the accommodations; and (c) Distance in kilometers between the accommodations and each of the classroom training facility, practical skills, using the walking option of a web mapping service, and on-car and emergency training facilities using the driving option of a web mapping service.

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. Each point rated technical criterion should be addressed separately.

Bids which fail to obtain the minimum pass mark will be declared non-responsive. The minimum pass mark is 250 points out of a potential total of 675 points.

POINT RATED TECHNICAL (RT) CRITERIA	
RT1	CORPORATE EXPERIENCE
RT1.1^{PB}	<p>Experience Delivering PCP Programs</p> <p>The Bidder must provide a detailed description of its experience teaching PCP programs. Experience from overlapping time periods will only be counted once. Experience will only be counted if gained in the 60-month period prior to the bid solicitation publication date. For experience to be counted, the Bidder must include the following for all relevant programs that it has delivered:</p> <ul style="list-style-type: none"> (a) The program title; (b) The course outline; and (c) The period covered by month and year (i.e. MM/YYYY). <p>The Bidder will be awarded points as follows:</p> <p>81 points: 49 or more months of experience. 54 points: 37 months to 48 months of experience. 27 points: 25 months to 36 months of experience. 0 points: 24 months or less of experience.</p>
RT1.2^{PB}	<p>Pass Percentage of PCP Graduates</p> <p>The Bidder must provide the pass percentage for its PCP program in the two-year period prior to the bid solicitation publication date.</p> <p>The Bidder will be awarded points as follows:</p> <p>45 points: 91% or more. 30 points: 81% to less than 91%. 15 points: 71% to less than 81%. 0 points: less than 71%.</p>
RT1.3^{PB}	<p>Number of PCP Students Trained by the Bidder</p> <p>The Bidder must provide the number of PCP students trained in its institution in the two-year period prior to the bid solicitation publication date.</p> <p>The Bidder will be awarded points as follows:</p> <p>45 points: 101 or more. 30 points: 81 to 100. 15 points: 61 to 80. 0 points: 60 or less.</p>

POINT RATED TECHNICAL (RT) CRITERIA	
RT2^{PB}	<p>Accessibility of Learning and Training Aids</p> <p>The Bidder must describe what learning and training aids are available and how accessible those aids will be to the students during non-classroom hours.</p> <p>The Bidder will be awarded points as follows:</p> <p>51 points: The learning and training aids are accessible to the Students during non-classroom hours for 21 or more hours during a seven day period.</p> <p>34 points: The learning and training aids are accessible to the Students during non-classroom hours for 14 to less than 21 hours during a seven day period.</p> <p>17 points: The learning and training aids are accessible to the Students during non-classroom hours for seven to less than 14 hours during a seven day period.</p> <p>0 points: The learning and training aids are accessible to the Students during non-classroom hours for less than seven hours during a seven day period.</p>
RT3	BIDDER TRAINING FACILITY(IES)
RT3.1^{PB}	<p>Classroom and Practical Skills Training Facility(ies)</p> <p>The Bidder must provide a detailed description of its proposed training facility(ies) for the classroom and practical skills training. The description should include features which are directly attributable to learning enhancement or quality of life.</p> <p>Learning enhancement features would qualify as items such as:</p> <ul style="list-style-type: none"> • Interactive display boards; • Student access to skills/simulation labs; • Student access to photocopiers; • Wi-Fi. <p>Quality of life features would qualify as items such as:</p> <ul style="list-style-type: none"> • Access to telephones; • Access to a break room; • Access to vending machines; • HVAC.
RT3.1.1	<p>Learning Enhancement Features</p> <p>The Bidder will be awarded 10 points for each learning enhancement feature identified, up to a maximum of 70 points.</p>
RT3.1.2	<p>Quality of Life Features</p> <p>The Bidder will be awarded seven points for each quality of life feature identified, up to a maximum of 35 points.</p>
RT3.2^{PB}	<p>Emergency Training Facility(ies)</p> <p>For the proposed emergency training facility(ies), the Bidder must provide a detailed description of the facility(ies) to which it has access to for the purposes of emergency training.</p> <p>Access is considered for Bidder-owned facility or facility with which the Bidder has a formal agreement. Should a facility meet more than one of the sub-categories below, it should be clearly noted, as points will be awarded accordingly for each requirement met.</p>

POINT RATED TECHNICAL (RT) CRITERIA	
RT3.2.1	<p>Emergency Training Facility(ies) – Trauma Services</p> <p>The number of emergency departments that the Bidder has access to, with operating services dedicated to trauma services. Trauma services is defined as an emergency department that has access to operating services.</p> <p>The Bidder will be awarded 8 points per facility with trauma services, up to a maximum of 32 points.</p>
RT3.2.2	<p>Emergency Training Facility(ies) – Trauma Capabilities</p> <p>The number of emergency departments that the Bidder has access to, with trauma capabilities. Trauma capabilities is defined as an emergency department that has access to operating services but they are not dedicated services.</p> <p>The Bidder will be awarded eight points per facility with trauma capabilities, up to a maximum of 32 points.</p>
RT3.2.3	<p>Emergency Training Facility(ies) – Non-surgical Intervention</p> <p>The number of emergency departments that the Bidder has access to, with non-surgical intervention. Non-surgical intervention is defined as an emergency department that does not have access to operating room services.</p> <p>The Bidder will be awarded 4 points per facility with non-surgical intervention, up to a maximum of 16 points.</p>
RT4	STUDENT ACCOMMODATIONS
RT4.1	Location of Student Accommodations
RT4.1.1^{PB}	<p>Distance Between Accommodations and Classroom Training Facility</p> <p>The Bidder, must demonstrate the proximity (distance in kilometers) of the student accommodations facility to the classroom training facility.</p> <p>The Bidder will be awarded points as follows:</p> <p>12 points: less than 1.0 kilometer. 8 points: 1.0 kilometer to less than 3.0 kilometers. 4 points: 3.0 kilometers to less than 5.0 kilometers. 0 points: 5.0 kilometers or more.</p>
RT4.1.2^{PB}	<p>Distance Between Accommodations and Practical Skills Training Facility</p> <p>The Bidder must demonstrate the proximity (distance in kilometers) of the student accommodations facility to the practical skills training facility.</p> <p>The Bidder will be awarded points as follows:</p> <p>12 points: less than 1.0 kilometer. 8 points: 1.0 kilometer to less than 3.0 kilometers. 4 points: 3.0 kilometers to less than 5.0 kilometers. 0 points: 5.0 kilometers or more.</p>
RT5	STUDENT MEAL PLANS
RT5.1	Location of Meals Facility

POINT RATED TECHNICAL (RT) CRITERIA	
RT5.1.1^{PB}	<p>Location of Meals Facility – Breakfast and Dinner</p> <p>The Bidder must demonstrate the proximity (distance in meters) of the meals facility where Students will eat breakfast and dinner to the Student accommodation facility.</p> <p>In order to score points, as a minimum, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> (a) Address of the meals facility; (b) Address of the student accommodation facility; and (c) The walking distance in meters between the meals facility and the student accommodation facility using the walking option of a web mapping service. <p>The Bidder will be awarded points as follows:</p> <p>12 points: less than 200 meters. 8 points: 200 meters to less than 400 meters. 0 points: 400 meters or more.</p>
RT5.1.2^{PB}	<p>Location of Meals Facility – Lunch</p> <p>The Bidder must demonstrate the proximity (distance in meters) of the meals facility where students will eat lunch during classroom training days, to the classroom training facility.</p> <p>In order to score points, as a minimum, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> (a) Address of the meals facility; and (b) The walking distance in meters between the meals facility and the classroom training facility using the walking option of a web mapping service. <p>The Bidder will be awarded points as follows:</p> <p>12 points: less than 200 meters. 8 points: 200 meters to less than 400 meters. 0 points: 400 meters or more.</p>
RT5.2	VARIETY OF MEAL OPTIONS
RT5.2.1^{PB}	<p>Variety - Duration of Program</p> <p>The Bidder must provide a detailed description of its proposed meal plan in accordance with section 14 of the SOW. The meal plan should describe the variety of meal options that would be available to the students throughout the length of the PCP program.</p> <p>The Bidder will be awarded points as follows:</p> <p>The Bidder has proposed a meal plan that is repeated every:</p> <p>12 points: 22 or more days over the length of the PCP program. 8 points: 15 to 21 days over the length of the PCP program. 4 points: seven to 14 days over the length of the PCP program. 0 points: six or less days over the length of the PCP program.</p>

