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Bid Receiving - PWGSC / Réception des  
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Place du Portage, Phase III  
Core OA1\noyau OA1  
11 Laurier St./11, rue Laurier  
Gatineau, Québec K1A 0S5  
Bid Fax: (613) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

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

Issuing Office - Bureau de distribution  
Health Services Project Division (XF)/Division des  
projets de services de santé (XF)  
Place du Portage, Phase III, 12C1  
11 Laurier St./11 rue, Laurier  
Gatineau  
Gatineau  
K1A 0S5

<b>Title - Sujet</b> Instructor 2014/15	
<b>Solicitation No. - N° de l'invitation</b> EN519-141419/A	<b>Date</b> 2014-02-26
<b>Client Reference No. - N° de référence du client</b> 20141419	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$XF-004-27223
<b>File No. - N° de dossier</b> 004xf.EN519-141419	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-03-13</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Azma, Najat	<b>Buyer Id - Id de l'acheteur</b> 004xf
<b>Telephone No. - N° de téléphone</b> (819) 956-4225 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8303
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EN519-141419/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

004xf

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20141419

004xfEN519-141419

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## **Request for Information Regarding**

### **A Procurement process for Workplace Standard First Aid and Cardiopulmonary Resuscitation Training**

#### **For Public Works and Government Services Canada**

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- Annex A: statement of Work
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**Request for Information Regarding**  
**A Procurement process for**  
**Workplace Standard First Aid and Cardiopulmonary Resuscitation Training**  
**For**  
**Public Works and Government Services Canada**

**A.1. Consultation Process**

In order to ensure a successful procurement for the provision of Standard First Aid and Cardiopulmonary Resuscitation (CPR) training, industry will be engaged in a consultative process as the first step through this RFI. The consultation process includes a Request for Information (RFI) stage that might be followed by one-on-one meetings if necessary.

Industry is invited to provide comments and recommendations to the PWGSC Contracting Authority mentioned below.

All Industry consultations will be documented and this information is subject to the Access to Information Act. Canada will not reveal any designated proprietary information to third parties.

**A.2. Background and Purpose of this Request for Information (RFI)**

**Background**

Public Works and Government Services Canada (PWGSC) is committed to ensuring that first-aid is available to all employees. It is a requirement to provide first-aid services in government departments and agencies. In keeping with this requirement, PWGSC is responsible for the provision of first-aid services in its workplaces. PWGSC must ensure that an adequate number of qualified first-aid attendants are available to render first-aid to employees during working hours. By ensuring that personnel are properly trained in the provision of first-aid services, PWGSC is ensuring that the health and safety at work of every person is protected.

In 2012, Human Resources and Skills Development Canada (HRSDC) stated that “The definition of “approved organization” will be modified to state that any organization approved at the provincial or territorial level to deliver first-aid training is considered approved under federal jurisdiction.”

Additionally, revised Workplace Safety and Insurance Board (WSIB) regulations have come into play for the providers in Ontario. In order to renew a Standard First Aid

Certificate, the learner, on a one-time basis only, may have the certificate renewed by completing a one-day Standard First Aid Renewal Course with the original provider. The learner may attend this course as long as the Standard First Aid Certificate has not expired. The certificate issued in this instance must state “renewal” on it. For more information, please consult

<http://www.wsib.on.ca/files/Content/Downloadable%20FileFirst%20Aid%20Training%20Criteria/FATCrit.pdf>.

### **Purpose**

PWGSC is seeking the services of Contractor for the provision of Standard First Aid and CPR training, Standard First Aid and CPR certification and Standard First Aid and CPR Recertification in accordance with the Canada Labour Code, Schedule V, Part II, Canada Occupational Safety and Health Regulations and the National Joint Council’s Occupational Health and Safety Directive

<http://laws.justice.gc.ca/en/showtdm/cr/SOR-86-304>

<http://www.njc-cnm.gc.ca/directive/index.php?sid=268&hl=1&lang=eng>

The Contractor must provide the training in facilities located in the National Capital Area (NCA).

The procurement process is currently in the requirement definition phase. The information gathered from industry in response to this RFI will assist in the definition of the procurement strategy and the development of a bid solicitation.

Industry is invited to provide comments and recommendations to the PWGSC Contracting Authority mentioned below. Also, in order to facilitate the engagement process, Industry is encouraged to answer the list of Questions to Industry annexed to this document and provide written comments and recommendations on any additional topics industry may wish to discuss.

