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PART 1 - GENERAL INFORMATION

1. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses

2. Revision of Departmental Name

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

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Procurement Ombudsman

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

5. Multiple Contracts

CSC may award up to a maximum of **nine (9) contract(s) as a result of this request for proposal (RFP), one contract per STREAM.**

- STREAM 1: Nova Scotia
- STREAM 2: New Brunswick
- STREAM 3: Quebec
- STREAM 4: Ontario
- STREAM 5: Manitoba
- STREAM 6: Saskatchewan
- STREAM 7: Alberta- Drumheller/Innisfail
- STREAM 8: Alberta- Edmonton/Grand Cache
- STREAM 9: British Columbia

Or a combination thereof.

Bidders can bid on one or multiple streams; however, Bidders submitting a bid for multiple streams must be able to provide services at all of the location(s) listed within the identified stream. Bidders must also be able to supply sufficient resources for the estimated volume of services required for every STREAM for which they are interested in providing services (see Annex B – Basis of Payment).

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: One-Hundred and Eighty (180) days

2. Submission of Bids

Bidders must submit their bid only to Correctional Service of Canada (CSC) by the date, time and at the email address indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, CSC will not accept bids submitted in hard copy or by facsimile.

CSC recommends that bidders submit their response to the requirements of this solicitation in typewritten format.

Bidders must ensure that any handwritten information included in their bid is clearly legible in order to allow CSC to complete the bid evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether bids comply with all of the requirements of the bid solicitation including, if applicable, any and all evaluation criteria.

3. Former Public Servants

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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.

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: **one (1) electronic copy in PDF format**

Section II: Financial Bid: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

Bidders should submit their technical bid and financial bid in two (2) separate documents.

2. Section I: Technical Bid

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

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

4. Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

1.1 Technical Evaluation

CSC will perform a separate technical evaluation for each STREAM.

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

CSC will perform a separate financial evaluation for each STREAM.

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid of PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula(s) in the relevant table in **Annex B – Proposed Basis of Payment**.

2. Basis of Selection

CSC will use the following selection process for each STREAM.

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria - Annex C to be declared responsive.

The responsive bid with the lowest evaluated BID price per STREAM will be recommended for award of a contract for that STREAM.

CSC may award a maximum of nine (9) contracts as part of this process.

2.2 Calculation of the BID PRICE

For each stream, CSC will calculate the **average** Firm Lot Price Per Training Session for the Contract Period and each of the Option periods by adding together the Firm Lot Price per training session at a CSC Facility with the Firm Lot Price per training session at the Provider Facility and dividing the resulting total by 2. CSC will then calculate the total **BID PRICE** by adding together the resulting average Firm Lot Price for the Contract Period with the average Firm Lot Prices for Option 1 and Option 2.

The following example shows calculation of the **BID PRICE** for STREAM 1 – Nova Scotia for two (2) technically compliant bidders who have met all mandatory technical evaluation criteria.

Table 1 Sample calculation of Average Firm Lot Price per training session for STREAM 1

STREAM 1: Nova Scotia	Training Session up to 6 participants at a CSC Facility (\$ CDN) (A)	Training Session up to 6 participants at the Contractor's Facility (\$ CDN) (B)	Additional Participant Price per person (\$ CDN) (C)	Average Firm Lot Price per training session (\$ CDN) (A+B)/2 +C
BIDDER #1				
CONTRACT PERIOD	\$350.00	\$300.00	\$100.00	\$425.00
OPTION PERIOD 1	\$400.00	\$350.00	\$100.00	\$475.00
OPTION PERIOD 2	\$450.00	\$400.00	\$100.00	\$525.00
BIDDER #2				
CONTRACT PERIOD	\$500.00	\$500.00	\$100.00	\$600.00
OPTION PERIOD 1	\$500.00	\$500.00	\$100.00	\$600.00
OPTION PERIOD 2	\$500.00	\$500.00	\$100.00	\$600.00

If the contractor does not have a training facility available, calculations will be calculated as per below:

