

RETURN BIDS TO :**RETOURNER LES
SOUMISSIONS À:**Alexander.cormierhowie@canada.ca**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION****Proposal To:** Indigenous Services Canada

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

Proposition aux: Services aux
Autochtones Canada

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

Instructions : See Herein**Comments - Commentaires****Ce document contient une sécurité
Exigence - This document contains a
Security
Requirement**

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 SAC/ISC - Controlled Substance Education Course	
Solicitation No. – N° de l'invitation 1000229332	Date June 7 th , 2021
Client Reference No. – N° référence du client N/A	
GETS Reference No. – N° de reference de SEAG PW-21-00958829	
File No. – N° de dossier N/A	CCC No. / N° CCC - FMS No. / N° VME N/A
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le July 19, 2021	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Alexander.cormierhowie@canada.ca	Buyer Id – Id de l'acheteur DY6
Telephone No. – N° de téléphone : 873-354-0959	FAX No. – N° de FAX N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : NCR	

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this file.

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, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions 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](#) 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: 60 days

Insert: 90 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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 3 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 Quebec.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

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 Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

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

Mandatory Technical Criteria (MT)		
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered		
Number	Mandatory Technical Criterion	Included Yes/No - Reference
MT1	<p>M1. Recognized Canadian University Nursing Program: As part of their Proposal the Bidder must provide written confirmation their University program is approved by a Canadian Provincial or Territorial regulatory authority for registered nurses, or a Canadian delegated authority (e.g. Canadian Association of Schools of Nursing - CASN) on official letterhead.</p> <p>Required document of proof: Decision letter from the Canadian delegated authority, on official letterhead, outlining the term of accreditation and any conditions of accreditation.</p>	
MT2	<p>M2. Technical Requirement: The Bidder must identify in their Technical Proposal they are in agreement with the following requirements and these form part of their proposal:</p> <p>a) The Bidder must be able to provide the course outline and curriculum for the Controlled Substances course for health professionals in First Nations Health Facilities. The vendor must identify where the elements defined in the statement of work (section 2.1 of statement of work) are included:</p> <ul style="list-style-type: none"> • Legal and professional responsibilities in conducting activities with controlled substances (include subsection 56(1) exemption of the Controlled Drugs and Substances Act); • Strategies and tools to support safe and ethical provision of controlled substances; • Therapeutic applications of controlled substances (including pain management, opioid crisis, and substance use disorder management); • Provision of controlled substances in FNIHB health facilities (to be co-developed after contract approval). • Incorporate cultural safety and sensitivity, as well as an introduction to trauma-informed care (this is further assessed in point-rated requirement) <p>b) The Bidder must be able to deliver the online Controlled Substances</p>	

	<p>course for health professionals in First Nations Health Facilities course starting on April 1, 2022. The bidder must show a work plan that demonstrate how the bidder will meet the timelines required by ISC as well as an attestation indicating they will meet this requirement.</p> <p>c) The Bidder must be able to offer the online controlled substances course in both official languages (including translation costs of course content). The university must identify nursing courses that are currently available in both official languages in their institution. The institution must present prior experience in providing courses in both official languages, if applicable. Information such as professional CV showing personnel in the contract are proficient in both official languages must be included in the proposal.</p> <p>d) The Bidder must be able to provide support for students taking the course in both official languages. Support includes but not limited to as any interaction related to registration, course completion, course certification, as well as navigational assistance while taking the course. Information such as professional CV showing personnel in the contract are proficient in both official languages must be included in the proposal.</p>	
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4.1.1.2 Point Rated Technical Criteria

	Point Rated	Maximum Number of Points	Points scored
RT1	<p>R1 Prior experience for online delivery of Controlled Substances (CS) education to nurses.</p> <p>Provide proof of prior experience in delivering an online CS course. Bidder must indicate the years of experience they had delivering the course.</p> <p>The Bidder has previously delivered an online CS course, provides additional required information, and has more than 5 years of experience. Additional required information to be provided includes information such as who were the target students, the sharing of a copy of course curriculum and how it meets the proposed course requirement, and how course evaluation was completed. (10 points)</p> <p>The Bidder has 3-5 years of experience of online course delivery and included 3 additional required information. (5 points)</p> <p>The Bidder has less than 3 years of experience of online course delivery and did not provide required information. Additional required information outlined in the previous column is incomplete. (1 point)</p> <p>The Bidder did not address the requirement. (0 points)</p>	10	