### **A.3. Nature of Request for Information**

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

### **A.4. Nature and Format of Responses Requested**

Respondents are requested to provide their comments, concerns and, where applicable, alternatives recommendations regarding how the requirements or objectives described in this RFI could be satisfied and/ or improved technically. Respondents should explain any assumptions they make in their responses and clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration. However, Canada will have the right to accept or reject any or all suggestions.

#### **A.5. Response Costs**

Canada will not reimburse any Respondent for expenses incurred in responding to this RFI.

#### **A.6. Treatment of Responses**

- (a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- (b) **Review Team:** A review team composed of Canada's representatives will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- (c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.
- (d) **Follow-up Activity:** Canada may, in its discretion, set up subsequent consultation mechanisms, including one-on-one meetings with each Respondent, and/or contact any Respondent to follow up with additional questions, or for clarification of any aspect of a response.

#### **A.7. Contents of this RFI**

The RFI includes the following annex:

- (a) Annex A – Statement of Work
- (b) Annex B – Questions to Industry

#### A.8. Questions to Industry

- (a) Respondents are requested to provide answers to the questions in Annex B in the order that they appear and maintain the same lettering sequence.
- (b) Respondents may also include any other additional information, documentation and brochures at their own discretion.

#### A.9. Format of Responses

- (a) **Cover Page:** If the response includes multiple volumes, Respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the Respondent.
- (b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
  - (i) the title of the Respondent's response and the volume number;
  - (ii) the name and address of the Respondent;
  - (iii) the name, address and telephone number of the Respondent's contact;
  - (iv) the date; and
  - (v) the RFI number.
- (c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- (d) **Submission of Response and Number of Copies:** Canada requests that responses be provided on CD-ROM or USB key (2 copies) and in hard copy (1 original and 2 copies). The text on the CD-ROM(s)/USB key and in each hard copy, should be labeled with the date and the Respondent's name on each page, and pages should be sequentially numbered. It is preferred that all pertinent information be included on the CD-ROM(s)/USB key without the need to visit Respondent Web sites. If necessary, however, Web site references may be provided for additional information beyond that requested in this RFI. If this is the case, it should be noted that the information contained in such Web sites would not be used for the analysis of the Responses to this RFI.

Respondents should be aware that the PWGSC standard word processing format is Microsoft Word. However, electronic Responses may also be submitted in

Word or Adobe PDF format. The Respondents can also submit their response in unprotected PDF (e.g. no password) format by email to Najat.azma@tpsgc-pwgsc.gc.ca if the size of the document is less than 6MB.

- (e) **Language:** Responses may be in English or French, at the preference of the Respondent.

#### **A.10. Enquiries**

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, Respondents with questions regarding this RFI may direct their enquiries to:

Public Works and Government Services Canada  
Acquisitions Branch  
Services and Technology Acquisitions Management Sector  
Special Procurement Initiatives Directorate  
Place du Portage, Phase III, 12C1  
11 Laurier Street  
Gatineau, Québec, K1A 0S5

Attention: Najat Azma, Contracting Authority  
Telephone: 819-956-4225  
Facsimile: 819-956-8303  
E-mail address: Najat.azma@tpsgc-pwgsc.gc.ca

#### **A.11. Submission of Responses**

- (a) **Time and Place for Submission of Responses:** Suppliers interested in providing a response should deliver it to the following location by the time and date indicated on page 1 of this document:

Department of Public Works and Government Services Bid Receiving Unit  
Portage III, 0A1  
11 Laurier Street  
Gatineau, Quebec K1A 0S5

**Responses should not be sent directly to the Contracting Authority, unless submitted by email as described at A.9 (d) above.**

- (b) **Responsibility for Timely Delivery:** Each Respondent is solely responsible for ensuring its response is delivered on time to the correct location.



- (c) **Bid Receiving Unit Address Solely for Delivery of Responses:** The above address is only for response submission. No other communications are to be forwarded to this address.
- (d) **Identification of Response:** Each Respondent should ensure that its name and return address, the solicitation number and the closing date appear legibly on the outside of the response.

**Annex A**  
**Statement of Work**

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**Appendix 1**

- Instructor's report

## **1. Title**

Workplace Standard First Aid and Cardiopulmonary Resuscitation Training.