STREAM 1: Nova Scotia	Training Session up to 6 participants at a CSC Facility (\$ CDN) (A)	Training Session up to 6 participants at the Contractor's Facility (\$ CDN) (B)	Additional Participant Price per person (\$ CDN) (C)	Average Firm Lot Price per training session (\$ CDN) (A + B+C)
BIDDER #3				
CONTRACT PERIOD	\$400.00	\$0	\$100.00	\$500.00
OPTION PERIOD 1	\$400.00	\$0	\$100.00	\$500.00
OPTION PERIOD 2	\$425.00	\$0	\$100.00	\$525.00

Table 2 Sample calculation of Bid Price for STREAM 1 – Nova Scotia

STREAM 1: Nova Scotia	A	B	C	D =A +B+C
	Contract Period	Option #1	Option #2	BID Price
Bidder	Average Firm Lot Price Per Training Session*			
BIDDER #1	\$425.00	\$475.00	\$525.00	\$1,425.00
BIDDER #2	\$600.00	\$600.00	\$600.00	\$1,800.00
BIDDER #3	\$500.00	\$500.00	\$525.00	\$1,525.00

**Bidders are to note that prices shown in the tables above are fictitious and used for the sole purpose of providing a calculation example.*

In the example above, Bidder #1 has obtained **the lowest BID PRICE** and would be recommended for award of a contract.

3. Tie-breaking method for identical bids

If two technically compliant bids submitted the same total estimated bid price, CSC will award the contract to the technically compliant bid that was received first according to the date and time the bidder transmitted the email to the CSC as indicated in the bidder's email.

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. Certifications Precedent to Contract Award and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

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

1.2 Integrity Provisions – Required documentation

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

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;

- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

OR

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's website](#).

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

1.4 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

1.5 Language Requirements

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be able to communicate orally and in writing in the language(s) specified in Annex A Statement of work, 2.0 Language of Work without any assistance and with minimal errors.

1.6 Education and Experience

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

1.7 Certification

1.7.1 By submitting a bid, the Bidder certifies that all proposed Instructor(s) hold a current certification as a pre-hospital trauma care Instructor as well as member of Good Standing.

The Contractor must provide a copy of the instructors' certifications to the Contracting Authority annually for the duration of the contract and when requested to do so.

1.7.2 By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.7.3 By submitting a bid, the bidder certified that online or virtual platform sessions must be compatible with CSC IT policies and virtual platforms such as Polycom, WebEx or MS Teams throughout the contract. The Contractor must identify its platform that the Project Authority must approve, prior to the contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

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

2.1 Task Authorization

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

2.1.1 Task Authorization Process

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

2.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 10,000.00, Applicable Taxes included, inclusive of any revisions.

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

2.1.3 Minimum Work Guarantee - All of the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5% of the Maximum Contract Value.

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 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum

liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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 total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

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

3.2 Replacement of Specific Individuals

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract award to 1 year later inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the

extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nadine Pike
Title: Senior Procurement Officer
Correctional Service Canada
Branch/Directorate: Comptroller/Contracting and Material Services - NHQ
Telephone: (506) 378-1049
E-mail address: Nadine.Pike@csc-scc.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.

[Fill in at contract award only.]

5.2 Project Authority

The Project Authority for the Contract is:

Name:
Title:
Branch/Directorate:
Telephone:
E-mail address:

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

[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:
Title:
Company:
Address:
Telephone:
Facsimile:
E-mail address:

6. Payment

6.1 Basis of Payment - Firm Lot Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm lot price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Monthly Payments

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

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

6.4 SACC Manual Clauses

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

6.5 Travel and Living Expenses

a. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:

- i. services provided within 100 km of the training facilities as listed in **attachment 2 to the SOW – CSC Training locations**.
 - ii. Meetings as described in section 5. Annex A - the Statement of Work.
- b. For Services provided outside 101 km and within 500km of the training facilities as listed in **attachment 2 to the SOW – CSC Training locations**..
- i. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- c. Canada will not accept any travel and living expenses incurred by the Contractor outside 500KM of the training facilities as listed in **attachment 2 to the SOW – CSC Training locations** or as a consequence of any relocation required to satisfy the terms of the Contract.
- d. All travel must have the prior authorization of the Project Authority.
 - e. All payments are subject to government audit

Estimated Cost: \$ _____. [Fill in at contract award only.]