<p>RT2</p>	<p>R2. Prior experience for online delivery of Controlled Substances (CS) education to nurses.</p> <p>The Bidder must identify and explain clearly how their methods of online delivery meets the learning needs of a student, and how they support the students success in a web-based, e-learning, or other distance learning environment;</p> <p>The Bidder provides required information, and listed more than 5 supporting methods. Examples of Support includes but not limited to pre-recorded lectures, one on one discussion, email follow ups, questions and answers, alternate exams, and course repeats. (10 points)</p> <p>The Bidder provides some required information and listed 3-5 supporting methods found in the previous column. (5 points)</p> <p>The Bidder provides limited information and listed 1-3 supporting methods as outlined in previous column. (2 point)</p> <p>The Bidder did not address the requirement. (0 points)</p>	<p>10</p>	
<p>RT3</p>	<p>R3. Incorporate cultural safety and sensitivity in CS course curriculum.</p> <p>Cultural safety and sensitivity are clearly demonstrated. Elements should include:</p> <ul style="list-style-type: none"> -trauma-informed care, -culturally sensitive care in pain assessment and management, -overview of the historical trauma and its impact on trust when seeking health care, -use of traditional medicine versus western medicine, and -use of restraint on clients. <p>Information such as an outline of curriculum and other material (examples such as research publications) about cultural sensitivity and safety to demonstrate this requirement. (10 points)</p> <p>Provides 3 elements outlined in the previous column:</p> <ul style="list-style-type: none"> -trauma-informed care, -culturally sensitive care in pain assessment and management, -overview of the historical trauma and its impact on trust when seeking health care services. <p>Information such as an outline of curriculum and other material (examples such as research publications) about cultural sensitivity and safety to demonstrate this requirement. (5 points)</p> <p>Only includes one element in the proposed curriculum. Information such as an outline of curriculum and other material (examples such as research publications) about cultural sensitivity and safety to demonstrate this requirement. (2 points)</p> <p>The Bidder did not address the requirement. (0 points)</p>	<p>10</p>	

<p>RT4</p>	<p>R. 4 FNIHB-specific content (policies and procedures) to be incorporated into the online CS education.</p> <p>Logical process provided regarding incorporation of FNIHB content. Vendor must provide an example work plan which details the steps to take to incorporate FNIHB specific content. This must be included in the work plan and demonstrate how it meets FNIHB timelines.</p> <p>Provide a work plan that demonstrates how FNIHB content will be incorporated in the online course. Elements of work plan should include process for schedule of regular meetings with responsible project officer (or delegate) to seek feedback and clarification on content inclusion/development. Work plan should include time frames for deliverables. (5 points)</p> <p>Vendor only provided a schedule of a first meeting and follow up meetings. (1 point)</p> <p>The Bidder did not address the requirement. (0 points)</p>	<p>5</p>	
<p>RT5</p>	<p>R5. Explain how the online course content will be reviewed or updated every two years or as applicable to FNIHB requirements.</p> <p>Provide clear work plan and timeframe for each content update change. Examples include but not limited to process for online course content reviews and updates, outlines how and when the online course content will be reviewed, including identifying how legislative changes will be identified. Provides a detailed process and work flow for online course content review in the face of updated FNIHB policy changes.</p> <p>Information regarding timelines and work plan should include: 1) how legislative changes will be identified and incorporated, 2) how online course content is updated to reflect these legislative changes, 3) how FNIHB policy changes will be incorporated, 4) how vendor seeks FNIHB approval for the new material. (5 points)</p> <p>Information regarding timelines and work plan contains only two of: 1) Information on how legislative changes will be identified and incorporated, 2) how online course content is updated to reflect these legislative changes, 3) how FNIHB policy changes will be incorporated, 4) how vendor seeks FNIHB approval for the new material. (2 points)</p> <p>Information regarding timelines and work plans contains only one of: 1) how legislative changes will be identified and incorporated, 2) how online course content is updated to reflect these legislative changes,</p>	<p>5</p>	