POINT RATED TECHNICAL (RT) CRITERIA	
RT5.2.2^{PB}	<p>Variety - Each Meal</p> <p>The bidder should provide a detailed description of its proposed meal plan in accordance with section 14 of the SOW. The meal plan should describe the variety of meal options that would be available to the students at every meal.</p> <p>The Bidder will be awarded points as follows:</p> <p>The Bidder has proposed that each meal include:</p> <p>16 points: five or more nutritious food choices from each of the following category - vegetables, fruits, whole grains and protein foods as per the new Dietary Guidelines in Canada's Food Guide (nutritious foods should not contribute to excess consumption of sodium, free sugars, or saturated fat).</p> <p>8 points: three to four nutritious food choices from each of the following category - vegetables, fruits, whole grains and protein foods as per the new Dietary Guidelines in Canada's Food Guide.</p> <p>0 points: two or less nutritious food choices from each of the following category - vegetables, fruits, whole grains and protein foods as per the new Dietary Guidelines in Canada's Food Guide.</p>
RT6^{PB}	<p>Maximum Student Wait Times</p> <p>The Bidders' transportation plan must include the maximum student wait times for transportation pickup at the training facility.</p> <p>The Bidder will be awarded points as follows:</p> <p>Maximum student wait time for transportation:</p> <p>30 points: 20 minutes or less. 24 points: More than 20 minutes to 30 minutes. 18 points: More than 30 minutes to 40 minutes. 12 points: More than 40 minutes to 50 minutes. 6 points: More than 50 minutes to 60 minutes. 0 points: More than 60 minutes.</p>
RT7	<p>Accreditation by Accreditation Canada</p> <p>In addition to MT3, the Bidder will be awarded the points for the number of years the Bidder's PCP program has been accredited by Accreditation Canada:</p> <p>81 points: The Bidder has a current status of six-years' accreditation. 54 points: The Bidder has a current status of two-years' accreditation. 0 points: The Bidder has less than two-years' accreditation status.</p>

POINT RATED TECHNICAL (RT) CRITERIA**RT8^{PB}****Licensing Plan**

The Bidder must demonstrate the timelines in which it can facilitate PCP licensing/certification for students upon completion of the PCP program. Details should contain written confirmation identifying the earliest that the licensing/certification examinations can occur, from an authorized representative of the respective Provincial paramedic regulator of the province that the PCP program was delivered in.

The Bidder will be awarded points as follows:

The timeframe that the Bidder can facilitate licensing/certification after completion of the PCP program:

- 81 points: less than seven days.
- 54 points: seven days to less than 14 days.
- 27 points: 14 days to less than 30 days.
- 0 points: 30 days or more.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications and additional information 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.

Bidders must complete their certifications required under Part 5 by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.1 Task Authorization

- a) Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.
- b) With respect to the Work mentioned under paragraph (a) of this clause,
 - 1. An obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
 - 2. The TA Authority and limit will be determined in accordance with paragraph (c) of this clause;
 - 3. The Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense;
 - 4. The task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
 - 5. The TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex B, DND 626 Task Authorization Form. An authorized TA is a completed Annex B signed by the TA Authority.
- c) TA Authority and Limit

The Technical Authority or authorized delegate(s) may authorize individual TAs inclusive of any revisions up to a limit of \$1,000,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

- d) The authority specified under paragraph (c) of this clause is granted subject to the sum specified in the Contract under clause 6.7.3 (Canada’s Total Liability, Cumulative Total of all authorized TAs, not being exceeded).
- e) TA Process

For each task or revision of a previously authorized task, the Technical Authority will provide the Contractor with a request to perform a task prepared using Annex B, DND 626 Task Authorization Form, containing as a minimum the task or revised task description of the Work required, including:

- 1. The details of the activities or revised activities to be performed;
- 2. A description of the deliverables or revised deliverables to be submitted; and
- 3. A schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;

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- f) Within four calendar days of its receipt of the request, the Contractor must provide the Technical Authority with a signed and dated response prepared and submitted using the TA form received from the Technical Authority, containing as a minimum:
1. The total estimated cost proposed for performing the task or, as applicable, revised task;
 2. A breakdown of that cost;
- g) TA Authorization
1. The TA Authority will authorize the TA based on:
 - o The request submitted to the Contractor pursuant to paragraph (e) of this clause;
 - o The Contractor's response received, submitted pursuant to paragraph (f) of this clause; and
 - o The agreed total estimated cost for performing the task or, as applicable, revised task
 2. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).
- h) Minimum Work Guarantee - All the Work - Authorized TAs
1. "Maximum Contract Value" means the sum specified in Contract clause 6.7.3 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means a fixed amount of \$100,000.00.
 2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph h.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
 3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
 4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.
- i) Periodic Usage Reports - Contracts with TAs
1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
 2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Technical Authority a periodic usage report containing, in an electronic spreadsheet (such as Microsoft Office Excel), the data elements specified in paragraphs i.3 and i.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Technical Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

A sample Microsoft Office spreadsheet containing the data elements contained in paragraphs i.3 and i.4 of this clause is provided in Annex C.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
 - The TA number appearing on the TA form;
 - The date the task was authorized appearing on the TA form;
 - The total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
 - The following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - The TA revision number;
 - The date the revision to the task was authorized;
 - The authorized increase or decrease (Applicable Taxes extra);
 - The total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - The total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - The total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
 - The total amount of Applicable Taxes invoiced;
 - The total amount paid, Applicable Taxes included;
 - The start and completion date of the task (as last revised, as applicable); and
 - The active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
 4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:
 - The sum (Applicable Taxes extra) specified in clause 6.7.3, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
 - The total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - The total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - The total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
 - The total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.
- j) Administration of the TA Process - Department of National Defence

The administration of the TA process will be carried out by the Technical Authority or authorized delegate(s). This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

6.2 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 (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).

6.2.1 General Conditions

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

6.2.2 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.3 Security Requirement

There is no security requirement applicable to the Contract.

6.4 Use of individual protective equipment and Occupational Health and Safety guideline(s)

- a) The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.
- b) The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.
- c) The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times OHS guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the OHS guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from date of Contract award for a period of one year.

6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four additional one-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 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.

6.5.3 Comprehensive Land Claims Agreements

The Contract does not include deliveries of services within locations within the Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within the Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Diane Reynolds
Supply Specialist
Public Works and Government Services Canada
Acquisitions Program, ADM - Procurement Branch
Professional Services Procurement Directorate
Terrasses de la Chaudière
10 Wellington, 5th Floor
Gatineau, Quebec, K1A 0S5
Telephone: 613-858-8571
Facsimile: 819-956-2675
Email: Diane.Reynolds@tpsgc-pwgsc.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 not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.6.2 Technical Authority

The Technical Authority for the Contract is:

Insert at contract award

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.6.3 Contractor's Representative

Insert at contract award

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Firm Unit Price

- a) For the delivery of the primary care paramedic (PCP) program to the students, the Contractor will be paid a firm unit price per student indicated below. The firm unit price per student includes all of the costs associated with the delivery of the PCP program to the students (e.g. facility(ies), training material, transportation, etc.), customs duties are included and Applicable Taxes are extra.

Firm unit price per student				
Period	Services	10 to 16 students	17 to 24 students	25 to 32 students
Contract Period	Completion of [fill in title] and delivery of required report(s)	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>
Option Period 1	Completion of [fill in title] and delivery of required report(s)	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>
Option Period 2	Completion of [fill in title] and delivery of required report(s)	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>
Option Period 3	Completion of [fill in title] and delivery of required report(s)	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>
Option Period 4	Completion of [fill in title] and delivery of required report(s)	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>

- b) For the licensing services described in sections 12.4 and 12.5 in Annex A, Statement of Work, the Contractor will be paid a firm unit price indicated below. The firm unit price includes all of the costs associated with providing the licensing services, customs duties are included and Applicable Taxes are extra.

Firm unit price				
Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>

- c) For the accommodation and meals for the students, the Contractor will be paid a firm unit price per student per day indicated below. The firm unit price per student per day includes all of the costs associated with providing accommodation and meals, customs duties are included and Applicable Taxes are extra.

Firm unit price per student per day		
Period	Accommodation	Meals
Contract Period	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>
Option Period 1	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>
Option Period 2	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>
Option Period 3	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>
Option Period 4	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>

- d) For the prior learning assessment described in section 18.5 of Annex A, Statement of Work, the Contractor will be paid a firm unit price per assessment indicated below. The firm unit price per assessment includes all of the costs associated with providing the prior learning assessment, customs duties are included and Applicable Taxes are extra.