6.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

7. Invoicing Instructions

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

a) Each invoice must be supported by:

- Contract number
- Task Authorization form signed by the Project or Contracting Authority and the Contractor
- The date of the training
- Training title
- List of participants for each training session
- The region and location of the training
- the name of the Instructor(s)
- a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

b) Invoices must be distributed as follows:

- i. The original and one copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the contract for certification and payment.

8. Certifications and Additional Information

8.1 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.

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (Annex D);
- (f) the Contractor's bid dated _____ (to be inserted at contract award)

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. Liability

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

13. Ownership Control

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

- 13.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 13.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 13.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control

becomes under a non-resident entity, the Minister will have the right to treat this Contract as being in default and terminate the contract accordingly.

13.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

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

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

15. Tuberculosis Testing

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

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

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

16. Compliance with CSC Policies

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

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

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

17. Health and Labour Conditions

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

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

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

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

18. Identification Protocol Responsibilities

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

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

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

20. Contract Administration

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

21. Privacy

- 21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 21.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract,

upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

22. Proactive Disclosure of Contracts with Former Public Servants

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

23. Information Guide for Contractors

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

24. Government Site Regulation

SACC Manual clause A9068C (2010-01-11), Government Site Regulations

ANNEX A – Statement of Work

The Health Services Branch of the Correctional Service of Canada (CSC) requires the services of Instructor(s) on an “as and when requested basis” to deliver Emergency Trauma Care (ETC) Training to nurses working in CSC’s Institutions. The Emergency Trauma Care Training is the Prehospital Trauma Life Support (PHTLS) course or a course of equivalency and will be referred to as ETC in this statement of work.

1.1 Background

ETC training is mandatory for all CSC nurses who, as part of their duties, may be required to provide appropriate assessment and treatment of critically injured trauma patients.

Through the Prehospital Trauma Life Support (PHTLS) course or a course of equivalency, nurses will meet their training requirement in emergency care, as set out in the Corrections and Conditional Release Act (CCRA) sections 86 and 87, and specifically directed in Commissioner’s Directives 800, *Health Services* and in 843, *Interventions to Preserve Life and Prevent Serious Bodily Harm*.

1.2 Objectives

The objective of the ETC training is to certify CSC nurses in ETC through training delivered in a pre-hospital setting based on a pre-hospital trauma care model. Nurses meeting this standard will be able to demonstrate sound knowledge and skills in emergency and trauma response.

There will be up to nine (9) individual contracts as follows:

- STREAM 1: Nova Scotia
- STREAM 2: New Brunswick
- STREAM 3: Quebec
- STREAM 4: Ontario
- STREAM 5: Manitoba
- STREAM 6: Saskatchewan
- STREAM 7: Alberta- Drumheller/Innisfail
- STREAM 8: Alberta- Edmonton/Grand Cache
- STREAM 9: British Columbia

Or a combination thereof

1.3 Tasks

1.3.1 Theory Component:

Through blended delivery methods, such as online or virtual delivery the Contractor must provide session(s), which must include self-directed learning tasks such as reading course materials, completing course assignments, or engaging in small group discussions. Following the theory component, the Contractor must provide in-person facilitation of assessment, skills and scenarios as outlined under 1.3.2;

1.3.2 In-person facilitation of assessment must

- be delivered by a minimum of one Instructor.
- allow CSC nurses to assess and manage trauma care patient(s) in a unique environment (e.g., a correctional institution).

- be completed within one week from the online/virtual session. If this timeline is not feasible due to unforeseen circumstances, the Contractor must bring it to the Project Authority’s attention for approval of new date.

1.3.3 The instructor(s) must be prepared to provide the required amount of sessions as indicated per region and institution site, specific to the STREAM. Each session will have a **minimum of two (2) and a maximum of eight (6) participants**. Additional participants may be added with agreement from both parties using the rate in accordance with the basis of payment. The number of participants and sessions are subject to change depending on the need and the number of participants per session.