	<p>3) how FNIHB policy changes will be incorporated, 4) how vendor seeks FNIHB approval for the new material. (1 point)</p> <p>The Bidder did not address the requirement. (0 points)</p>		
RT6	<p>R6. Technical student support for how students will be supported remotely in registration, online course navigation and online course completion.</p> <p>Provide a clear description of how remote support will be provided to guide and assist the students in registration and completion of the online CS education.</p> <p>More than 5 methods provided and explained for how it will help support students remotely. Methods for support can include but not limited to access to IT support, 1:1 tutoring for failed attempts, provision of extra online course material, alternate coaching methods, remote desk top assistance, student help desk via telephone or email. (10 points)</p> <p>2-4 methods provided as outlined in the previous column and explained how it will help student support. (5 points)</p> <p>Only one method from the previous column is provided and explained. (2 points)</p> <p>The Bidder did not address the requirement. (0 points)</p>	10	
RT7	<p>R7. Educational student support for students who fail the online certification exam.</p> <p>More than 5 methods included and there is demonstrated success from past use of these methods.</p> <p>Examples of support included but not limited to follow up actions such as providing alternate examination methodology, additional 1:1 tutorial to review exams and online course materials, identify the areas of weakness from exam review and provision of additional reading materials, as well as provision of proof of demonstrated success from past. (10 points)</p> <p>3-4 methods included as outlined in previous column, along with proof of demonstrated success from past use of these methods. (5 points)</p> <p>Less than two methods identified in the previous column, along with proof of demonstrated success from past use of these methods. (2 points)</p> <p>The Bidder did not address the requirement. (0 points)</p>	10	
RT8	<p>R8. Reporting ability.</p> <p>Ability to generate reports/data to Government of Canada such as: number of participants by region, employer, licensing</p>	5	

	<p>classification, highest education status, online course success rate, attrition rate, comments/feedbacks on program from participants and identifying test questions that have a high failure rate and where participants seem to struggle with (this could inform future updates).</p> <p>Bidder demonstrates ability to generate electronic reports by providing a sample report that includes element such as number of participants by region, employer, licensing classification, highest education status, online course success rate, attrition rate, comments/feedbacks on program from participants. Quantitative data should be represented in the electronic reporting example provided. Qualitative data should include an example of participants' feedback in the electronic example provided. (5 points)</p> <p>Bidder demonstrates ability to generate electronic reports, only provides quantitative data, no qualitative information provided in the example. (3 points)</p> <p>The Bidder did not address the requirement. (0 points)</p>		
Overall Score:			65
Minimum Pass Mark (70%):			45.5

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for the technical evaluation, and
 - d. obtain the required minimum of 45.5 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 65 points.
2. Bids not meeting (a) or (b) or (c) and (d) 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 70 % for the technical merit and 30% 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 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
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
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Calculations			
Pricing Score	$45/55 \times 40 = 24.54$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating			

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 procurement 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.

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

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

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 2020-05-28 General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC); and
 - b) Section 10, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
 - c) Section 10, Subsection 2, paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"
 - d) Insert: "2010B 36 (2018-05-10) 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."

6.4 Term of the Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 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 at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alex Cormier Howie
Title: Senior Procurement Officer
Indigenous Services Canada
Materiel and Assets Management Directorate
Address: 10 rue Wellington, 13th floor, Gatineau, Qc, K1A 0H4

Telephone: 873-354-0959
E-mail address: alexander.cormierhowie@canada.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:

Name: _____
Title: _____
Organization: _____
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

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

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.

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:

when it is 75% committed, or

four months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

6.7.5 Electronic Payment of Invoices – Contract

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Indigenous Services Canada Electronic Payment Request form ([http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20 545 1362495227097_eng.pdf](http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20_545_1362495227097_eng.pdf)), and submit the form to the address provided.

6.8 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. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the 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 Quebec.

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 2020-05-28 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 _____.

ANNEX "A"

STATEMENT OF WORK

1. SCOPE

1.1. Introduction

Indigenous Services Canada is responsible for the provision of health care services on a 24-hour, seven days a week basis to remote and isolated First Nations communities. Given the unique geographic location of those communities, nurses are often the only health care providers available on-site.

Indigenous Services Canada's (ISC), First Nations and Inuit Health Branch (FNIHB), requires the professional services of a Canadian University to provide private online access to a bilingual, self-paced, controlled substances education course to health professionals (i.e. nurses, paramedics) employed, or contracted by FNIHB, or a First Nations Health Authority in Canada.

The vendor (here after known as the University), is a University with an accredited Nursing Program within Canada, from the Canadian Association of Schools of Nursing, who will offer a secure web-based course, in both English and French.