Firm unit price per assessment				
Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>

- e) Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.1.2 Fixed Daily Rate

- a) For the remediation or re-insertion of students attending the PCP program, the Contractor will be paid an all inclusive fixed daily rate indicated below. The all inclusive fixed daily rate includes all of the costs associated with the the remediation or re-insertion of students attending the PCP program; Customs duties are included and Applicable Taxes are extra.

All inclusive fixed daily rate				
Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>	<i>\$To be identified at time of Contract award</i>

- b) 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.

6.7.2 Authorized TA, Subject to a Limitation of Expenditure

- a) The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment to the limitation of expenditure specified in the authorized TA.
- b) Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.
- c) No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:
1. When it is 75 percent committed, or
 2. Four months before the final delivery date specified in the authorized TA, or
 3. As soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

- d) If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Canada's Total Liability - Cumulative Total of all authorized TAs

- a) Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of *\$insert at contract award*. Customs duties are included and the Applicable Taxes are extra.

-
- b) 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.
- c) The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
1. When it is 75 percent committed, or
 2. Four months before the Contract expiry date, or
 3. As soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause 6.7.2, TA subject to a Limitation of Expenditure],
- whichever comes first.
- d) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.4 Method of Payment

H1008C (2008-05-12), Monthly Payment

6.7.5 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

6.7.6 Electronic Payment of Invoices – Contract (if applicable)

The Contractor accepts to be paid using any of the following electronic payment instruments:

- a) Visa Acquisition Card;
- b) MasterCard Acquisition Card;
- c) Direct Deposit (domestic and international);
- d) Electronic Data Interchange;
- e) Wire Transfer (international only);
- f) Large Value Transfer System (over \$25M)

6.7.7 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.8 Invoicing Instructions

- a) 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.
- b) Each invoice must be supported by:
 1. A copy of time sheets to support the time claimed;
 2. A copy of the release document and any other documents as specified in the Contract;
 3. A copy of the invoices, receipts; and
 4. A copy of the monthly progress report.
- c) Invoices must be distributed as follows:

1. The original must be forwarded to the email address shown on page 1 of the Contract for certification and payment; and
2. One copy must be forwarded to the Contracting Authority at the following email address: TPSGC.PAFacturationZH-APZHInvoicing.PWGSC@tpsgc-pwgsc.gc.ca.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 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 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#>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) The Articles of Agreement;
- b) The general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) the signed Task Authorizations (including all of its annexes, if any);
- e) Annex C, Sample Microsoft Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs;
- f) The Contractor's bid dated *insert the date of the bid*.

6.12 Defence Contract

A9006C (2012-07-16), Defence Contract

6.13 Foreign Nationals

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor) or
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

6.14 Insurance

G1005C (2016-01-28), Insurance

6.15 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) (<https://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html>) of the Treasury Board Secretariat of Canada.

6.16 Dispute Resolution

- a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>).

6.17 Additional Clauses

- a) A9113C (2014-11-27), Handling of Personal Information.

ANNEX A STATEMENT OF WORK

1.0 TITLE

Primary Care Paramedic (PCP) program.

1.1 Objective

The objective is to provide the Canadian Forces Health Services Group (CF H Svcs Gp) with PCP training for Canadian Armed Forces (CAF) Medical Technicians (Med Techs). The Contractor must:

- (a) Customize their existing accredited PCP program so that it can be delivered within 110 to 150 training days, from start to finish;
- (b) Deliver the PCP training in Canada in French to designated CAF students on an “as and when requested basis”;
- (c) Provide transportation, accommodations and meals for CAF students as applicable during the delivery of the PCP program; and
- (d) Coordinate and facilitate provincial PCP licensing to include all requirements, prerequisites and activities required to challenge the exam(s).

1.2 Background

- 1.2.1 The CF H Svcs Gp is responsible for the medical training of all CAF Med Techs at all levels of competence within the CAF. Med Techs are integral members of the military health care team who assist physicians, physician assistants and nurses in the treatment of the sick and injured while on operations or training activities, in Canada or internationally, and in medical facilities of the CAF.
- 1.2.2 Med Techs have at a minimum, obtained a secondary school diploma, including completion of grade 11 secondary 4 applied math and any biology or chemistry course at the grade 12 secondary 5 level. They also hold a valid driver's license. The first stage of Med Tech training is the 10-week basic military qualification course at the Canadian Forces Leadership and Recruit School (CFLRS). This training provides the basic core skills and knowledge common to all military occupations. One goal of this program is to ensure that all recruits maintain the Canadian Forces physical fitness standard. As a result, the training is physically demanding. Candidates from the Reserve Force may also be selected to attend PCP training. Reservist Med Tech will hold equivalent qualifications.
- 1.2.3 Basic Occupational Qualification (BOQ): Med Tech training at Qualification Level 3 (QL3), or BOQ, consists of three components as follows:
 - (a) Primary Care Training (Clinical Component): The Canadian Forces Health Services Training Center (CF H Svcs TC) Borden provides this training to assist in the efficient operation of garrison or deployed medical clinics and hospitals. They have the knowledge and ability to screen and examine patients, take vital signs and administer ordered treatments and procedures while working in a clinical environment (field hospital, advanced surgical centre, unit medical station or base clinic). Students undertake the clinical component (see Appendix 1) in order to obtain foundation skills and knowledge prior to PCP training;
 - (b) Pre-Hospital Care Training (Emergent Component) (referred to herein as PCP training): CF H Svcs TC Borden does not currently provide this training. The Contractor must provide this training as described in this Statement of Work (SOW); and

(c) Military Field Training (Field Component): CF H Svcs TC Borden provides this training to familiarize students with CAF emergency protocols and train to perform their duties in a deployed setting. Students undertake the field component after PCP training is completed.

1.2.4 PCP training throughput has remained fairly consistent with an annual production of approximately 23 French graduates and up to two serials in progress/completed over a calendar year. As a result of increases or decreases in the operational tempo and CF H Svcs manning levels, the CF H Svcs may need to increase or decrease the Med Tech training output. This is a brief outline of the health services PCP training requirements and is not intended to be a representation of the requirement contained in this SOW.

2.0 DEFINITIONS AND APPLICABLE DOCUMENTS

2.1 Definitions

The following list of definitions is intended to ensure clarity and understanding of the critical terms used within this SOW.

Term	Definition
Accredited	An existing PCP program assessed and accredited by Accreditation Canada.
CAF Liaison	A CAF member, appointed by the CF H Svcs TC to conduct periodic site visits to monitor the welfare, moral and well-being of students as well as assist students and with CAF relevant administrative requirements.
Chief Instructor (CI)	Chief training officer at the Canadian Forces Health Services Training Center (CF H Svcs TC) at Canadian Forces Base Borden who is responsible for the ongoing operation of the school which includes: <ul style="list-style-type: none"> (a) Administering CF H Svcs TC's training programs as described herein; (b) Acting as the point of contact responsible for addressing and managing all CAF students' failures assessments and recommendations for re-insertion; and (c) Acting as the point of contact responsible for addressing and managing all CF H Svcs TC students' administrative (compassionate, leave, etc.) and discipline-related problems.
Classroom Training	Any training of the type normally conducted in a classroom setting that occurs at the Contractor provided facility(ies).
Emergency Training	Training received under the direct supervision of a preceptor when the CAF students are in an emergency department.
Graduate	CAF student who has successfully completed all courses of the Contractor's PCP program.
On-car Training	Training received under the direct supervision of a preceptor when the CAF students are in an ambulance.
Practical Skills Training	Training that will occur at the Contractor provided facility(ies) to prepare CAF students to do their on-car and emergency training.
PCP Program	One complete delivery of PCP training in French including the classroom training, practical skills training, on-car training and emergency training.
PCP Training	The training requirements defined by the Paramedic Association of Canada's NOCP for PCP.
Preceptor	Skilled practitioner or faculty member who supervises students in a clinical setting to allow practical experience with patients.

Term	Definition
Remediation	Academic and/or practical assistance provided to a CAF student upon his/her verbal request to a PCP program instructor or preceptor. A PCP program instructor or preceptor must provide this assistance to a CAF student identified as "weak" prior to or following any type of written or practical examination or evaluation, to include emergency and on-car placements.
Successfully Complete	CAF student has met the Contractor's minimum standard of the PCP program and has passed applicable provincial licensing exam(s).
Training Day	A day dedicated to providing formal instruction, placements, etc. to CAF students.
Training Review Board (TRB)	A process to review a trainee's suitability for continued training and education, while ensuring that the trainee is afforded a fair and just assessment with all relevant information before a decision is made. A TRB will be initiated by the CI.

2.2 Applicable Documents

The following documents including any amendments, form part of this Statement of Work to the extent specified herein and are supportive of the SOW.