1.3.4 Estimated number* of Emergency Trauma Care Training sessions per Region for each fiscal year**.

STREAM	# OF ESTIMATED SESSIONS
#1: Nova Scotia	4
#2: New Brunswick	3
#3: Quebec	14
#4: Ontario	18
# 5: Manitoba	2
# 6: Saskatchewan	6
#7: Alberta- Drumheller/Innisfail	4
#8: Alberta- Edmonton/Grand Cache	4
# 9: British Columbia	15

**The estimation provided above is based on previous years’ actual sessions’ delivery; therefore, they are not to be considered in any way as a commitment from CSC.*

***A fiscal year is defined as a period of twelve (12) months starting the 1st of April of any given year and ending the 31st of March of the following year.*

1.3.5 The Contractor must provide Instructor(s) to deliver the ETC training in either English or French, in accordance with section 2.0 Language of Work of this Statement of Work, on an “as and when requested basis”. This is applicable to both the theory as well as in person assessment components of the training.

1.3.6 The Instructor(s) must perform the following tasks:

- Ensure that the blended online/virtual with in-person training learning platform is accessible;
- Provide the necessary electronic device information to CSC for approval of the electronic devices to enter a CSC institution as well as electronic device compatibility with CSC whiteboards or overhead projectors;
- Arrive and log-in at least 30 minutes prior to the start of training to ensure that training equipment is operational and the training room is properly set up. The instructor is responsible for the working order

of their electronic and medical training equipment. If an issue with the CSC training equipment occurs, the instructor must bring it to CSC's attention for resolution. If the training is taking place within an Institution, the instructor must allow additional time to clear security prior to accessing the training room. A minimum of 30 minutes should also be allowed for when planning to provide training within an institution

- d) Greet and provide administrative briefing to participants at the beginning of the training. Outline the course content and evaluation;
- e) If Public Health measures are in place to follow, complete the COVID-19 Training Daily Checklist per CSC policy. If training is being held at the contractor's training center, the contractor must submit a copy of the Contractor's COVID-19 Checklist or COVID-19 Infection Control Principles guidelines for the facilitation of training to the Project Authority. The Project Authority must approve the checklist or guidelines in advance of the in-person training by the Project Authority;
- f) Provide administrative briefing for the location of fire exits, washrooms, and lunchroom for in class session;
- g) Deliver the training in accordance with the Emergency Trauma Course outline;
- h) Have participants sign the attendance sheet for both training days during the in class session;
- i) Review the attendance sheet to ensure participants have signed;
- j) Submit signed attendance sheets and COVID Training Checklists (if applicable) for both training days in accordance with the instructions outlined on the task authorization.
- k) Assess the participants to ensure they have successfully completed the training;
- l) Send certificate of completion for each successful in accordance with the instructions outlined on the task authorization.
- m) Deliver the training content in accordance with policies and procedures reflective of a pre-hospital setting trauma care unique environment using correctional institution type scenarios provided by the facilitator;
- n) Deliver the key components of the course (as listed below) utilizing knowledge and hands on assessments according to the pre-hospital trauma care course (or equivalency) outline:
 - 1. Scene Management and Primary Survey
 - 2. Airway Management
 - 3. Circulation and IV Therapy
 - 4. Secondary Survey
 - 5. Kinematics of Trauma
 - 6. Head Trauma
 - 7. Spinal trauma
 - 8. Disabilities and Fractures
 - 9. Burns
 - 10. Multi-patient care
- o) Provide all training materials to CSC no later than 5 weeks prior to the training start date;
- p) Provide their own electronic devices required to facilitate their training;
- q) Provide a supportive learning environment conducive to motivating optimal learning;
- r) Encourage participants to engage with each other in support of the learning objectives;

- s) Help and guide the participants learn the subject matter;
- t) Ensure the training timeline is managed effectively;
- u) Keep the discussion(s) on track;

1.3.7 Course Hours and Duration

The Contractor must deliver the training sessions from 8:00 a.m. to 4:00 p.m. or 8:30 to 4:30 p.m. The Project Authority must approve any change in the training hours ahead of time.

The theory component combined with the in person facilitation must have a minimum course duration of two-days (15 hours total).

