

An advanced contract award notice (ACAN) is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date and time stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

1. Definition of the requirement:

The Correctional Service Canada has a requirement to provide training to front line nurses in the Nursing Clinical Protocols (NCP) for Emergency Situations.

The work will involve the following:

1.1 Objectives:

To provide intensive, simulation-based medical training to Correctional Service Canada staff.

1.2 Tasks:

The contractor must:

- a) Schedule and attend meetings, as needed, during the development of the training, and at the Project Authority's request to discuss and review content, scenarios with CSC Health Services representatives.
- b) Develop a two-day curriculum covering the emergency situations nursing clinical protocols and provide CSC Health Services with an outline of the scenarios for their approval.
- c) Set up the lab scenarios to reflect the CSC institutional environment (e.g., cell).
- d) Provide two-day intensive course for nurses working in Corrections Canada that focuses on updated nursing protocols and technical skills required to enact the protocols.
- e) The scenarios must cover all the sixteen Nursing Clinical Protocols for emergency situations listed below:
 - i) Altered Level of Consciousness (ALOC)
 - ii) Anaphylaxis
 - iii) Burns
 - iv) Cardiac Arrest
 - v) Chest Pain
 - vi) Extreme Body Temperature (environment)
 - vii) Head Injury Trauma
 - viii) Hypoglycemia
 - ix) Overdose and Poisoning
 - x) Seizure
 - xi) Shock
 - xii) Shortness of Breath: Moderate to Severe
 - xiii) Smoke Inhalation
 - xiv) Strangulation and Hanging Trauma
 - xv) Stroke: Cerebral Vascular Accident (CVA) – Transient Ischemic Attack (TIA)
 - xvi) Trauma

1.3 Expected results:

The scope includes, but is not limited to, simulation time, providing rooms and equipment, set up and clean up, technical support, instructors and consumables (included but not limited to, injection equipment,

dressing materials). CSC reserves the right to cancel any training session and will send a notice to the Contractor 14 days advance when it needs to cancel a session.

1.4 Performance standards:

The Contractor must provide a maximum of thirty (30), two-day clinical simulation and lab sessions for CSC staff during the period of the contract (sixty days in total).

1.5 Deliverables:

1.5.1 The Contractor must:

- a) Review CSC's NCP for development of scenarios and curriculum.
- b) Meet with CSC to discuss proposed case scenarios to ensure applicability related to the NCP, incorporate CSC's comments and submit final case scenarios for CSC approval.
- c) Include high-fidelity clinical simulations with optimal lab opportunities in each session. Provide training room and equipment for each session.
- d) Provide support during all clinical simulation sessions.
- e) Provide instructors for clinical simulations.
- f) Provide training materials and supplies for the training sessions (e.g., equipment and consumables). CSC will provide a Emergency Response bag, cart and drug box with consumables, excluding AED and suction machines. The Contractor must provide the remaining supplies needed for the training sessions.
- g) Provide preparation, simulation and debrief to nurses for each session.
- h) Provide a certificate or completion checklist to each successful participant.
- i) Provide training sessions that are adjusted to meet CSC's needs and simulate CSC environments in scenarios.
- j) Provide a registered health professional with a current license in good standing to deliver the training sessions. CSC may ask for proof of licensing at any time.
- k) Provide a maximum of thirty (30), two-day training sessions that consist of full day clinical simulation and lab sessions for CSC staff during the period of the contract. Each session will have a maximum of six (6) participants.

1.5.2 Paper consumption:

- a. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- b. The Contractor must ensure printed material is on paper with a minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- c. The Contractor must recycle unneeded printed documents (in accordance with Security Requirements).

1.6 Constraints:

1.6.1 Location of work:

- a. The Contractor must perform the work at the contractor's place of business.
- b. Travel
 - i. No travel is anticipated for performance of the work under this contract.

1.6.2 Language of Work:

The contractor must perform all work in English.

1.6.3 Security Requirements:

There are no security requirements associated to this contract.

2. Criteria for assessment of the statement of capabilities (minimum essential requirements):

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

Must be a university that offers Nursing Programs for a Bachelor of Science in Nursing.

The supplier must have an active, operational Simulation lab with high fidelity mannequins on site for in person training for a group of nurses (up to six nurses per class).

Experience:

The supplier must have two years experience, obtained in the last five years prior to the ACAN closing date, in delivering educational programs to nurses.

The supplier must have two years of experience, obtained in the last five years prior to the ACAN closing date, in developing an education program for nurses that enhances and improves their skills.

The supplier must have two years of experience, obtained in the last five years prior to the ACAN closing date in providing hands on learning for a group of nurses using high tech Simulation Labs, nursing labs, mannequins, scenarios and in class teaching facilitated by instructors.

The supplier must have completed two projects in the last five years prior to the ACAN closing date that demonstrate the delivery of education programs to nurses using a simulation lab.

The supplier must have a facilitator who is a practicing Registered Nurse, with a license in good standing with the BC College of Nurses and Midwives.

3. Applicability of the trade agreement(s) to the procurement

This procurement is subject to the following trade agreement(s):

Canada Chile Free Trade Agreement (CCFTA);
Canadian Free Trade Agreement (CFTA);
Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP));

The procedural requirements of the other international trade agreements will be fulfilled following compliance to the procedural requirements of CFTA, CCFTA, CPTPP and/or the CETA.

4. Set-aside under the Procurement Strategy for Indigenous Business

This procurement is not subject to any set-asides for Indigenous Suppliers.

5. Comprehensive Land Claims Agreement(s)

This procurement is not subject to a Comprehensive Land Claims Agreement.

6. Justification for the Pre-Identified Supplier

The pre-identified supplier meets all of the minimum essential requirements described in this ACAN.

7. Government Contracts Regulations Exception(s)

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection:

(d) only one person is capable of performing the contract.

8. Exclusions and/or Limited Tendering Reasons

The following exclusion(s) and/or limited tendering reasons are invoked under the section of the trade agreement(s) specified:

Canada Chile Free Trade Agreement (CCFTA) Article Kbis-09:

b. where, for works of art, or for reasons connected with the protection of patents, copyrights or other exclusive rights, or proprietary information or where there is an absence of competition for technical reasons, the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists.

Canadian Free Trade Agreement (CFTA), Article 513:

(b) if the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reasons:

(iii) due to an absence of competition for technical reasons.

Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) – Article 15.10:

(b) if the good or service can be supplied only by a particular supplier and no reasonable alternative or substitute good or service exists for any of the following reasons:

(iii) due to an absence of competition for technical reasons;**9. Ownership of Intellectual Property**

There are no intellectual property terms in the contract.

10. Period of the proposed contract or delivery date

The proposed contract is for a period of two (2) years, from March 20, 2024, to March 31, 2026.

11. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is **\$150,000.00** (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: Kwantlen Polytechnic University
Address: Langley Campus

13. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN, may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date and time of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

14. Closing date and time for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is **March 25, 2024 at 2:00PM** Pacific Time.

15. Inquiries and submission of statements of capabilities

Inquiries and statement of capabilities are to be directed to:

Amber Hupper
Correctional Service Canada
Regional Headquarters
33391 Gladys Avenue
Abbotsford, BC V2S 2E8
Telephone: 236-380-1379
Facsimile: 604-870-2444
E-mail: Amber.Hupper@csc-scc.gc.ca