



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

soumissionbid@sac-isc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Indigenous Services Canada

We hereby offer to sell to his Majesty the King 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: Services aux Autochtones Canada

Nous offrons par la présente de vendre à Sa Majesté le Re 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 – Commentaire

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

Issuing Office - Bureau de distribution

Indigenous Services Canada
Services aux Autochtones Canada

Title – Sujet Advanced Cardiovascular Life Support (ACLS) Training.	
Solicitation No. - N° de l'invitation 1000256596	Date – Date 2024-04-18
Solicitation Closes - L'invitation prend fin at – à 02 :00 PM Eastern Daylight Saving Time EDT on – le 2024-05-28 Heure Avancée de l'Est HAE	
Destination(s) of Services - Destination(s) des services Winnipeg, Manitoba	
Address inquiries to: Adresser toute demande de renseignements à: sumanvir.sahota-chhokar@sac-isc.gc.ca	
Area Code and Telephone No.: Code régional et No de telephone: (204) 914-6481	

**Instructions: See Herein
Instructions: Voir aux présentes**

Supplier Name and address - Nom et adresse du fournisseur GST No.:
Telephone No. - N° de telephone:
<hr/>
Signature Date
Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression)

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	9
ATTACHMENT 1 TO PART 4, PRICE SCHEDULE	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	12
5.1 CERTIFICATIONS REQUIRED WITH THE BID	12
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	12
PART 6 - RESULTING CONTRACT CLAUSES	13
6.1 SECURITY REQUIREMENTS	13
6.2 STATEMENT OF WORK.....	13
6.3 STANDARD CLAUSES AND CONDITIONS.....	13
6.4 TERM OF CONTRACT	13
6.5 AUTHORITIES	13
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	14
6.7 PAYMENT	14
6.8 INVOICING INSTRUCTIONS	15
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	15
6.10 APPLICABLE LAWS.....	15
6.11 PRIORITY OF DOCUMENTS	16
6.12 DISPUTE RESOLUTION.....	16
6.13 INSURANCE - NO SPECIFIC REQUIREMENT.....	16
6.14 REPLACEMENT OF SPECIFIC INDIVIDUALS	16
ANNEX "A"	17
STATEMENT OF WORK	17
ANNEX "B"	20
BASIS OF PAYMENT	20
ANNEX "C"	21
SECURITY REQUIREMENTS CHECK LIST	21

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the bid.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

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 or by telephone.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indigenous Services Canada (ISC);

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days

2.2 Submission of Bids

Bids must be submitted electronically only to Indigenous Services Canada (ISC) by the date, time and e-mail address indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to ISC 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 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.

2.4 Enquiries - Bid Solicitation

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

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, **must not exceed 10 megabytes (MB)**. It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

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

Section I: Technical Bid (1 electronic copy, a PDF file)

Section II: Financial Bid (1 electronic copy, a PDF file)

Section III: Certifications (1 electronic copy, a PDF file)

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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the ATTACHMENT 1 TO PART 4, PRICE SCHEDULE

3.1.1 Electronic Payment of Invoices – Bid

The method of invoice payment by the Department of Indigenous Services Canada (ISC) is by direct deposit to the Bidders/Offerors' financial institution of choice.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria (MT)

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

Mandatory technical criteria are evaluated as either a "Yes" or a "No."

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

ATTENTION BIDDERS:			
Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.			
#	Mandatory Technical Criteria (MT)	Met (Yes/No)	Cross-Reference to bid (indicate page #)
MT1	The bidder must provide documentation supporting the proposed Instructor(s) certifications to teach the ACLS training courses. The bidder must provide a copy of either a certificate or Advanced Cardiovascular Life Support (ACLS) Card proving that the proposed instructor(s) has completed an accredited ACLS Instructor Course and is in good standing to teach the ACLS program.		
MT2	The bidder's proposed Instructor(s) will be able to conduct ACLS training in the Province of Manitoba The bidder must provide a letter from Heart And Stroke Foundation of Canada indicating that the proposed instructor(s) will be able to conduct ACLS training in the Province of Manitoba.		
MT3	The bidder must demonstrate that the proposed instructor(s) has conducted at least two (2) ACLS training courses in the last two (2) years. To demonstrate its experience the bidder must provide at least the following information for each client reference for which the experience meets the requirement of evaluation criterion of MT#3		