1.3.8 Training Cancellation or Rescheduling

- (a) CSC may cancel or reschedule training without incurring a fee by giving a written notice to the Contractor by email at least ten (10) calendar days prior to training;
- (b) CSC has to cancel due to an unforeseeable or uncontrollable event (such as a lockdown, strike, virus attack, a pandemic, a power or technical failure etc.) no charge will be applied regardless of when the notice was given to the Contractor.
- (c) In the event that CSC cancels or reschedule a training between three (2) to nine (9) calendar days prior to the delivery date, the Contractor will be paid 25% of the firm lot price training in accordance with Annex B-Basis of Payment;
- (d) In the event that CSC cancels or reschedules a scheduled training on the day of or during the training, the Contractor will be paid the firm lot price training in accordance with Annex B-Basis of Payment;

1.4 Training Material

1.4. The Contractor must provide all training materials required to deliver the ETC training. CSC will accept the training material in a hard copy or an electronic version. The contractor must provide the medical equipment listed in Attachment 1 required for course simulation to deliver the ETC training. A list of any additional medical equipment requested by the instructor must be provided to the Project Authority for approval in advance of the training. Any shipping costs must be paid by the Contractor.

1.4.2 The Contractor must send all training manuals and handouts to the Regional Correctional Learning and Development Center no later than 5 weeks prior to the training start date. Should unforeseen circumstances arise, the Project Authority may approve an adjustment of the timeline. The Contractor must pay for any shipping costs.

1.4.3 Cost for deliverables (see 1.5) will be at the cost of the contractor.

1.5 Deliverables

The Contractor must provide:

1.5.1 Hard copy or electronic version of the training manuals for each participant as well as any required training handouts;

1.5.2 Electronic training materials compatible with CSC IT policies and virtual platforms such as Polycom, WebEx or MS Teams to the proposed blended learning platform;

1.5.3 A list of all successful and unsuccessful participants at the end of each training session to CSC's Project Authority;

1.5.4 Certificate of completion for each successful participant.

1.6 Location of Work

1.6.1 The training may be delivered at the Correctional Learning and Development Centres, in CSC institutions in various locations in Atlantic, Quebec, Ontario, Prairies and Pacific Region, or at the Contractor's facility, subject to the Project Authority's approval.

1.6.2 The contractor may propose and provide training space in their organization that would be suitable to deliver the course safely and within CSC policies and protocols. The Contractor must specify the size of classroom and maximum number of participants per session.

1.6.3 The training space must be agreed upon by both parties. Should there be disagreement over the location; the Project Authority will make the final decision. **Attachment 2 to the SOW – CSC Training locations** provides a detailed list of possible locations of training sessions.

2.0 Language of Work

The Instructor(s) must be able to teach the ETC training (read, communicate orally and in writing), in English, in French, or in both, as requested in the Task Authorization, and as outlined below:

- a) STREAMS 1, 4, 5, 6, 7, 8 and 9: fluent in **English**. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.
- b) STREAM 2; fluent in both official languages of Canada (**French and English**). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.
- c) STREAM 3 fluent in **French**. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.
- d) For the purposes of this Contract, an Instructor will be considered to speak a language fluently if the Instructor can:
 - i. Give detailed explanations and descriptions;
 - ii. Handle hypothetical questions;
 - iii. Support an opinion, defend a point of view or justify an action; and
 - iv. Guide and advice.

3.0 Support to contractor

CSC will:

3.1 Finalize the training schedules with the Contractor; confirm session's dates, location and Instructor's availability;

3.2 Confirm participant registrations;

3.3 Advise the Contractor of the number of training manuals required six (6) weeks in advance and will be responsible for distributing training manuals to all participants of the training session(s) at least three (3) weeks prior to the training date. Should unforeseen circumstances arise, the Project Authority may approve an adjustment of the timeline;

3.4 Send notification to all participants of the time, date and location of each training session;

3.5 Ensure all participants have a laptop or electronic device to utilize for the online/virtual component of the training;

3.6 Send an electronic version of the Participation Registration List to the Contractor at least ten (10) working days prior to each session;

3.7 Make arrangements to obtain approval from CSC Departmental Security for instructor's electronic devices required for training facilitated within CSC institutions;

3.8 If applicable, provide the training facility and ensure logistics. Electronic equipment and devices will be installed, connected and ready for the Instructor's use;

3.9 If applicable, make the necessary arrangements to provide Instructor(s) with access to the building, institutions or classroom;

3.10 Notify the contractor by sending an email of any change in the training location;

3.11 Provide the instructor with the current COVID-19 Training Daily Checklist for each training session day (if applicable);

3.12 Assist with the trouble shooting of the blended learning platform to facilitate the training.

3.13 Coordinate participant course evaluation of the training and provide feedback to the Contractor.

4. Meetings

4.1.1 At the discretion of the Project Authority, a Kick-off planning meeting will be held by videoconference with the Contractor within 15 calendar days after the date of Contract award. The date and time of the meeting will be determined upon contract award. The purpose of the kick-off meeting will be as a minimum to review the contractual requirements and to plan and discuss the upcoming trainings calendars.