- (a) Accessible Canada Act (<https://www.parl.ca/DocumentViewer/en/42-1/bill/C-81/third-reading>);
- (b) Accreditation Canada (<https://accreditation.ca/>);
- (c) Canada's Food Guide (<https://food-guide.canada.ca/en/>);
- (d) DAOD 5023-0, Universality of Service (<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5023/5023-0-universality-of-service.html>);
- (e) National Occupational Competency Profile (NOCP), Paramedic Association of Canada (<http://paramedic.ca/site/nocp?nav=02>);
- (f) Overview of CLB and NCLC competency levels (<https://www.language.ca/overview-of-clb-and-nclc-competency-levels/>);
- (g) Treasury Board Contracting Policy (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494>);
- (h) Appendix 1, Rank Qualification; and
- (i) Appendix 2, Deliverables Table.

3.0 SCOPE

- 3.1 The PCP program must meet the standards and objectives of the Ministry of Education or the Ministry of Health in the province where the program is conducted and must meet the standards of the National Occupational Competency Profile (NOCP) of the Paramedic Association of Canada.
- 3.2 The PCP program must be broken down into units of study or courses. Each unit of study or course must be followed by a formal evaluation of students. Upon the completion of a PCP program each student will receive an official transcript and corresponding PCP certificate or diploma.
- 3.3 The maximum number of CAF students per PCP program will be up to 32 and the minimum number of CAF students per PCP Program will be at least 10.
- 3.4 The estimated number of PCP program serials for each year is one to two, and the average estimated number of CAF students per PCP program serial is between 20-24. These estimates are only an approximation given in good faith by Canada and does not constitute a contract guarantee. The training year runs from April to March.

4.0 LANGUAGE REQUIREMENTS

- 4.1 The Contractor and the Contractor's resources must be fluent (listening, speaking, reading and writing) in Canada's Official Language, French. Fluent is equivalent to the Niveaux de compétence linguistique canadiens for French (<https://www.language.ca/overview-of-clb-and-nclc-competency-levels/>).
- 4.2 The Contractor must have an established quality assurance process for French correspondence and deliverables, including proof reading all correspondence and deliverables.
- 4.3 Canada reserves the right to request the Contractor to evaluate the language proficiency of any of its resources throughout the period of the Contract, at no additional cost to Canada, through one of the approved language test by Immigration, Refugees and Citizenship Canada. Should the evaluation of a Contractor's resource determines that the resource does not meet the language requirement; the Contractor must immediately replace the resource at no additional cost to Canada.

5.0 DELIVERABLES

The Contractor must deliver all deliverables in accordance with Appendix 2, Deliverables Table.

6.0 SCHEDULE

- 6.1 The PCP program length must be no less than 110 training days and no more than 150 training days. Within that time, all CAF students must complete all required competencies as defined by the Contractor in the PCP program which are incorporated into all training modules, as well as the emergency placement and on-car training. In addition to the completion of competencies, a minimum of 180 hours of training must occur during the emergency placement and on-car training. The PCP program length does not include administrative days or licensing activities. Simulation activities may also account towards the minimum hours required as supported by NOCP.
- 6.2 All classroom training and practical skills training must be completed at Contractor-provided facilities between the hours of 8:00 a.m. and 5:00 p.m. daily, Monday through Friday. Training days must not exceed 7.5 hours daily or include weekend training without prior written approval from the Technical Authority (TA). Remediation may occur outside these hours, with prior approval from the Chief Instructor (CI). Rest breaks (e.g., morning and afternoon coffee break) must be included in the 7.5 hours set aside for training. A minimum of 30 minutes to a maximum of 60 minutes must be permitted for the lunch meal hour. This meal break is separate from the 7.5 hours set aside for training.
- 6.3 The on-car and emergency training must not exceed 12 hours at a time without prior written approval by the TA. There must be at least one, eight-hour break between work shifts for the student and the preceptor. CAF students must not be required to work more than 48 hours over a seven-day period. Weekend shifts will be permitted for on-car and emergency training. The Contractor must provide the CI with the on-car and emergency training schedules for students once that portion of training commences.
- 6.4 If requested, the Contractor must initiate up to three deliveries and complete up to two PCP programs throughout a year. Depending on the operational requirements, there may be a requirement to deliver two PCP programs concurrently, including the applicable students accommodations. The Contractor must provide instructors and preceptors and the accompanying materials for each delivery as identified in the approved task authorization.
- 6.5 Institutional professional development days are the responsibility of the Contractor and will not be included in the timings of any PCP programs. In coordination with the TA, the CI will determine when each PCP program is scheduled. All PCP programs must be scheduled in accordance with the following guidelines:

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- (a) A maximum of three administrative days may be included in the schedule for in-clearances, out-clearances and graduation. Activities may include, but are not limited to, orientation to facilities, safety briefing, program overview, registration, moving in to accommodations, moving out, returning keys and pass keys, and receiving grade reports and transcripts. These activities do not include facilitation of licensing; and
- (b) No training must be provided during holiday periods. Students will be given a two or three week break during the Christmas/New Year's holiday period as specified on the TA at time of issue. No training must take place on Easter Monday, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Remembrance Day, and on recognized provincial holidays as applicable to the province of training.
- 6.6 The Contractor must be prepared to conduct the first PCP program within 30 calendar days after Contract award.

7.0 TRAINING MATERIALS AND SUPPLIES

- 7.1 The Contractor must provide CAF students, during the delivery of the PCP training, with the most current French versions of any and all required training materials, training aids, learning aids, equipment (to include a stethoscope), software, manuals, textbooks, and workbooks required for the PCP program. Students will retain manuals, hand-outs, workbooks, and textbooks upon completion of PCP training.
- 7.2 The Contractor must provide the TA and CI with a copy of all manuals, hand-outs, workbooks, and textbooks (in hardcopy and PDF soft copy where available) that will be provided to CAF students during the PCP training. If changes occur to the manuals, hand-outs, workbooks, and textbooks, the Contractor must provide the TA and CI with a revised copy (in hardcopy and PDF soft copy where available) for review a minimum of 14 calendar days prior to the start of any PCP program for which their use is proposed.
- 7.3 The Contractor must supply the students with school supplies upon the start of the PCP program and on an "as and when requested basis". At a minimum, the following items must be provided to students individually: pencils, erasers, ballpoint pens, highlighters, three-hole lined notebooks, three-holed lined refill paper, binders, and duo-tangs. At a minimum, the following items must be provided to students as a group within the classroom: glue sticks, stapler, staples, rulers, calculators, scissors, three-hole punch, two-hole punch, and markers.
- 7.4 The Contractor must prepare, maintain, and update the applicable PCP training materials as required. The Contractor must keep all PCP training materials current with changes to Government of Canada and provincial regulations, educational requirements and/or laws in the province where conducted.
- 7.5 The Contractor must provide the TA and CI a list of the emergency training and on-car supplies required for each CAF student no later than 10 calendar days after Contract award. All emergency training and on-car supplies required for training will be provided to students by the Contractor. The Department of National Defence (DND) will provide CAF students with immunizations, criminal records check, first aid, cardiopulmonary resuscitation training and CAF on-car uniforms.
- 7.6 Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the *Accessible Canada Act*, its associated regulations and standards, and *Treasury Board Contracting Policy*. DAOD 5023-0, Universality of Service, specifies the requirement for CAF members to be physically fit, employable and deployable for general operational duties.

8.0 FACILITIES

- 8.1 The Contractor must provide the TA and CI with a list of facilities where the CAF students will be doing their on-car and emergency training. If facilities are added or deleted, the Contractor must provide a revised list of the changes to the TA and CI before the start of the on-car and emergency training of the PCP program.
- 8.2 The Contractor must provide each CAF student with access to library services and the internet, at a minimum, between the hours of 8:00 a.m. to 8:00 p.m. from Monday to Friday on-site. This access must be provided at the Contractor's training facility, for research purposes during the classroom and practical skills training.
- 8.3 The Contractor must provide an office space for a CAF Liaison when required. The liaison officer will make periodic visits to assess CAF student morale, welfare, and administrative issues. The liaison officer will require a work space consisting of a desk, chair, telephone, and a desktop personal computer (PC) or laptop with internet access and printing capability.