	<ul style="list-style-type: none"> • Short description of the services provided • The period of time over which the service was provided, in a format including day, month and year Eg: from 15/May/2019 to 25/Dec/2024 • The name of the client for whom the services were provided • the client reference name and current email address or phone number <p>Canada may contact the reference person to validate the information provided.</p>		
MT4	<p>The bidder's proposed location of work, must be within 15 Kilometres of Winnipeg city limits</p> <p>The bidder must provide an address for its proposed location of work.</p>		

4.1.1.2 Point Rated Technical Criteria (RT)

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

#	Point-Rated Technical Criteria (RT)	Maximum Points Allocated	Cross-Reference to bid (indicate page #)	Points Awarded
RT1	<p>The bidder's understanding of Requirement</p> <p>The bidder should provide a sample of existing training material in English that demonstrates their extensive understanding to provide instruction in ACLS. The sample document is not to exceed 5 pages and can be presented in either PDF, MS Word or MS PowerPoint format.</p>	10		
RT2	<p>The bidder's adequacy and availability of proposed Instructor(s)</p> <p>The bidder should demonstrate their proposed approach, methods and resources in place to be able to fulfill the training courses within the required time periods. Adequacy and availability of Instructor(s) assigned.</p>	5		
RT3	<p>The bidder's Corporate Experience</p> <p>The bidder should demonstrate Corporate</p>	5		

	experience in managing and delivering the ACLS program for more than 2 years, as of date of bid closing.			
	Total points	20		

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria;
2. Bids not meeting "(a) or (b)" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

ATTACHMENT 1 TO PART 4, PRICE SCHEDULE

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

TABLE 1:

INITIAL CONTRACT PERIOD: From contract award to a period of 3 Years (36 months)				
DESCRIPTION	A	B	C	D
Advanced Cardiovascular Life Support (ACLS) Training	Estimated Number of Sessions	FIRM ALL-INCLUSIVE PRICE PER SESSION Group of 1 – 6 Participants	FIRM ALL-INCLUSIVE PRICE PER SESSION Group of 7 – 12 Participants	TOTAL (\$CDN) [(B+C) x A]
Contract Year 1: 12 months	9			
Contract Year 2: 12 months	9			
Contract Year 3: 12 months	9			
TOTAL INITIAL CONTRACT PERIOD:				

TABLE 2:

OPTION YEAR 1: 12 MONTHS				
DESCRIPTION	A	B	C	D
Advanced Cardiovascular Life Support (ACLS) Training	Estimated Number of Sessions	FIRM ALL-INCLUSIVE PRICE PER SESSION Group of 1 – 6 Participants	FIRM ALL-INCLUSIVE PRICE PER SESSION Group of 7 – 12 Participants	TOTAL (\$CDN) [(B+C) x A]
OPTION YEAR 1: 12 months	9			
TOTAL OPTION YEAR 1:				

TABLE 3:

OPTION YEAR 2: 12 MONTHS				
DESCRIPTION	A	B	C	D
Advanced Cardiovascular Life Support (ACLS) Training	Estimated Number of Sessions	FIRM ALL-INCLUSIVE PRICE PER SESSION Group of 1 – 6 Participants	FIRM ALL-INCLUSIVE PRICE PER SESSION Group of 7 – 12 Participants	TOTAL (\$CDN) [(B+C) x A]
OPTION YEAR 2: 12 months	9			
TOTAL OPTION YEAR 2:				

TOTAL EVALUATED PRICE (\$CDN)	
TABLE 1 + TABLE 2 + TABLE 3:	\$

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Certifications - Contract

SACC Manual clause [A3015C](#) (2014-06-26) Certifications - Contract

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 Security Requirements

There is no security requirement applicable to the Contract

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC);

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to March 31, 2027 inclusive.

6.4.2 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sumanvir Sahota-Chhokar

Title: Senior Procurement Officer

Indigenous Services Canada

Matériel and Assets Management Directorate

Address: 391 York Ave, Winnipeg, MB R3C 0P4

Telephone: 204-914-6481

E-mail address: sumanvir.sahota-chhokar@sac-isc.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.

6.5.2 Project Authority

The Project Authority for the Contract is: *(Identified at Contract Award)*

Name: _____

Title: _____

Indigenous Services Canada

Address: _____

Telephone: _____

Facsimile: _____

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.

6.5.3 Contractor's Representative

(Identified at Contract Award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

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

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

6.7.4 Electronic Payment of Invoices – Contract

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

- a) Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address shown on page 1 of the Contract for certification and payment.

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.

6.10 Applicable Laws

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

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 [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*insert date of bid*)

6.12 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](#)".