4.1.2 At the discretion of the Project Authority, briefing session(s) may be held with the Contractor at least once per year by conference call or videoconference. Discussions may include a review of the present and future training requirements.

4.1.3 The Project Authority or the Contractor may request progress review meetings at any time, as required to discuss operational, administrative or contractual matters.

4.1.4 The Project Authority or the Contractor may request a meeting at any time to address urgent matters or to discuss, as applicable, any issues or concerns.

4.1.5 The Project Authority's location within the National Capital Region (NCR) will be considered as the prime location; however, meetings may be held in the NCR, at another CSC designated location or by conference call/videoconference, as mutually agreed.

ATTACHMENT 1 TO THE SOW- LIST OF MEDICAL SUPPLIES

MEDICAL EQUIPMENT
Trauma bag with trauma supplies such as gauze, ABD pads, conforming bandages, triangular bandages, scissors, gloves etc.
Stethoscope and Sphygmomanometer
Penlight
Backboard with head immobilization set
Mannequins or intubation head
Adjustable C-Collars
Set of OPA and NPA airways
Adult Oxygen Non Breathers with tubing
Adult Bag Valve Mask
Asherman Chest Seal or alternative
IV Set (COMPLETE)
Alcohol prep
1000ML NAACL 0.9 % IV bags
IV Catheters
Elastic Venous Tourniquet
IV practice arm
Sharps container
Thermal Blanket

ATTACHMENT 2 TO THE SOW- CSC TRAINING LOCATIONS

Note: Training may occur at one or more of the sites depending on need and availability of training space. If none of the listed sites have availability to facilitate the training, CSC will be responsible for the renting and cost of the training space.

STREAM	INSTITUTION / SITE	ADDRESS
1. Nova Scotia	Springhill Institution	330 McGee Street Springhill, NS
	Nova Institution for Women	180 James St, Truro, NS B2N 6R8
	Provider's location	TBD (to be completed at contract award)
2. New Brunswick	Correctional Learning and Development Center	200-777 Main Street Moncton, NB
	Atlantic Institution	13175 Route 8 P. O. Box 102 Renous, NB
	Dorchester Penitentiary	4902 Main Street Dorchester, NB
	Provider's location	TBD (to be completed at contract award)
3. Quebec	Correctional Learning and Development Center	5500 Lévesque Blvd E Laval, QC
	Archambault Institution (Med)	242, Gibson Boulevard Sainte-Anne-des-Plaines, QC
	Port-Cartier Institution (Max)	1 Chemin de l'Aéroport Port-Cartier, QC
	Donnacona Institution (Max)	1537 Highway 138 Donnacona, QC
	Drummond Institution (Med)	2025 Jean-de-Brébeuf Boulevard Drummondville, QC
	Cowansville Institution (Med)	400 Fordyce Avenue Cowansville, QC
	La Macaza Institution (Med)	321 Chemin de l'Aéroport La Macaza, QC

	Joliette Institution (Multi)	400 Marsolais Street Joliette, QC
	Provider 's location	TBD (to be completed at contract award)
4. Ontario	Correctional Learning and Development Center	443 Union Street West Kingston, ONT
	Grand Valley Institution for Women	1575 Homer Watson Blvd Kitchener, ON
	Warkworth Institution	County Road #29 P.O. Box 760 Campbellford, ON
	Beaver Creek Institution (Med)	2000 Beaver Creek Drive P.O. Box 5000 Gravenhurst, ON
	Provider 's location	TBD (to be completed at contract award)
5. Manitoba	Stony Mountain Institution	10002 E. Road #73 North Stony Mountain, MB
6. Saskatchewan	Correctional Learning and Development Center	2309 Hanselman Place Saskatoon SK
	Saskatchewan Penitentiary	15th Street West P.O. Box 160 Prince Albert,SK
	Provider 's location	TBD (to be completed at contract award)
7. AB Drumheller/Innisfail	Drumheller Institution	Hwy 9 Drumheller AB
	Bowden Institution	Hwy 2 PO Box 6000 Innisfail AB
	Provider 's location	TBD (to be completed at contract award)
8. AB Edmonton/	Edmonton Institution for Women	11151 178 St Edmonton, AB