The purpose of the course is to provide access to a controlled substances (CS) course which build on and sustain competence and best practices with respect to the provision of controlled substances in primary care for nurses and other health professionals (can include RNs, LPNs/RPN, NPs and paramedics).

This course is a mandatory requirement for all FNIHB employed health professionals (i.e. nurses and paramedics working in primary care in remote and isolated First Nations Communities under the *Controlled Drugs and Substances Act (CDSA), subsection 56(1)*).

1.2. Objectives of the Requirement

Indigenous Services Canada is seeking the professional services of a Canadian University to provide the required controlled substance course by April 1, 2022.

The University must have a nursing program approved by a Canadian Provincial or Territorial Regulatory Authority and accredited by the Canadian Association of Schools of Nursing (CASN), to deliver the course in English and in French.

The University will:

Provide necessary knowledge and support in the health professionals' provision of controlled substances in First Nations Health facilities in remote communities.

Provide maintenance and service to support the FNIHB private access to an online self-paced bilingual controlled substances education course for health professionals working in First Nations Health Facilities.

Be responsible for maintaining and updating the course content in response to any legislation or regulatory changes or FNIHB policy and procedural updates every two years, or as required. The First

Nations and Inuit Health Branch will assist the vendor with the FNIHB-specific content, which may be required over and above the current content already provided.

The curriculum for the course must include:

- Legal and professional responsibilities in conducting activities with controlled substances;
- Strategies and tools to support safe and ethical provision of controlled substances;
- Therapeutic applications of controlled substances (including pain management, opioid crisis, and substance use disorder management);
- Provision of controlled substances in FNIHB health facilities (to be co-developed after contract approval).
- Incorporate cultural safety and sensitivity, as well as an introduction to trauma-informed care

1.3. Background and Specific Scope of the Requirement

The University will provide private access to an online self-paced bilingual controlled substances course which educate the health professionals with respect to the provision of controlled substances in primary care in remote First Nations health facilities. This course is a mandatory requirement of all FNIHB employed or contracted health professionals working in primary care in remote and isolated First Nations Communities under the *CDSA* exemption subsection 56(1).

Outwith the financial compensation of this RFP, the student will be required to pay tuition to the specific Educational Institution for the provision of the course.

The tuition will cover all of the normal costs that a regular student would pay for the course including all course content and materials.

Under this requirement, all students from ISC will be nurses who may be baccalaureate-prepared or paramedics who are college-prepared and may come from various regions across Canada.

A typical student under this requirement is a mature student who may require additional assistance with course material to ensure success.

The University must deliver the course via web-based e-learning platform and must be completed within 3 months of student registration. Course content should be equivalent to 15 hours of study time. For new registrations, the course must be completed prior to practicing in a community, timeline will be agreed upon with Project Authority.

The educational institution will be responsible for student registration process, as well as certification process upon successful completion of course.

The University will provide support to the health professionals employed, or contracted by FNIHB, or employed by a First Nations Health Authority in successful completion of the course. The educational institution will be providing additional support to those who are experiencing difficulties, or have failed the course. This support may include but not limited to additional coaching, counselling, and educational materials.

The services required include the expertise for the programming elements completed by the institution's team; professional services required for CS content updates and decision-making in relation to the maintenance of the online learning platform for FNIHB, the student evaluation components, as well as expert content consultation and editorial services.

The University will also be responsible for updating the course content as required, the University will work with FNIHB to incorporate any necessary updates (e.g. legislative changes, scope of practice, etc.) and ensure the update is reflected in the course by a mutually agreed upon timeline.

2. REQUIREMENTS

2.1. Tasks, Activities, Deliverables and Milestones

Initial Contract "Pre Course Delivery" Phase:

The University will:

- Within 30 days after contract award, provide and validate the detailed work plan with the Indigenous Services Canada Project Authority for the delivery of the online course. This plan will include all tasks and activities with identified time lines for the course development, technical development and student support as well as maintenance of content.
- Provide the course curriculum showing how the course content meets requirements as outlined in section **1.2 Objectives of the Requirement**.
- Provide written confirmation that the University is an accredited institution by the Canadian Association of Schools of Nursing (CASN) or other. Required proof will be a letter or other document of approved programs (on official letterhead) from the regulatory body.
- The contractor will be responsible for updating and maintaining the course content in response to any legislation or regulatory changes or FNIHB policy and procedural updates every two years, or as required. The First Nations and Inuit Health Branch will be co-developing with the vendor the FNIHB-specific content, which may be required over and above the current content already provided.