9.0 TEACHING METHODS

The Contractor must use teaching methodologies during the PCP training that employ active rather than passive methods of learning. The following teaching methodologies must be the primary methods utilized during the PCP training:

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

10.0 CLASSROOMS AND RESOURCES

- 10.1 The Contractor must deliver the PCP program with the minimum following ratios:
- (a) One classroom for up to 32 students for the classroom training and testing;
 - (b) One instructor to 8 students for the practical skill training and testing;
 - (c) One preceptor to 4 students for the emergency training; and
 - (d) One preceptor to 1 student for the on-car training.
- 10.2 The Contractor must provide qualified classroom and practical skills training instructors, and on-car and emergency preceptors who are fluent in French for each PCP program to be delivered.
- 10.3 The Contractor must submit the curriculum vitae of each of the proposed instructor(s) and preceptor(s) for the PCP program to the CI. The CI will review the submitted curriculum vitae for compliance with the minimum qualifications detailed herein.
- 10.4 The instructor(s) must possess the following qualifications as a minimum:
- (a) Four consecutive years of professional experience within the last 10 years from the date of task authorization, working in emergency departments, pre-hospital care, or on an ambulance. The resource must have also participated in the maintenance of their emergency or pre-hospital clinical skills within the past two years from the date of task authorization;

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- (b) At least one year of professional experience within the past two years from the date of task authorization, teaching at a recognized provincial or federal institution in the pre-hospital, emergency care, or medical fields;
 - (c) Graduate of pre-hospital studies program, relevant certified health professional (physician, nurse) in emergency care, or certified PCP or higher;
 - (d) Formal training or qualifications as an adult educator within a college or recognized provincial or federal institution; and
 - (e) A certified member and in good standing of the applicable Canadian provincial association as follows: Medical Association; or Nursing Association; or Paramedic Association; or other provincial or national professional organizations. The Contractor must provide proof in the form of a copy of the letter, certificate, membership card, or similar documentation that confirms the individual's membership.

10.5 The preceptor(s) must possess the following qualifications as a minimum:

- (a) Four consecutive years of professional experience within the last 10 years from the date of task authorization, working in emergency departments or pre-hospital care or on an ambulance. The resource must have also participated in maintenance of emergency or pre-hospital clinical skills within the past two years from the date of task authorization;
- (b) Formal training as a certified PCP within the pre-hospital or emergency care or the medical profession;
- (c) A certified member and in good standing of the applicable Canadian provincial association as follows: Medical Association; or Nursing Association; or Paramedic Association; or other provincial or national professional organizations. The Contractor must provide proof in the form of a copy of the letter, certificate, membership card, or similar documentation that confirms the individual's membership; and
- (d) The preceptor(s) that perform medical acts during the PCP program must be covered by the appropriate insurance normally required for the performance of their professional duties.

11.0 EVALUATION AND REMEDIATION

- 11.1 The Contractor must provide an evaluation and remediation plan outlining how it will administer evaluations, remediation, and the re-insertion of CAF students attending the PCP program. The requirement for re-insertion training can be precipitated by factors such as academic difficulties, discipline issues, and short absences due to personal issues or illness.
- 11.2 The Contractor must provide a written report on the results of the CAF student evaluations (passes and failures) to the CI and the TA. The CI and TA must receive this report upon completion of units of study or courses, and upon completion of a PCP program, no later than seven calendar days after the end of the course or unit of study and at the end of the PCP program. The Contractor must provide results of specific student evaluations to DND, upon request.
- 11.3 The report at the end of each unit of study or course for the PCP program must include the following information where applicable:
 - (a) The PCP program dates;
 - (b) The total number of CAF students at the start of the unit of study or course;
 - (c) The total number of CAF students who were inserted during that specific unit of study or course, as well as the date of their insertion;

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- (d) The total number of CAF students who were removed from training during that specific unit of study or course, as well as the date that they were removed; and
- (e) The number and names of the CAF students that passed, and the number and names of the CAF students that failed the unit of study or course.
- 11.4 The report at the end of the PCP program, must include the following information:
- (a) A list of the CAF students who did not successfully complete the PCP program;
- (b) A list of the CAF students who successfully completed the PCP program; and
- (c) The final course schedule for the completed PCP program, as it occurred, including any and all revisions made during the delivery of the completed PCP program.
- 11.5 The Contractor must contact the CI by phone or e-mail within one working day, when it has been identified that a CAF student is experiencing academic difficulties or disciplinary issues. A CF H Svcs TC representative must be included via telecom for any meeting with students that may, or have resulted, in the student being placed on probation for any academic or disciplinary reasons. Generally, a CAF student will be allowed to continue training until a TRB is conducted by the CI and a decision is rendered. If a CAF student fails to meet objectives at any point throughout a unit of study or course of the PCP program, the Contractor must provide the CI with a written evaluation within five working days. In coordination with the TA, the CI and Contractor will jointly determine whether the CAF student will be permitted to continue with training or be re-inserted into the current or a later PCP program.
- 11.6 When possible, re-insertion will be conducted during the current session that the student is enrolled in. The Contractor will identify if re-insertion training is required, prior to resuming the regular training. If required, the Contractor will propose a schedule for additional training, which must be approved by the TA prior to commencement. If a student cannot be re-inserted on their session they will join the next available session. The determination as to what credit a student will receive for objectives already achieved will be determined by the Contractor.
- 11.7 The Contractor must provide remediation, on an as required basis, to CAF students who are experiencing difficulties during classroom training, practical skills training, or on-car and emergency training placements of the PCP program. The CI will be informed of the Contractor's remediation plan for a respective student, by the Contractor, through e-mail. Should a TRB be required, the remediation plan will be included as a document for review. Any and all retesting must be accomplished within five working days of a CAF student's failure to meet the objectives of the PCP program. No retesting will be permitted beyond five working days without prior written approval of the CI.
- 11.8 Should an extension be required during the emergency and on-car portion, due to the inability to achieve the required competencies as a result of limited patient encounters, students will carry on with training at no additional tuition cost to DND. The Contractor will be reimbursed for accommodations and meals in accordance with the basis of payment. Extensions will require TA approval, and must be coordinated with the CI to ensure student availability and to coordinate travel back to the CF H Svcs TC in Borden, ON.
- 11.9 Should an extension be required during the emergency and on-car portion due to factors such as student inability to achieve the required competencies, The Contractor will be reimbursed for accommodations and meals in accordance with the basis of payment
- 12.0 CERTIFICATION AND LICENSING**
- 12.1 The Contractor must provide each CAF student with a student transcript, and certificate or diploma upon successful completion of the PCP program. The Contractor must also forward a copy of the student transcript and certificate or diploma to the CI within five calendar days of completion of the PCP program.

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- 12.2 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 PCP 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.
- 12.3 At a minimum, the certificate or diploma must include the following:
- (a) Issue date;
 - (b) First and last name of the student;
 - (c) Name of the educational institution;
 - (d) Program name;
 - (e) Original signatures of staff who are authorized to confer the certificate or diploma;
 - (f) Written description that identifies that the student has met all requirements to receive the degree;
 - (g) Means of authenticating that the document is an original through an official embossed seal, official stamp, watermark or similar; and
 - (h) Measure at least 8.5 x 11 inches.
- 12.4 The Contractor must facilitate PCP licensing of graduates. Where licensing is separate from the award of the PCP certificate, a plan is required to have the graduates attempt licensing immediately upon completion of the PCP program, which is considered to be the first working day after PCP graduation. No more than 10 working days must be allowed in order to process the graduates for licensing, permitting time for those who fail a first attempt to undertake one or two more attempts following remediation. No later than 14 working days before the kick off meeting, the Contractor must provide the licensing plan to the TA and CI which must be maintained and updated by the Contractor as required. The Contractor must address any concerns raised by the TA within five working days of notification. Facilitation of licensing/certification activities must include but are not limited to:
- (a) Scheduling any testing and making all necessary arrangements with the provincial regulatory agency;
 - (b) Transportation of students to and from any testing sessions;
 - (c) Pre-test preparation session(s);
 - (d) Remediation following any failed attempts by CAF students; and
 - (e) Payment of the licensing fees, including application fees and any other associated fee(s) with regard to licensing, on behalf of CAF students unless prohibited by provincial regulations. These fees will be reimbursed in accordance with the basis of payment.
- 12.5 Where possession of an emergency vehicle driver's license is required for a PCP program, the Contractor must facilitate obtaining such a license for CAF students. Students will be made available up to a maximum of four working days in order to obtain the required class of license before the PCP program commences. Facilitation of licensing activities must include but are not limited to:
- (a) Scheduling any testing and making all necessary arrangements with a student's respective provincial regulatory agency;

- (b) Transportation of students to and from any testing sessions;
- (c) Pre-test preparation session(s);
- (d) Remediation following any failed attempts by CAF students; and
- (e) Payment of the licensing fees on behalf of CAF students unless prohibited by provincial regulations. These fees will be reimbursed in accordance with the basis of payment.