GrandCache	Edmonton Institution	21611 Meridian St Edmonton AB
	Grande Cache Institution	Hoppe Ave Bag 4000 Grande Cache AB
	Provider 's location	TBD (to be completed at contract award)
9. British Columbia	Correctional Learning and Development Center	103 - 30585B Progressive Way Abbotsford BC
	William Head Institution	6000 William Head Road Victoria, BC
	Provider 's location	TBD (to be completed at contract award)

**ANNEX “B”
PROPOSED BASIS OF PAYMENT**

1.0 Contract Period (From contract award to one (1) year later)

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract. For the provision of services as described in Annex “A” - Statement of Work, the Contractor will be paid the firm unit prices below in the performance of this Contract, Applicable Taxes extra.

Emergency Trauma Care (ETC) Training; minimum of 2 participants and a maximum of 6 participants. The firm lot price must be inclusive of any meetings, preparation time, materials and supplies.

Bidders must fill out the firm Lot Prices in the tables below only for those streams for which they are submitting a bid.

STREAM		Firm Lot Price for Training Session up to 6 participants at a CSC Facility (\$ CDN) (A)	Firm Lot Price Training Session up to 6 participants at the Contractor's Facility (\$ CDN) (B)	Additional Participant Price per person (\$ CDN) (C)
STREAM 1	Nova Scotia	\$		
STREAM 2	New Brunswick	\$		
STREAM 3	Quebec	\$		
STREAM 4	Ontario	\$		
STREAM 5	Manitoba	\$		
STREAM 6	Saskatchewan	\$		
STREAM 7	AB Drumheller/Innisfail	\$		
STREAM 8	AB Edmonton/GrandCache	\$		
STREAM 9	British Columbia	\$		

2.0 OPTIONS TO EXTEND THE CONTRACT PERIOD:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4.0 Term of Contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm unit prices, in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

OPTION PERIOD 1- Duration of one (1) year		Firm Lot Price for Training Session up to 6 participants at a CSC Facility (\$ CDN)	Firm Lot Price Training Session up to 6 participants at the Contractor's Facility (\$ CDN)	Additional Participant Price per person (\$ CDN)
STREAM		(A)	(B)	(C)
STREAM 1	Nova Scotia	\$		
STREAM 2	New Brunswick	\$		
STREAM 3	Quebec	\$		
STREAM 4	Ontario	\$		
STREAM 5	Manitoba	\$		
STREAM 6	Saskatchewan	\$		
STREAM 7	AB Drumheller/Innisfail	\$		
STREAM 8	AB Edmonton/GrandCache	\$		
STREAM 9	British Columbia	\$		

OPTION PERIOD 2- Duration of one (1) year		Firm Lot Price for Training Session up to 6 participants at a CSC Facility (\$ CDN)	Firm Lot Price Training Session up to 6 participants at the Contractor's Facility (\$ CDN)	Additional Participant Price per person (\$ CDN)
STREAM		(A)	(B)	(C)
STREAM 1	Nova Scotia	\$		
STREAM 2	New Brunswick	\$		
STREAM 3	Quebec	\$		
STREAM 4	Ontario	\$		
STREAM 5	Manitoba	\$		
STREAM 6	Saskatchewan	\$		
STREAM 7	AB Drumheller/Innisfail	\$		
STREAM 8	AB Edmonton/GrandCache	\$		
STREAM 9	British Columbia	\$		

3.0 Training Cancellation or Rescheduling

Training Cancellation or Rescheduling	Fees applied
CSC Cancels or reschedule training at least ten (10) calendar days prior to training.	No Fees

CSC cancels due to an unforeseeable or uncontrollable event (such as a lockdown, strike, virus attack, a pandemic, a power or technical failure etc.)	No Fees
CSC cancels or reschedule a training between three (3) to nine (9) calendar days prior to the delivery date.	25% of the firm lot price training in accordance with Annex B-Basis of Payment
CSC cancels or reschedules a scheduled training on the day of or during the training.	100% of the firm lot price training in accordance with Annex B-Basis of Payment

4.0 Applicable Taxes

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ *To Be Inserted at Contract Award* are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

5.0 Electronic Payment of Invoices - Bid

Canada requests that Bidders complete option 1 or 2 below:

1. () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- () MasterCard Acquisition Card;
 () Direct Deposit (Domestic and International).