6.13 Insurance - No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28) - Insurance - No Specific Requirement

6.14 Replacement of Specific Individuals

SACC Manual clause [A7017C](#) (2008-05-12) - Replacement of Specific Individuals

ANNEX "A"

STATEMENT OF WORK

Advanced Cardiovascular Life Support (ACLS) Training

1. SCOPE

1.1. Introduction

Indigenous Services Canada (ISC) has a requirement of Advanced Cardiovascular Life Support (ACLS) training for the First Nations & Inuit Health Branch (FNIHB) students.

1.2. Objectives of the Requirement

Registered Nurses who are employed by FNIHB and who work in northern nursing stations or hospitals will obtain certification in ACLS. The contractor is to supply and deliver Advanced Cardiovascular Life Support (ACLS) course and materials to FNIHB nurses which will enhance their skills in providing cardiovascular and/or cardiopulmonary treatment to patients in remote or isolated communities.

1.3. Background and Specific Scope of the Requirement

The Advanced Cardiovascular Life Support (ACLS) course is an education program that enhances skills in treating adult victims of cardiac arrest or other cardiopulmonary emergencies, while earning their Healthcare Providers Course Completion Card. This content is not available in basic nursing education programs, nor is it included within the content of FNIHB delivered primary care education programs. This preparation is required for nurses working in remote and isolated communities within an expanded scope of practice.

2. REQUIREMENTS

2.1. Tasks, Activities, Deliverables and Milestones

ACLS Course shall be offered approximately nine (9) times throughout the fiscal year. Schedule will be provided by FNIHB to the Contractor once student list is compiled.

The Contractor will:

- Provide training to an estimated 108 FNIHB students each year;
- Prepare and provide to students a pre-test and orientation package.
- Provide all required course materials to FNIHB students 8 weeks prior to course start date;
- Arrange all required teaching materials/resources and classroom space for training;
- Provide a student/instructor ratio in accordance with Heart and Stroke Foundation program requirements, with all Instructors certified to provide instruction in ACLS;
- Provide the following in the training sessions but not limited to:
 - reviewing basic EKG elements
 - reviewing normal rhythms (with practice exercises)
 - reviewing abnormal rhythms with particular attention to rhythms identified in the ACLS program (with practice exercise)
- assess student's theoretical knowledge with use of standardized written tests;
- provide FNIHB with written feedback regarding performance on simulations and the written test; and
- issue certification document to successful students with a copy provided to FNIHB.

- Own all required equipment to provide the ACLS training classes;
- ACLS training classes will be held on two and one half (2.5) consecutive days. Day 1 from 13:00 to 17:00 providing rhythm interpretation and practice and Days 2-3 from 08:30 to 17:00

2.2. Technical, Operational and Organizational Environment

In a classroom setting the Contractor will provide ACLS training to FNIHB nurses who will provide treatment to cardiovascular victims or in cardiovascular emergencies in a remote or isolated setting.

2.3. Method and Source of Acceptance

Contractor will provide FNIHB with written feedback regarding performance on simulations and written test, as well as issue certification documentation to successful students, with a copy provided to FNIHB. Work performed and services provided is/are subject to inspection by the Departmental Representative to ensure work is in accordance with the requirements of the Contract.

2.4. Reporting Requirements

Within one week of course completion, the Contractor must forward to FNIHB copies of course completion and certifications for students who successfully met the course requirement and Reports for students who did not meet the course requirement.

2.5. Project Management Control Procedures

The Contractor shall provide FNIHB copies of all course materials as well as copies of all student certifications. Payment will be made upon receipt of invoice indicating completion of course, and copies of student certificate of completion.

2.7 Instructor Evaluation Forms

Participants in each course will be provided with an instructor evaluation form to be completed at the end of each course. These forms will be remitted to FNIHB to ensure that the Instructor has adequately delivered the tools required by the participants during the course in an empathetic, patient and professional manner.

3. ADDITIONAL INFORMATION

3.1. Canada's Obligations

- Provide names of students to the Contractor prior to the course start date to allow sufficient time for delivery of course materials.

3.2. Contractor's Obligations

- the Contractor must use its own equipment and software for the performance of this Statement of Work.
- *Hold ACLS classes on two and one half (2.5) consecutive days. Day 1 from 13:00 to 17:00 providing rhythm interpretation and practice and days 2-3 from 08:30 to 17:00*
- Prepare and provide to students a pre-test and orientation package
- Provide FNIHB with written feedback regarding performance on simulations and the written test
- Issue certification documents to successful students, and provide a copy to FNIHB
- Provided each participant an Instructor Evaluation Form and submit to FNIHB

3.3. Location of Work, Work site and Delivery Point

All work is to be provided at the Contractor's location, within the city limits of Winnipeg.