## **2. Objective**

This training is to ensure that First Aid Attendants, as designated by Supervisors and Managers in charge of worksites, in consultation with Workplace Health and Safety Committees or Representatives are trained to give on-site Standard First Aid and Cardiopulmonary Resuscitation (CPR) during emergency situations.

### Learning objectives:

- To obtain a certification or/and a recertification at the standard level of first aid and CPR which will lead to the appropriate application of treatment in a variety of situations; and
- Recognize, assess and respond within scope of competence to situations requiring first-aid.

## **3. Background Information**

Public Works and Government Services Canada (PWGSC) is committed to ensuring that first-aid is available to all employees. It is a requirement to provide first-aid services in government departments and agencies. In keeping with this requirement, PWGSC is responsible for the provision of first-aid services in its workplaces. PWGSC must ensure that an adequate number of qualified first-aid attendants are available to render first-aid to employees during working hours. By ensuring that personnel are properly trained in the provision of first-aid services, PWGSC is ensuring that the health and safety at work of every person is protected.

## **4. Terminology**

### **4.1 Acronyms**

CA: Contracting Authority  
CPR: Cardiopulmonary Resuscitation  
NCA: National Capital Area  
PRM: Progress review meeting  
SME: Subject Matter experts  
TA: Task authorization  
TeA: Technical Authority

### **4.2 Definitions**

Approved organization:	Given the recent change of federal jurisdiction in June 2012, the definition of "approved organization" is modified to state that any organization approved at the provincial or territorial level to deliver first-aid training is considered approved under federal jurisdiction.
Back-up Instructor:	Instructor in charge of delivering the session when the principal instructor is unavailable.
Certification:	Formal procedure by which a qualified person who holds a valid certification from an approved organization attesting that he/she is competent to deliver first aid training assesses and verifies (and attests in writing by issuing a certificate) the qualification of an individual in accordance with established requirements or standards.
Principal Instructor:	Instructor in charge of delivering the sessions.
Recertification:	Attest in writing by issuing a certificate again for a second time that the person meets the renewal standards.
Standard level of first aid:	Certificate issued by either a qualified person or the organization that developed the training, as the case may be, for successful completion of a two-day first aid course.
Statutory Holidays:	Means New Year's Day, Good Friday, Easter Monday, Victoria Day, June 24 (Quebec only) or Civic Holiday (the first Monday in August), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.

## **5. Requirement**

### **5.1 Scope of work**

To provide Standard First Aid and CPR certification and Standard First Aid and CPR Recertification in accordance with the Canada Labour Code, Schedule V, Part II, Canada Occupational Safety and Health Regulations <http://laws.justice.gc.ca/en/showtdm/cr/SOR-86-304> and the National Joint Council's Occupational Health and Safety Directive

<http://www.njc-cnm.gc.ca/directive/index.php?sid=268&hl=1&lang=eng>

Canada is considering an initial contract duration of two (2) years, with four (4) one-year option periods. The anticipated volume of courses over the length of the contract is:

- First Aid and CPR Certification :
  - o Between fourteen (14) and eighteen (18) sessions annually; and
  - o Between two Hundred and eighty (280) and three hundred and sixty (360) Participants.
- First Aid and CPR Recertification:
  - o Between four (4) and eight (8) sessions annually; and
  - o Between eighty (80) and one hundred and sixty Participants annually.

This estimates is only an approximation given in good faith by Canada and does not constitute a guarantee. Therefore, please be aware that this estimate may be subject to change without any notice or consultation.

## **5.2 Task Authorization**

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

## **5.3 Tasks of the Contractor for certification and recertification**

The contractor will:

- 5.3.1** Provide qualified instructor(s) for each delivery as identified in the approved Task Authorization. The Instructor must to be proficient in the language of French or English, oral and written, for each session to be delivered;
- 5.3.2** Provide Standard First Aid and CPR certification or recertification card in accordance with established requirements to qualified individuals; and
- 5.3.3** Ensure that required subject matters are included in the course delivery in accordance to the Canada Labour Code, Schedule V, Part II, Canada Occupational Safety and Health Regulations "subjects to be included in the course"

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/page-95.html#h-259>

## **5.4 Tasks of the contractor Instructor(s)**

The Instructor will:

- 5.4.1** Deliver a two (2) day Standard First Aid and CPR or a one (1) day Standard First Aid and CPR Recertification training, in French or in English as requested in the Task authorization, to PWGSC First Aid Attendants, as designated by Supervisors and Managers in charge of worksites, in consultation with Workplace Health and Safety Committees or Representatives, in the National Capital Area (NCA);
- 5.4.2** Arrive at 8:00 a.m., verify the room setup, the equipment and greet participants;
- 5.4.3** At the beginning of each session, provide administrative details to participants such as the location of fire exits, washrooms, lunchroom and the course outline;
- 5.4.4** Distribute the attendance list to participants for their signature. Attendance list will be left on the instructor's table at the front of the classroom. Signed list must remain on the instructor's table at the end of the course. TeA will arrange to pick up the signed list in the classroom; and
- 5.4.5** Fill out the PWGSC Instructor's summary report within forty-eight (48) hour following course delivery and send it to the TeA by email. Template of Instructor's summary report is attached as Appendix 1 to Annex A. Summary report should reflect any issues with logistical services or unanswered questions of participants related to internal policies and/or guidelines that will need subject matter expert follow-up.

## **6. Certification Requirements**

The Contractor must hold a valid certification from an approved organization. Approved organization list are listed by province in the following link:

[http://www.labour.gc.ca/eng/health\\_safety/prevention/first\\_aid.shtml](http://www.labour.gc.ca/eng/health_safety/prevention/first_aid.shtml)

## **7. Language Requirements**

The Instructor and the Back-up Instructor must be fluent in both official languages to provide the training in English and in French, in order to deliver the English and the French course as requested. Canada reserves the right to evaluate the language proficiency of the resource throughout the period of the Contract. Should the evaluation determine that the instructor does not meet the language requirement; the Contractor must immediately replace the instructor at no additional cost and in accordance with the Contract.

## **8. Hours of Training**

The courses will be delivered between Monday and Friday, from 8:30 a.m. to 4:30 p.m. excluding statutory holidays.

## **9. Location of Training**

The Contractor must provide the training in government facilities located in the National Capital Area (NCA). For the purpose of this contract, the NCA training facilities will be located in the central business district surrounding PWGSC headquarters defined as being:

East of Island Park, Merivale (Ottawa) and Chemin de la montagne (Aylmer)  
West of St-Laurent (Ottawa)  
North of Hunt Club (Ottawa)  
South of Boulevard St-Raymond and Boulevard Maloney (Gatineau)

## **10. Technical Authority Support**

After contract award, the TeA will:

- Act as a liaison between the Contractor and PWGSC Subject Matter Experts;
- Finalize the course schedule with the Contractor, confirm session's dates and instructor's availability, and resolve any problems or concerns prior to the first session;
- Promote the course via the departmental course browser;
- Confirm participant registrations;
- Provide the premises, equipment and logistical services. Before each session starts, the room will be prepared and the equipment installed, connected and ready for the instructor to use;
- Make the necessary arrangements to provide instructors with access to the building or classroom;
- Prepare and provide a list of participants for each session in advance to the Contractor by email;
- Provide a ten (10) minutes debriefing to participants at the beginning of the course on departmental policy DP 016 on First aid and CPR;
- Evaluate the quality of the Instructor's course delivery services, as needed; and
- Without any prior notice to the Contractor, the TeA can decide to attend a Certification or Recertification course, as an observer, to monitor that the Instructor's service is in line with the Terms and Conditions of the contract. Observations will be discussed with the Contractor and corrective measures requested within an approved timeframe, if needed. TeA will also be reviewing participant's evaluation questionnaire and discuss with the Contractor feedback pertaining to the instructor's services. Corrective measures may be requested within an approved timeframe.

## **11. Use of Government Property**

The Contractor instructors will be using the PWGSC facilities, laptop and projector for the delivery of training only.

## **12. Meetings**

The Contractor will not be reimbursed for any costs incurred for any meetings it will need to attend with the Contracting Authority or Technical Authority.

### **12.1 Kick-off meeting**

A Kick-off meeting chaired by the Contractor will be held three (3) calendar days from the date of Contract award. The kick-off meeting can be organized as a teleconference or in person in a location in the National Capital Area. The exact time and location of the kick-off meeting will be provided upon contract award.

The purpose of the kick-off meeting will be to:

- Review the contractual requirements;
- Review and clarify the respective roles and responsibilities of the Contracting Authority (CA), the TeA and the Contractor to ensure common understanding of the requirement and the terms and conditions of the Contract; and
- Discuss the upcoming training calendar.