This course is to provide continuing competence for health professionals with respect to the proper conduct of activities with controlled substances in remote and isolated First Nations health facilities.

Throughout the contract "Course Delivery" phase, the University will:

- Provide access to an online, self-paced course for FNHIB employed health professionals (i.e. nurses and/or paramedics, who are contracted or employed by First Nations Health Authorities).
- Provide the online course, in English and French, and all necessary maintenance, including, but not limited to, the electronic infrastructure, student

registration, proof of successful completion, and make updates to course content as needed.

- Provide the course on the University's web-based platform and allow for self-paced, online learning.
- Provide support, promote and facilitate registered students' success through various modalities, including, but not limited to, counselling, tutoring or access to additional course materials.
- Provide virtual demonstrations of the controlled substances education course, as required, to FNIHB stakeholder groups to provide awareness, navigation tips and the uptake of the controlled substances education course.
- Provide training in the use of the online course navigation to FNIHB staff as required. This would include training required due to FNIHB project staff changes. Training required as a result of technology upgrades done by the institution would be delivered at no charge.
- Provide assistance, guidance, professional and technical expertise related to the development of future course content updates, the certification exam questions, the certification process, and the registration process;
- Provide progress report to document the feedback received during the delivery of the course, recommend any further developments and future delivery considerations, and inform the ISC Project Authority of any other specific needs.

Time Period	Activities	Deliverables
Pre-Course Delivery Phase – Preparation (from contract awarded until March 31, 2022)	<p>Prepare the course content, certification process, evaluation questions for the online platform.</p> <p>Translation of content as required.</p> <p>Test the online course</p>	<p>Share controlled substances course curriculum with FNIHB project authority</p> <p>Incorporate FNIHB-specific content (policies and procedures) to the course. Materials will be provided once contract is awarded.</p> <p>Review certification process and evaluation questions (passing grade)</p>
Course Delivery Phase - Initial Contract period: April 1 2022-March 31, 2023	<p>- Deliver the course by ensuring constant access to the online course in FR and EN</p> <p>- Complete student registration and certification process</p> <p>- Provide technical and educational support to</p>	<p>- Submit quarterly invoices to FNIHB for the costs of the services provided for each team member based on hourly rate on the following dates:</p> <ul style="list-style-type: none"> • June 15, 2022 • September 15, 2022 • December 15, 2022 • March 1, 2023 <p>- Submit quarterly statistical report per guideline below</p>

	students as needed for course success (including resets for exams if students are not successful)	- Students will have access to the Controlled Substances Education course and the certification examination
Course Delivery Phase Option Year 1: April 1, 2023-March 31, 2024	<ul style="list-style-type: none"> - Deliver the course by ensuring constant access to the online course in FR and EN - Complete student registration and certification process - Provide technical and educational support to students as needed for course access (including resets for exams if students are not successful) - Course content update in collaboration with FNIHB. 	<ul style="list-style-type: none"> - Submit quarterly invoices to FNIHB for the costs of the services provided for each team member based on hourly rate on the following dates: <ul style="list-style-type: none"> • June 15, 2023 • September 15, 2023 • December 15, 2023 • March 1, 2024 - Submit quarterly statistical report per guideline below - Students will have access to the Controlled Substances Education course and the certification examination
Course Delivery Phase Option Year 2: April 1, 2024-March 31, 2025	<ul style="list-style-type: none"> - Deliver the course by ensuring constant access to the online course - Complete student registration and certification process - Provide technical and educational support to students as needed for course access (including resets for exams if students are not successful) 	<ul style="list-style-type: none"> - Submit quarterly invoices to FNIHB for the costs of the services provided for each team member based on hourly rate on the following dates: <ul style="list-style-type: none"> • June 15, 2024 • September 15, 2024 • December 15, 2024 • March 1, 2025 - Submit quarterly statistical report per guideline below - Students will have access to the Controlled Substances Education course and the certification examination
Course Delivery Phase Option Year 3: April 1, 2025-March 31,	<ul style="list-style-type: none"> - Deliver the course by ensuring constant access to the online course - Complete student 	<ul style="list-style-type: none"> - Submit quarterly invoices to FNIHB for the costs of the services provided for each team member based on hourly rate on the following dates:

2026	<p>registration and certification process</p> <ul style="list-style-type: none"> - Provide technical and educational support to students as needed for course access (including resets for exams if students are not successful) - Course content update in collaboration with FNIHB. 	<ul style="list-style-type: none"> • June 15, 2025 • September 15, 2025 • December 15, 2025 • March 1, 2026 <ul style="list-style-type: none"> - Submit quarterly statistical report per guideline below - Students will have access to the Controlled Substances Education course and the certification examination
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2.2. Specifications and Standards

The Project Authority (named in Section 4.1) will ensure internal consultations are carried out with Subject Matter Experts and others, as appropriate, in order to provide the University with input on required project deliverables.

All deliverables must meet the satisfaction of the Project Authority and be implemented on the appropriate University's site. Documentation is to be submitted in English electronic format generated in Microsoft Word. Any presentations must be submitted in an electronic format generated from Microsoft Power Point.

2.3. Technical, Operational and Organizational Environment

Work is expected to be completed off-site of Indigenous Services Canada facilities and within the offices of the University. Meetings, as required, will be held virtually. The Contractor will not have access to Indigenous Services Canada networks, or to Indigenous Services Canada protected data.

2.4. Method and Source of Acceptance

The contractor is expected to be compliant with the elements listed in Section 2.1 and 2.2. The Project Authority will use the following criteria to measure whether the work is acceptable:

- quality and completeness of the work;
- performance against pre-established budgets and timelines; and
- compliance with Departmental policies and procedures.

All deliverables and services rendered are subject to inspection by the Project Authority. Should any deliverable not be to the satisfaction of the Project Authority, as submitted, the Project Authority will have the right to reject it or require correction before payment will be authorized.

2.5. Reporting Requirements

All written reports are to be provided electronically in Microsoft Word. For group presentation slides, Microsoft Power Point is to be used. The University will submit *quarterly* statistical reports and invoices, see tables below for template.

Table 1: Quarterly invoices from the vendor will include the following details:
Labor Category Employed on the Project

Professional	Hourly Rate	Hours Provided	Total
Content Expert Project Lead	\$		\$
IMIT Programmer	\$		\$
IMIT Technical Support	\$		\$
Other (specify)	\$		\$
Grand Total	\$		\$

Table 2: Quarterly statistical reporting template

Classification of health professional:	LPN / RPN / RN / NP/ PCP / ACP / CCP / Other
Highest level of education obtained:	Diploma / BScN / Masters / NP / PHD
Employer:	Indigenous Services Canada Employed / First Nations Employed / Agency / Other
Employment Status:	Indeterminate / Term / Full Time / Part Time / Casual
Region of work:	BC / AB / SK / MB / ON / QC / AT / Other
Certification exam results:	Exam #1 pass/fail total (number of nurses/paramedics, by region, by employer); exam #2 pass/fail rate (exam #2 is only for those who do not pass exam #1). Attrition rate per region # Repeat tests Common themes/questions students consistently fail

In addition to the timely submission of all deliverables and the fulfillment of all obligations, it is the responsibility of the University to maintain regular communication with the Project Authority. The University must also immediately notify the Project Authority of any issues, problems, or areas of concern in relation to this work as appropriate.

2.6. Project Management Control Procedures

Project management is critical to the successful completion of this project. The Project Authority will control the work by:

- reviewing quarterly project status reports; and
- organizing meetings (via teleconferences or virtual meetings) to discuss the project.

Any changes to the work plan, methods, scope of the project and/or change in personnel must be approved in writing in advance by the Project Authority. Any resulting changes

can only be confirmed by a Contract Amendment issued by the Project Authority. In the event that any unforeseen situations or issues arise that may become potential barriers to the conduct of the work outlined in the contract, the University and the Project Authority will meet to discuss. In the event that the Project Authority is unavailable, an alternative ISC representative will meet with the University.

3. ADDITIONAL INFORMATION

3.1. Authorities

Jacques Néron
A/Director
Primary Health Care Systems Division
First Nations and Inuit Health Branch
Indigenous Services Canada

The project authority will communicate primarily via e-mail correspondence and by teleconference calls, as required.