Due to the workload and the tight deadlines, all personnel assigned to any agreement resulting from this Contract must be ready to work in close contact with the First Nations & Inuit Health Branch, Indigenous Services Canada Authority and other departmental personnel.

3.4. Language of Work

The Instructor will provide all materials in English and must be able to communicate fluently in Canadian English. English essential (both written and oral).

ANNEX "B"
BASIS OF PAYMENT

Completed at contract award

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Affaires autochtones et Développement du Nord Canada	Aboriginal Affairs and Northern Development Canada	Contract Number / Numéro du contrat 100256596 Security Classification / Classification de sécurité Unclassified																																																																						
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)																																																																								
PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE																																																																								
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région ISC-FIRST NATIONS AND INUIT HEALTH BRANCH MANITOBA REGION	2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/>																																																																							
3. Brief Description of Work / Brève description du travail HEART AND STROKE ACS PROVIDER COURSE BASIC RHYTHM REVIEW INCLUDED																																																																								
4. Contract Amount / Montant du contrat \$ TBD	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) : TBD																																																																							
5. Contract Start and End date / Date de début et de fin du contrat APRIL 1, 2024 TO MARCH 31, 2028																																																																								
7. Will the supplier require / Le fournisseur aura-t-il :																																																																								
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes																																																																						
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes																																																																						
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes																																																																						
<i>(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, aller à la Partie D)</i>																																																																								
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)																																																																								
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS																																																																								
8. Will the supplier be required to receive PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir l'entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?																																																																								
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																																																																								
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)																																																																								
9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portables ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?																																																																								
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																																																																								
9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties?																																																																								
If yes, specify: / Si oui, spécifiez :																																																																								
a) Email transmission / Transmission par courrier électronique :	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes																																																																						
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisée, collaboration, etc) :	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes																																																																						
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes																																																																						
9.3 Will the supplier be required to safeguard COMSEC* information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC* ?																																																																								
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																																																																								
* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone) / Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émission (cryptographique, téléphone/télécopieur sécurisés)																																																																								
10. SUMMARY CHART / TABLEAU RÉCAPITULATIF																																																																								
<table border="1" style="width:100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th rowspan="2">Category / Catégorie</th> <th rowspan="2">Please refer to question number / Veuillez vous référer à la question</th> <th colspan="3">PROTECTED / PROTÉGÉ</th> <th colspan="3">CLASSIFIED / CLASSIFIÉ</th> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> <th>CONFIDENTIAL / CONFIDENTIEL</th> <th>SECRET</th> <th>TOP SECRET / TRÈS SECRET</th> </tr> </thead> <tbody> <tr> <td>Information Assets / Renseignements/Biens</td> <td>7.1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Information Assets (off site) / Renseignements/Biens (à l'extérieur)</td> <td>8</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>IT Information Assets (off site) / Renseignements/Biens TI (à l'extérieur)</td> <td>9.1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>IT Transmission - email / Transmission TI - courriel</td> <td>9.2 a)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>IT Transmission - other / Transmission TI - autre</td> <td>9.2 b)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Remote Access to Network / Connexion à distance au réseau</td> <td>9.2 c)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>COMSEC</td> <td>9.3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Category / Catégorie	Please refer to question number / Veuillez vous référer à la question	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	Information Assets / Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information Assets (off site) / Renseignements/Biens (à l'extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Information Assets (off site) / Renseignements/Biens TI (à l'extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Transmission - email / Transmission TI - courriel	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Transmission - other / Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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PART C – PERSONNEL / PARTIE C – PERSONNEL																																																																								
11.1 Personnel Security Screening Level Required: / Niveau d'enquête de la sécurité du personnel requis :																																																																								
<input checked="" type="checkbox"/> N/A / Non requis <input type="checkbox"/> Reliability / Fiabilité <input type="checkbox"/> Confidential / Confidentiel <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret / Très secret																																																																								
11.2 May unscreened personnel be used for portions of work? / Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?																																																																								
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A / Non requis																																																																								
12. Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?																																																																								
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																																																																								



Contract Number / Numéro du contrat 1000256596	Unclassified
Security Classification / Classification de sécurité	

13. Organization Project Authority / Chargé de projet de l'organisme			Signature
Name (p/NO) - Nom (en lettres mouées)	Title - Titre		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			Signature
Name (p/NO) - Nom (en lettres mouées)	Title - Titre		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			Signature
Name (p/NO) - Nom (en lettres mouées)	Title - Titre		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			Signature
Name (p/NO) - Nom (en lettres mouées)	Title - Titre		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Canada