13.0 ACCOMMODATIONS

- 13.1 For the duration of each PCP program, including remediation training, administrative days, PCP licensing days and emergency vehicle driver's licensing days, the Contractor must provide CAF students with accommodations, on an "as and when requested basis". The Contractor must provide an accommodation plan. The Contractor must provide the TA and CI with the accommodations plan no later than 14 calendar days before the kick off meeting and as required when changes are made to the accommodation plan.
- 13.2 The accommodation plan must at a minimum meet the following requirements:
- (a) A maximum of two same-sex CAF students per room;
 - (b) A dead bolt lock and chain lock, or an alternative acceptable to the CI, on the door of each CAF student room and controlled access to the accommodations facility; and
 - (c) Furnished student rooms must include the following for each CAF student:
 - (i) A desk and a chair;
 - (ii) A bedside table with a lamp;
 - (iii) Closet space;
 - (iv) Two bath towels, one hand towel, and one face cloth;
 - (v) A bed with two pillows;
 - (vi) Bed linens to consist of two sheets, two pillow cases, one blanket, and one bedspread;
 - (vii) A minimum of one ironing board and iron;
 - (viii) A minimum of one clock radio with alarm; and
 - (ix) A minimum of one television with free cable or satellite service per student room.
- 13.3 In the case of accommodations where the bathroom is integral to the room, a minimum of one bathroom with a shower must be included in each student room. In the case of accommodations where the bathroom is not integral to the room, a common bathroom with shower facilities may be proposed, however, a minimum ratio of one bathroom and one shower per four students must be respected. Where possible, shared bathrooms must be same sex. If not possible, bathrooms must have the ability to be secured.
- 13.4 All accommodations must also contain the following:
- (a) Weekly housekeeping services to consist of general cleaning of rooms (i.e., dusting of furniture, vacuuming of floors, cleaning of bathrooms) and change of linens and towels. CAF students are responsible for making their own beds;
 - (b) CAF student accommodation facilities must be within a distance of no more than 15 km of the Contractor provided classroom, practical skills, and no more than 30 km of the on-car and emergency training facilities;

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- (c) CAF student personal laundry facilities or laundry services must be made available at the accommodation facilities. Unless provided free of charge, any fee for using the parking facilities or laundry services is the financial responsibility of the individual CAF student;
 - (d) Telephone services must be available, with free local calls. Unless provided free of charge, long distance calls will be the responsibility of the individual CAF students;
 - (e) The enforcement of a silent hours policy between 11:00 p.m. to 6:00 a.m.;
 - (f) Access to vending machines to obtain beverages and snacks (e.g., water, milk, juices, granola bars, and chips);
 - (g) Access to a printer or in-house printing services. Unless provided free of charge, any fee for printing will be the responsibility of the individual CAF student; and
 - (h) Access to Wi-Fi services within the accommodation facility. Wi-Fi must be provided to CAF students free of charge.
- 13.5 Damage caused to any facilities by CAF students, outside of normal wear and tear, will be dealt with between the Contractor and the responsible individual CAF student. Canada will not accept any liability for damage caused by CAF students.

14.0 MEALS

- 14.1 For the duration of each PCP program, including administrative days, PCP licensing days, and emergency vehicle driver's licensing days, the Contractor must provide daily meals to each CAF student, on an "as and when requested basis". The Contractor must provide a meal plan.
- 14.2 At a minimum, the meal plan must conform to the requirements laid out within Canada's Food Guide and must be in accordance with the new Dietary Guidelines as follows:
- (a) Each CAF student must receive three meals daily, breakfast, lunch, and dinner, seven days a week for the duration of the PCP program. The meal plan must contain enough variety in the meal options so that students are able to make a different selection from one day to the next;
 - (b) All daily meals must follow Canada's Food Guide which recommends the regular intake of nutritious foods - vegetables, fruits, whole grains, and protein accordingly to the new Dietary Guidelines. Nutritious foods should not contribute to excess consumption of sodium, free sugars, or saturated fat;
 - (c) The meal plan must include strategies for CAF students with food allergies (e.g., peanut, fish) or CAF students who are vegetarians, vegans, or have religious restrictions;
 - (d) All daily meals must include a minimum of two choices from each of the four main food groups as per Canada's Food Guide;
 - (e) All daily meals must include at least two hot meal choices except when CAF students are provided box meals for the emergency and on-car training. Box meals may also be provided in the case of remediation after normal working hours or for lunch during classroom and practice skills training. Box meals must meet the requirements of Canada's Food Guide – new Dietary Guidelines. In these instances, a hot meal choice must be included (e.g., meal choices that can be warmed in microwave, delivery of hot soup for meal period); and
 - (f) The meal plan must include the locations and short description of the meal facility(ies). Facilities must comply with respective federal and provincial health and safety regulations.

15.0 TRANSPORTATION

- 15.1 For the duration of each PCP program, including administrative days and PCP licensing days, and emergency vehicle driver's licensing days, the Contractor must provide transportation to CAF students. The Contractor must provide a transportation plan.
- 15.2 The transportation plan must be in accordance with the following:
- (a) Transport CAF students from the Contractor provided accommodations to all Contractor provided training facilities;
 - (b) Transport CAF students between facilities, as required, during the on-car and emergency training of the PCP program;
 - (c) Transport CAF students back to their accommodations from all Contractor provided training facilities at the completion of the training day or at the end of their on-car and emergency training placement shifts. The maximum wait times for transportation pickup at the Contractor's training facility, and the on-car and emergency training placement facility after completion of the CAF students shifts is 60 minutes;
 - (d) Although the Contractor must provide transportation to CAF students, CAF students may request to drive their own automobiles to and from training facilities. In such cases, CAF students will follow the Contractor's processes, protocols, or guidelines for self-drive as described in their transportation plan; and
 - (e) Public transportation in the form of bus or subway passes will be accepted if the travel time between accommodations and training venues, including any required transfers, is 60 minutes or less. In the interest of safety, the use of public transportation, other than a pre-booked taxi, for CAF students later than 8:00 p.m. and earlier than 6:00 a.m. will not be allowed.

16.0 ADMINISTRATION

- 16.1 The Contractor's Representative must coordinate the following services and information to the TA:
- (a) Invoice issue resolution;
 - (b) Scheduling of PCP programs, including acceptance of TA submissions;
 - (c) Requests and services related to changing the PCP program and any logistical requirements for the requested change;
 - (d) Annual statistics on CAF students and PCP program pass and failure rates. For reporting purposes, the training year is from April 1st to March 31st of the following year. Statistics must be effective as of March 31st and forwarded to the TA no later than April 30th for each training year and upon contract end-date; and
 - (e) The Contractor must provide a single point of contact to the CI, who will coordinate student issues, to include but are not limited to academic and disciplinary issues.

17.0 MEETINGS, PROGRAM EVALUATION AND COMMUNICATION

- 17.1 If required by the TA, at a minimum of 14 calendar days before the beginning of the first PCP program, DND will attend a kick off meeting with the Contractor. The meeting will be held at the Contractor's training facility and must include:

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- (a) A tour of the training areas where the CAF students will be receiving the classroom training and practical skills training;
- (b) A tour of the CAF student accommodations;
- (c) A review of the PCP training draft schedule for the first year;
- (d) A discussion on and a tour of the on-car and emergency training facilities. A tour of the on-car training facilities is sufficient in the event that multiple facilities are going to be used;
- (e) A tour of the library services, including internet services;
- (f) A general overview of the PCP program that will be delivered to CAF students; and
- (g) A face to face meeting with the Contractor's primary point of contact for Contract and invoicing issues, course scheduling, and disciplinary or training issues.
- 17.2 Progress review meetings between CAF and the Contractor will be held up to twice a year at the discretion of the TA and will be held at the Contractor's facility. The TA will organize the meeting, develop the agenda and will be responsible for the record of the minutes for all progress review meetings with the Contractor. DND will be responsible for the cost of all surveys, conference calls or visits by CAF personnel.
- 17.3 The TA and CI will evaluate the PCP training on an on-going basis, ensuring that the service is meeting the objectives of the SOW and the Contract. This may take the form of conference calls or visits to the training site. On-site evaluations, should they occur, may consist of DND personnel visiting the Contractor's training facility, talking to the CAF students, and observing the instruction. DND will be responsible for the cost of all surveys, conference calls, or visits by DND personnel.
- 17.4 The Contractor must conduct formal student course surveys on all components of the PCP training, including, but not limited to, training materials, instructor performance, and the on-car and emergency facility experience. The Contractor must be responsible for all costs associated with conducting formal student surveys.
- 17.5 If changes occur to PCP training, the Contractor must provide the TA and CI with a revised copy of the PCP program curriculum for review a minimum of 45 calendar days prior to the start of any PCP program for which its use is proposed. Along with the revised copy of the PCP program curriculum, the Contractor must:
- (a) Identify the rationale for any changes to the PCP training, when the changes will be implemented and if the PCP training changes are due to feedback received from the formal student evaluations, changes by the Ministry of Health in the province where conducted, or in the standards and objectives set by the Ministry of Education in the province where conducted or by the Paramedic Association of Canada's NOCP;
- (b) Provide a description outlining the changes to the updated PCP program content, including but not limited to, changes to PCP program objectives;
- (c) Outline any changes to PCP program length as defined in section 6.0. Any and all recommended changes to the length of the PCP program as defined at section 6.0 will require the approval of the TA; and
- (d) Outline whether the PCP program changes will require additional pre-course requirements or pre-requisites of the CAF students.