3.2. Canada's Obligations

Indigenous Services Canada will provide the University with the following for the purposes of completing the work requirements of the contract:

- Access to a staff member who will be available to provide advice and guidance;
- Provide relevant unprotected, unclassified public information;
- Provide comments on draft materials within four (4) working days;
- Escort the Contractor while in Government of Canada restricted access areas for the purposes of attending any in-person meetings; and,
- Provide other assistance or support, as required,

It is understood that all accesses and privileges, products and services will be ended or revoked at contract termination.

Contractors must be escorted by an employee or Commissionaire at all times while on government of Canada restricted access areas.

Information which is to be used in the development of the contracted product(s), as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by ISC and/or The Government of Canada.

No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

3.3. Contractor's Obligations

The contractor will:

- report all hours worked per specified team member ;
- during the length of the contract, bring forward any issues that occur to the attention of the Project Authority;

- supply personnel for completion of this project (no substitutes allowed without prior consultation and approval);
- provide written reports when requested by the Project Authority;
- on a quarterly basis, submit to the Project Authority an invoice as well overview of all work performed as outlined in sections 2.1 & 2.5.
- On a quarterly basis, submit statistical reporting as outlined in sections 2.1 & 2.5

In addition to the obligations outlined in Section 2 of this Statement of Work, the University will:

- return all materials belonging to Indigenous Services Canada upon completion of the Contract;
- report to the Project Authority any special circumstances or events affecting the provision of the required services;
- submit all written reports in the following formats: one (1) electronic copy using the standards identified in this Statement of Work;
- attend meeting(s) with stakeholders as needed;
- participate in teleconferences/virtual meetings as needed;
- maintain all documentation in a secure area.
- The University must use their own equipment and software for the performance of this Statement of Work.

3.4. Location of Work, Work site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to this contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

It is expected that, with the exception of meetings to be held on Indigenous Services Canada premises, all work will be completed at the University's place of business.

Delivery of the course materials, registration of course participants, course attendance, relevant testing of course attendees and issuance of proof of successful completion of the course is expected to be done through on-line portals and methods of delivery.

3.5. Language of Work

The administrative correspondence with the project authority for this contract will be carried out in English. All deliverables such as quarterly invoices and reporting (i.e. section 2.5 Reporting Requirement) will be submitted in English.

3.6. Special Requirements

Not applicable

3.7. Insurance Requirements

The University must obtain and maintain an appropriate level of professional liability insurance coverage.

It is the sole responsibility of the University to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the contract

and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the University at its own expense.

3.8. Travel and Living

Travel will not be required. All meetings will be conducted virtually.

4. PROJECT SCHEDULE

4.1. Expected Start and Completion Dates

The services of the University will be required for a period of up to four (4) year. The initial contract period begins on or about April 1, 2022 – March 31, 2023, with three one-year option years beginning April 1, 2023 and ending March 31, 2026.

4.2. Schedule and Estimated Level of Effort (Work Breakdown Structure)

The University will structure the support services across the term of the contract to meet the overall technical update schedules and the FNIHB content submissions. Details of work completed, including appropriate invoicing for payment will be included in the status reports.

5. REQUIRED RESOURCES OR TYPES OF ROLES TO BE PERFORMED

- Content Expert Project Lead
- IMIT Programmer
- IMIT Technical Support
- Other (specified in Proposal)

6. APPLICABLE DOCUMENTS AND GLOSSARY

6.1. Applicable Documents

- CDSA: <https://www.laws-lois.justice.gc.ca/eng/acts/C-38.8/>
- FNIHB policy and procedures

6.2. Relevant Terms, Acronyms and Glossaries

FNIHB	First Nations and Inuit Health Branch
ISC	Indigenous Services Canada
PHCSD	Primary Health Care Systems Division
SME	Subject Matter Expert
CS	Controlled Substances

ANNEX "B"**BASIS OF PAYMENT**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the work as determined in Annex – "A" – Statement of Work; to a limitation of expenditure of \$_____.