- 2.() Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.



Annex C- Evaluation Criteria

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria

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

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

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

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

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

I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.

II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

1.6 Response Format

I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.



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

2.0 MANDATORY TECHNICAL CRITERIA

Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
<p>M.1 All of the Bidder’s proposed Instructor (s) must hold a minimum of one of the following certifications as a Prehospital Trauma Care-Instructor:</p> <ol style="list-style-type: none"> 1. International Trauma Life Support (ITLS); or 2. Prehospital Trauma Life Support (PHTLS); or 3. Basic Trauma Life Support (BTLS). <p>The Bidder should provide:</p> <ol style="list-style-type: none"> 1. A copy of either a current certificate or card, which confirms each Instructor (s) has completed a Prehospital Trauma Care training Instructor course. This certification must be approved to instruct within the applicable province. 		

Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
<p>M.2 All of the Bidder’s proposed Instructor(s) must each have delivered at least four (4) pre-hospital trauma care training sessions within the last five (5) years prior to bid closing.</p> <p>Bidders should provide for each of the proposed instructors the details below:</p> <ol style="list-style-type: none"> 1. Training Sessions: <ol style="list-style-type: none"> a) Provide the training session dates; b) Indicate the type of training provided; <ol style="list-style-type: none"> i. International Trauma Life Support (ITLS); or ii. Prehospital Trauma Life Support (PHTLS); or iii. Basic Trauma Life Support (BTLS) c) The client name (s) and addresses; 2. One (1) reference letter from a past client listed in Section 1c) above that can attest to the proposed resource’s experience. 		



3. Each proposed instructor's CV must contain the details of their corporate employment history and personal experience;		
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M.3

The Bidder must indicate how it intends to deliver the services required by stating the name and address of the proposed resources that will deliver the training in the respective STREAM. If not bidding on a STREAM, the Bidder must leave the corresponding line blank

	STREAM	Name and address of proposed resource
1.	New Brunswick	
2.	Nova Scotia	
3.	Quebec	
4.	Ontario	
5.	Manitoba	
6.	Saskatchewan	
7.	AB Drumheller/Bowden	
8.	AB Edmonton/GrandCache	
9.	British Columbia	

Specific locations for Institutions can be found at ATTACHMENT 1 to the SOW – CSC Training locations



ANNEX D - CSC TASK AUTHORIZATION FORM

**Task Authorization
Autorisation de tâche**

Contract Number – Numéro du contrat

Contractor's Name and Address – Nom et adresse de l'entrepreneur	Task Authorization (TA) No. – No de l'autorisation de tâche (AT)
	Title of the task, if applicable – Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (applicable taxes extra) Coût total estimatif de la tâche (taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No – Non Yes – Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relatives à la sécurité

For Revision only – Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (applicable taxes extra) before the revision Coût total estimatif de la tâche (taxes applicables en sus) \$	Increase or Decrease (applicable taxes extra), as applicable Augmentation ou réduction (taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA: Work cannot commence until the TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work: - Travaux requis :

A. Task Description of the Work required – Description de tâche des travaux requis See Attached – Ci-Joint

Submit signed attendance sheets and COVID Training Checklists (if applicable) for both training days to:

Send certificate of completion for each successful participant to:



B. Basis of Payment – Base de payment

As per Annex B of the Contract – Conformément à l'Annexe B du contrat.

C. Cost of Task (to be completed by contractor) – Coût de la tâche (à compléter par l'entrepreneur)

As per Annex B of the Contract – Conformément à l'Annexe B du contrat.

D. Method of Payment – Méthode de payment

2. Authorization(s) – Autorisation(s)

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

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

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

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

Name and title of authorized client – Nom et titre du client autorisé à signer

Signature

Date

CSC Contracting Authority – Autorité contractante du SCC

Signature

Date

3. Contractor's Signature – Signature de l'entrepreneur

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

Signature

Date