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- 17.6 If 20% or more of any program serial fails to successfully complete an individual course or unit of study, or 20% or more fail to successfully complete the PCP program, the Contractor must analyze the deficiencies and provide to the TA and the CI the following information within one month of the completion of the individual course or of the PCP program as the case may be:
- (a) An analysis of the deficiencies, to include specific objectives of individual courses or the PCP program, and the percentage of CAF students who failed to successfully complete the objective;
 - (b) A breakdown of the presumed reasons for the failures, to include CAF student participation, disciplinary or administrative issues, course material, or instructor performance; and
 - (c) The plan to correct the deficiencies within the PCP program if related to administration issues, course material, or instructor performance. After the TA and CI approve the plan, the Contractor must implement the plan before the next serial of students starts this section of the PCP program.

18.0 LIMITATIONS AND CONSTRAINTS

- 18.1 The Contractor must provide PCP training with due regard for student safety. The Contractor must provide the TA with an emergency and safety plan that will apply to the students while at training facilities or their accommodation. The Contractor must maintain and update the emergency and safety plan as necessary. The plan is subject to TA approval. The TA Authority will review and approve the Contractor provided plan as-and-when required. The Contractor must address any concerns raised by the TA within seven calendar days of notification.
- 18.2 The Contractor must provide the TA with the labour contingency plan for labour disruption(s) that affects the delivery of the PCP program. For example, a strike by ambulance preceptors could delay production of PCP graduates. A plan is required in order to mitigate disruptions. The Contractor must maintain and update the contingency plan as necessary. The TA will review and approve the Contractor provided plan as-and-when required. The Contractor must address any concerns raised by the TA within seven calendar days of notification.
- 18.3 The Contractor must not implement any plans, as outlined in the deliverables table, without the prior approval of the TA. The Contractor must address any concerns raised by the TA within seven calendar days of notification.
- 18.4 The requirement for CAF students to complete a pre-program learning package in any form will not be considered as part of this Contract.
- 18.5 On occasion, there may be students who enroll into the CAF, with prior learning and experience relevant to PCP studies. The Contractor must conduct Prior Learning Assessment (PLA) on students that are identified by the TA. The Contractor must complete the PLA within 30 days of submission and provide the assessment, along with plan for insertion to training for the respective student(s), to the TA.
- 18.6 The Contractor must have a plan in place to provide students with Critical Incident Stress Debriefings (CISDs) as required. CISDs should be in line with and compliment Critical Incident Stress Management as identified and described in the NOCP, para 3.1.c. At a minimum, the CISDs must include the following elements:
- (a) Must be voluntary for students to participate in, in such a manner that they are not put on spot to answer yes or no in a group setting;
 - (b) Group CISD settings must not place a student in the position where they would have to answer a direct question or feel that they must express their feelings amongst the rest of the group;

Solicitation No. - N° de l'invitation
W6369-21A091/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
113zh

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

File No. - N° du dossier
113zh.W6369-21A091

CCC No./N° CCC - FMS No./N° VME

- (c) Students must be given the opportunity to explore a one-on-one counselling service; and
- (d) The CI should be notified when an event occurs where a group CISD has been offered to CAF students.

Appendix 1 Rank Qualification

The following is an outline and brief description of the curriculum for the Rank Qualification Medical Technician Private (RQ Med Tech Pte). All performance objectives (POs) and enabling objectives (EOs) will be conducted at the Canadian Forces Health Services Training Centre with the exception of PO 13 (Mod 2) which is conducted at a contracted civilian institution.

Subject	Details	Instructional Time	Written Test	Practical Test	Total
Module 1					
PO 001	Maintain Medical Supplies and Equipment				
EO 001.01	Control Medical Supplies and Equipment	50	0	0	50
PO 001	Total Minutes	50	0	0	50
PO 002	Conduct Periodic Health Assessment (PHA) Part 1				
EO 002.01	Perform an Audiogram	300	0	0	300
EO 002.02	Conduct PHA Part 1	250	0	350	600
PO 002	Total Minutes	550	0	350	900
PO 003	Screen a Patient	PC	200	250	450
EO 003.01	Medico-Legal Responsibilities	150	0	0	150
EO 003.02	Apply Medical and Professional Ethics	250	0	0	250
EO 003.03	Complete a Medical Document	250	0	0	250
EO 003.04	Perform CAF Medical Documentation in CFHIS	250	0	0	250
EO 003.05	Educate a Patient on Health Maintenance	250	0	0	250
EO 003.06	Obtain a Patient's History	300	0	0	300
EO 003.07	Assess Vital Signs	350	0	0	350
EO 003.08	Recognize the Levels of Organization of the Body	100	0	0	100
EO 003.09	Screen a Patient with an Integumentary Condition	250	0	0	250
EO 003.10	Screen a Patient with a Nervous or Endocrine Condition	300	0	0	300
EO 003.11	Recognize the Anatomy and Physiology of the Lymphatic System	100	0	0	100
EO 003.12	Screen a Patient with a Cardiovascular Condition	600	50	250	900
EO 003.13	Screen a Patient with a Respiratory Condition	550	0	250	800
EO 003.14	Screen a Patient with an Abdominal Gastrointestinal Condition	550	50	250	850
EO 003.15	Recognize the Anatomy and Physiology of the Genitourinary System	150	0	0	150
EO 003.16	Recognize the Anatomy and Physiology of the Reproductive System	100	0	0	100
EO 003.17	Screen a Patient with a Psychiatric Condition	250	50	0	300
EO 003.18	Screen a Patient with an Infectious Disease and the Effects of Micro-Organisms and Parasites on the Body	350	0	0	350
PO 003	Total Minutes	5100	350	1000	6450
PO 004	Treat Orthopedic Conditions		50	250	300
EO 004.01	Recognize MSK Anatomy and Physiology	250	0	0	250
EO 004.02	Screen a Patient with a MSK Condition	700	0	0	700
EO 004.03	Tape a Joint	500	0	0	500
EO 004.04	Apply Braces, Splints, Canes and Crutches	150	0	0	150
EO 004.05	Apply and Remove Casts	700	0	0	700
PO 004	Total Minutes	2300	50	250	2600
PO 005	Treat EENT Conditions		50	300	350
EO 005.01	Recognize the Anatomy and Physiology of the Special Senses	150	0	0	150
EO 005.02	Screen a Patient with an Eye Condition	200	0	0	200
EO 005.03	Screen a Patient with an Ear, Nose and Throat Condition	600	0	0	600
PO 005	Total Minutes	950	50	300	1300