CONTRACT PERIOD: Contract Award to : March 31st , 2022			
(A)	(B)	(C)	(D)
	Estimated Number of students	All-inclusive fixed Rate	Total Cost D = B x C
Initial Course Design	185	\$	\$
Yearly Course maintenance	185	\$	\$
Yearly Tuition Cost	185	\$	\$
Miscellaneous		\$	\$
Total Estimated Initial Contract Cost:			\$
Applicable Taxes (N/A)			N/A
GRAND TOTAL			\$

OPTION PERIOD 1: April 1st 2022 to March 31st , 2023			
(A)	(B)	(C)	(D)
	Estimated Number of students	All-inclusive fixed Rate	Total Cost D = B x C
Yearly Course maintenance	185	\$	\$
Yearly Tuition Cost	185	\$	\$

Miscellaneous		\$	\$
Total Estimated Initial Contract Cost:			\$
Applicable Taxes (N/A)			N/A
GRAND TOTAL			\$

OPTION PERIOD 2: April 1st 2023 to March 31st, 2024			
(A)	(B)	(C)	(D)
	Estimated Number of students	All-inclusive fixed Rate	Total Cost D = B x C
Yearly Course maintenance	185	\$	\$
Yearly Tuition Cost	185	\$	\$
Miscellaneous		\$	\$
Total Estimated Initial Contract Cost:			\$
Applicable Taxes (N/A)			N/A
GRAND TOTAL			\$

OPTION PERIOD 3: April 1st 2024 to March 31st, 2025			
(A)	(B)	(C)	(D)
	Estimated Number of students	All-inclusive fixed Rate	Total Cost D = B x C
Yearly Course maintenance	185	\$	\$
Yearly Tuition Cost	185	\$	\$
Miscellaneous		\$	\$
Total Estimated Initial Contract Cost:			\$

Applicable Taxes (N/A)	N/A
GRAND TOTAL	\$

OPTION PERIOD 4: April 1st 2025 to March 31st , 2026			
(A)	(B)	(C)	(D)
	Estimated Number of students	All-inclusive fixed Rate	Total Cost D = B x C
Yearly Course maintenance	185	\$	\$
Yearly Tuition Cost	185	\$	\$
Miscellaneous		\$	\$
Total Estimated Initial Contract Cost:			\$
Applicable Taxes (N/A)			N/A
GRAND TOTAL			\$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat
1000231314
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 FNIHB / Atlantic / Regional Executive Office	2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/> Type :						
3. Brief Description of Work / Brève description du travail ISC FNIHB Atlantic Culture Change Management							
4. Contract Amount / Montant du contrat \$400,000	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :						
5. Contract Start and End date / Date de début et de fin du contrat 2021-05-15 to / au 2023-03-31							
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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui						
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui						
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui						
(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)							
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/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir/entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?							
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui							
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 portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?							
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui							
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?							
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui							
If yes, specify: / Si oui, spécifiez :							
a) Email transmission / Transmission par courrier électronique :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui						
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui						
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui						
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 / Non <input type="checkbox"/> Yes / Oui							
* 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 émissions (cryptographie, téléphone/télécopieur sécuritaire)							
10. SUMMARY CHART / TABLEAU RÉCAPITULATIF							
Category / Catégorie	Please refer to question / 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information / Assets (off site) / Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information / Assets (off site) / Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" 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"/>
PART C – PERSONNEL / PARTIE C – PERSONNEL							
11.1 Personnel Security Screening Level Required: Niveau d'enquête de la sécurité du personnel requis :							
<input type="checkbox"/> N/A / Non requis <input checked="" 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <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 / Non <input type="checkbox"/> Yes / Oui							



Contract Number / Numéro du contrat 1000231314
Security Classification / Classification de sécurité UNCLASSIFIED

PART D – AUTHORIZATION / PARTIE D – AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) – Nom (en lettres moulées) Louis Dumulon	Title - Titre A/ Regional Executive Officer	Signature 	Digitally signed by louis.dumulon, louis Date: 2021.04.20 17:13:37 -04'00'
Telephone No. – N° de téléphone 613-818-8459	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel louis.dumulon@canada.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) – Nom (en lettres moulées)	Title - Titre	Signature	
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 type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) – Nom (en lettres moulées) Alex Cormier Howie	Title - Titre Senior Procurement Officer	Signature 	Digitally signed by cormierhowie, alex DN: c=CA, o=GC, ou=HSC-SAG, CN="cormierhowie, alex" Reason: I am approving this document Location: Ottawa, Ontario, Canada Date: 2021-05-10 09:59:40 Foxit Reader PDF Version: 9.7.1
Telephone No. – N° de téléphone 873-354-0959	Facsimile No. - N° de télécopieur N/A	E-mail address – Adresse courriel alexander.cormierhowie@canada.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) – Nom (en lettres moulées)	Title - Titre	Signature	
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

Canada