### **12.2 Progress Review Meeting**

A progress review meeting (PRM) may be held once per year. PMR will be organized through a teleconference or held in person at Place Portage, Gatineau. In person meetings may be held at other locations if mutually agreed. The Contracting Authority may be invited to attend PMR. The purpose of the meeting will be to:

- Review current and future course requirements; and
- Discuss and resolve operational, administrative or contractual details as well as any possible issues.

The Project Authority will be responsible of coordinating PRM with the Contractor.

### **12.3 Urgent Meeting**

The TeA and/or CA may request a teleconference or a meeting at any time to resolve any urgent matters, issues or concerns. In person meetings will be held within the National Capital Area.





## Rapport de l'instructeur / Instructor's report

Cours – Course : \_\_\_\_\_ Code : \_\_\_\_\_ Langue – Language : FR / EN

Date : \_\_\_\_\_ Instructeur – Instructor : \_\_\_\_\_

Heure – Time : \_\_\_\_\_ à /to \_\_\_\_\_ Lieu – Location : \_\_\_\_\_

(Spécifier/Specify : Portage 3 -Tower A / Room # )

EFFICACITÉ DU COURS / COURSE EFFECTIVENESS	Rapide Fast	Parfait Just right	Lent Slow	Commentaires, observations et suggestions / Comments, Observations and Suggestions
1. La durée du cours permet de couvrir l'ensemble du contenu. The duration is sufficient for the content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Le temps alloué pour chaque activité est suffisant. The time allocated to each activity is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Le temps alloué est suffisant pour répondre aux attentes des participants. The time is sufficient to address participants' expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PARTICIPANTS	Oui Yes	Non No	SO NA	
1. Les participants sont représentatifs de l'auditoire visé par le cours. The participants are representative of the course's target audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Les participants possèdent les connaissances requises pour suivre ce cours. The participants have the knowledge required to take this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Les participants se sentent à l'aise avec le contenu du cours. The participants are comfortable with the content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Les participants possèdent des connaissances spécialisées sur le sujet. <i>*S'il possède des connaissances spécialisées, le participant n'est pas représentatif de l'auditoire visé.</i> The participants have expert level of knowledge of the subject matter. <i>* With the expert knowledge the participant doesn't represent the target population.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Les participants semblent intéressés par le sujet du cours. The participants seem interested in the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Les participants participent pendant le cours. The participants are engaged during the course activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Les participants participent aux discussions pendant les exercices. The participants are engaged in discussion during exercises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACTIVITÉS D'APPRENTISSAGE – LEARNING ACTIVITIES	Oui Yes	Non No	SO NA	
1. Le format du cours est adéquat pour atteindre les objectifs. The course format is adequate for its objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Le matériel couvre le contenu d'une manière suffisante et il est clair et pertinent. The material covers the content in a sufficient manner and the material given is clear and relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Les instructions des exercices sont faciles à comprendre et à suivre. The exercises instructions are easy to understand and follow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Les exercices et les autres activités sont appropriés. The exercises and other activities are appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LOGISTIQUES – LOGISTICS	Oui Yes	Non No	SO NA	
<u>Conditions de la salle de formation - Training room conditions:</u>				
1. Est-ce que les salles de formation sont adéquates pour ce cours? Are the training rooms adequate for this course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Est-ce que l'aménagement de la salle est approprié pour cette activité de formation? Is the room set-up appropriate for this training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Équipement - Equipment:</u>				
1. Avez-vous reçu l'équipement nécessaire et adéquat pour la prestation de ce cours? Did you receive the necessary and appropriate equipment to deliver this course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Outils d'enseignement - Teaching tools:</u>				
1. Avez-vous reçu les outils d'enseignement pour livrer ce cours? Exemple : documents de cours, brochures, guide de référence, etc. Did you receive teaching tools for this training? Ex: handouts, brochures, quick reference guide, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Légende / Legend  
SO – Sans objet  
NA – Not available

Sommaire du cours/de l'activité / General summary of the session/activity:

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## **Annex B**

### **Questions to Industry**

- 1.** Would you have capacity to provide services to meet the need described in the Annex A?
- 2.** Will you be able to recertify participants who had been certified by another contractor and /or in another province?
- 3.** Would you please provide PWGSC with any comment, suggestion and/or recommendation according to this need?