Subject	Details	Instructional Time	Written Test	Practical Test	Total
PO 006	Administer Diagnostic Procedures				
EO 006.01	Obtain a Lab Specimen	550	0	150	700
EO 006.02	Obtain a Blood Sample	500	0	0	500
PO 006	Total Minutes	1050	0	150	1200
PO 007	Administer Medication	PC	50	0	50
EO 007.01	Prepare Medication for Administration	400	0	0	400
EO 007.02	Administer Oral and Topical Medication	700	0	0	700
EO 007.03	Administer Parenteral Medication	820	0	0	820
PO 007	Total Minutes	1920	50	0	1970
PO 008	Administer Continuous Infusion				
EO 008.01	Administer Continuous Infusion	1230	0	0	1230
PO 008	Total Minutes	1230	0	0	1230
PO 009	Assist SMA During Minor Surgical Procedures	PC		250	250
EO 009.01	Sterilizing Equipment	200	0	0	200
EO 009.02	Provide Assistance During Minor Surgical Procedures	300	0	0	300
EO 009.03	Provide Wound Care	350	0	0	350
EO 009.04	Pack a Wound	500	0	0	500
PO 009	Total Minutes	1350	0	250	1600
PO 010	Implement a Patient Care Plan				
EO 010.01	Apply Infections Control Principles	100	0	0	100
EO 010.02	Assist with Activities of Daily Living	200	0	0	200
EO 010.03	Perform Patient Care	300	0	0	300
PO 010	Total Minutes	600	0	0	600
PO 011	Manage Airway				
EO 011.01	Manage Airway	250	0	0	250
EO 011.02	Assist with Intubation	100	0	0	100
PO 011	Total Minutes	350	0	0	350
PO 012	Resuscitate a Patient				
EO 012.01	Provide HCP CPR	350	0	0	350
PO 012	Total Minutes	350	0	0	350
Module 2					
PO 013	Initiate Pre-Hospital Treatment for Trauma and Medical Emergencies				
Module 3					
PO 014	Set up a Deployed Medical Facility				
EO 014.01	Load and Maintain Supplies and Equipment in Emergency Vehicles	250	0	0	250
EO 014.02	Set up a Field Medical Facility	400	0	0	400
PO 014	Total Minutes	650	0	0	650
PO 015	Treat Casualties in an Operation Environment			1200	1200
EO 015.01	Recognize the TCCC components	100	0	0	100
EO 015.02	Recognize the H Svcs support components	100	0	0	100
EO 015.03	Med Tech Procedures and SOPs	100	0	0	100
EO 015.04	HSS Mounted and Dismounted Roles	100	0	0	100
EO 015.05	Cardiac Protocols	50	0	0	50
EO 015.06	Respiratory Protocols	50	0	0	50
EO 015.07	Medical Protocols	100	0	0	100
EO 015.08	Environmental Protocols	50	0	0	50
EO 015.09	Provide Tactical Care in a Combat Environment	1100	0	0	1100
EO 015.10	Perform "M" of the MARCHE Protocol	400	0	0	400
EO 015.11	Perform "A" of the MARCHE Protocol	50	0	0	50
EO 015.12	Perform "R" of the MARCHE Protocol	300	0	0	300
EO 015.13	Perform STOP of the MARCH Protocol	50	0	0	50
EO 015.14	Perform "C" of the MARCHE Protocol	450	0	0	450
EO 015.15	Perform "H" of the MARCHE Protocol	100	0	0	100
EO 015.16	Perform "E" of the MARCHE Protocol	350	0	0	350
EO 015.17	Care for a Casualty and Assist Throughout Evacuation	450	0	0	450
EO 015.18	Apply Mass Casualty Management Procedures	350	0	0	350

Subject	Details	Instructional Time	Written Test	Practical Test	Total
PO 015	Total Minutes	4250	0	1200	5450
PO 016	Treat Casualties in a CBRN Environment	PC	50	200	250
EO 016.01	Provide CBRN(E) Casualty Emergency Treatment	450	0	0	450
PO 016	Total Minutes	450	50	200	700
Grand Total Minutes		21150	550	3700	25400

Administration	Module 1 Time (Minutes)	Module 3 Time (Minutes)	All Modules Time (Minutes)
1. Welcome address/photo	50	50	100
2. Misconduct Brief	50	50	100
3. In clearance / Out Clearance (Unit/Base)	250	150	400
4. Standards Briefing and generic checklists	100	50	150
5. Study habits	50	0	50
6. Instructor/Trainee Interview	150	0	150
7. Mid-Course Reports (Interview)	150	0	150
8. Graduation Parade (including practice)	0	200	200
9. Course Reports	100	150	250
10. Standards Quality Assurance	50	50	100
11. Draw/Return field/CBRN clothing	0	200	200
12. Standards debrief (written PC/EC)	350	100	450
13. Non Training Activity Periods (Cmndt's Dir 4983-2)			
a. Administrative (1 period per week) Total	600	400	1000
b. Military Activity (up to 2 period per week) Total	1150	550	1700
c. Physical Training (up to 3 periods per week) Total	1750	600	2350
14. Predeployment Drills (Load vehicles)	0	200	200
15. Tear down / Camp cleanup	0	100	100
16. Redeployment Drills / Equipment cleanup	0	450	450
17. TOETs	0	150	150
Total Administration Time	4800	3450	8250
Course and Administration Time			33650

Appendix 2 Deliverables Table

Item #	Deliverable	Delivery Date	Number of Copies	Format	Delivered To	SOW Reference
Schedule						
1	Provide draft schedule of PCP program	At the kick off meeting, and as and when required	One	PDF soft copy	TA and CI	17.1 (c)
Training Materials and Supplies						
2	Copy of all PCP training materials	No later than 30 calendar days after Contract award	One	PDF soft copy	TA and CI	7.2
3	Training materials for each DND student attending a PCP program	At the beginning of each PCP program	One per DND Student	As Required	Each DND student	7.1
4	School supplies	At the beginning of each PCP program, and as and when required	NA	NA	Each DND student or for entire class as applicable	7.3
5	List of the on-car and emergency training supply requirements	10 calendar days after Contract award	One	PDF soft copy	TA and CI	7.5
Instructors and Preceptors						
6	Submit the curriculum vitae of instructor(s) and/or preceptor(s)	Before the beginning of the first PCP Program	One per instructor/preceptor	PDF soft copy	CI	10.3
7	Submit the curriculum vitae of replacement or newly hired instructor(s) and/or preceptor(s)	As and when required	One per instructor/preceptor	PDF soft copy	CI	10.3
Evaluation and Remediation						
8	DND student evaluations	As and when required	One per DND student	PDF soft copy	CI	11.0
9	Evaluation and remediation plan	As and when required	One	PDF soft copy	N/A	11.0
10	Report on the results of DND student evaluations at the end of each course or unit of study	Within 7 calendar days after the end of a course or unit of study of any PCP Program	One	PDF soft copy	TA and CI	11.0
11	Report on the results of DND student evaluations at the end of any of the PCP Program	Within seven calendar days after the end of the PCP Program	One	PDF soft copy	TA and CI	11.0
12	Written evaluation when DND student fails to meet objectives at any point throughout a course or unit of study	Within five calendar days when a DND student fails to meet objectives at any point throughout a course or unit of study	One	PDF soft copy	CI	11.0
Certification and Licensing						
13	Certificate or diploma and student transcript	Original upon successful completion of the PCP Program by DND student and copy within five calendar days of completion of the PCP Program	One per student/One for CI	Hard Copy for each student/Scanned PDF of each student for CI	Original to each DND student and soft PDF copies to CI	12.0
Accommodation and Meals						
14	Accommodation plan	As and when required	One	PDF soft copy	N/A	13.0
15	Meal plan	As and when required	One	PDF soft copy	N/A	14.0
Transportation						
16	Transportation plan	As and when required	One	PDF soft copy	N/A	15.0
Administration						
17	Contractor point of contact list	As and when required	One	PDF soft copy	N/A	16.0(e)
Meetings, Program, Evaluation and Communications						
18	Kick off meeting at the Contractor's training facility	14 calendar days before the beginning of the first PCP Program	N/A	N/A	N/A	17.1
19	Progress review meeting at the Contractor's facility	Up to twice a year, and as and when required	N/A	N/A	N/A	17.2
20	Results of Contractor's evaluation or assessments of PCP Program	Within two months after a completed PCP program	One	PDF soft copy	TA and CI	17.3
21	Changes to PCP training curriculum	Minimum of 45 calendar days before the start of any PCP program	One	PDF soft copy	TA and CI	17.5
22	Analysis of DND student failures	Within one month of the completion of the individual course or of the PCP program as the case may be	One	PDF soft copy	TA and CI	17.6
Limitations and Constraints						
23	Emergency and safety plan	As and when required	One	PDF soft copy	N/A	18.1
24	Labour contingency plan	As and when required	One	PDF soft copy	N/A	18.2
25	PLA review of students with prior experience and insertion to training plan	Within 30 calendar days of submission to the Contractor	One	PDF soft copy	TA and CI	18.5
26	CISD plan	As and when required	One	PDF soft copy	N/A	18.6

ANNEX B DND626 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 <hr/> Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - A	TO THE CONTRACTOR 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. 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. À L'ENTREPRENEUR 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. 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.	
Delivery location - Expédié à	_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
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	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

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/ceiling 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.

CostThe 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.

À

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). **Nota :** 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/ront 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'œuvre; 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.

PrixMentionnez 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.

Solicitation No. - N° de l'invitation
W6369-21A091/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
113zh

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

File No. - N° du dossier
113zh.W6369-21A091

CCC No./N° CCC - FMS No./N° VME

ANNEX C
SAMPLE MICROSOFT OFFICE EXCEL SPREADSHEET
FOR PERIOD USAGE REPORTS – CONTRACTS WITH TAs

See the attached form.