

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Fall Arrest Training	
Solicitation No. - N° de l'invitation W010X-15B028/A	Date 2015-01-14
Client Reference No. - N° de référence du client W010X-15-B028	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-208-9437	
File No. - N° de dossier HAL-4-73163 (208)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-30	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: LeBlanc, JoAnne	Buyer Id - Id de l'acheteur hal208
Telephone No. - N° de téléphone (902) 496-5010 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SERVICE CONTRACTS-BASE LOGISTICS PO BOX 99000, STN FORCES HALIFAX NOVA SCOTIA B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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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CCC No./N° CCC - FMS No/ N° VME

Title: To provide a Fall Arrest and Basic Rescue Competant Trainer Course to a total of 36 members from DND and Canadian Forces.

The bid solicitation package is to be inserted at this point and forms part of this document.

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HAL-4-73163

CCC No./N° CCC - FMS No./N° VME

TITLE: Services for Fall Arrest and Basic Rescue Competent Training Course to DND and Canadian Forces members

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this Contract.

1.2 Statement of Requirement

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

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 (2014-09-25) Standard Instructions - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.

5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.

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 only to Public Works and Government Services Canada (PWGSC), Attention to the Supply Officer noted herein, "on or before" the date & time indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;

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- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 [Nova Scotia](#).

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 bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 copies)
Section II: Financial Bid (1 copy)
Section III: Certifications (1 copy)

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- (1) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- (2) use an environmentally-preferable format including black and white printing instead of colour printing, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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 Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex C attached herein.

4.1.2 Financial Evaluation

SACC Manual Clause A0222T (2014-06-26), Evaluation of Price – Canadian / Foreign Bidders

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions – Associated Information

Pursuant to section 01 of Standard Instructions 2003 and 2004, bidders who are incorporated or a sole proprietorship, including those bidding as a joint venture, must submit a complete list of names of all individuals who are currently directors of the Bidder, or the name of the owner, as applicable. Bidders bidding as societies, firms or partnerships do not need to provide a list of names. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and provide associated information. Consult sections 4.21, 5.16 and 8.70.2 of the Supply Manual for additional information.

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.1.3.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Requirement

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010B (2014-09-25), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of Contract

The Training **must** be completed **by March 31, 2015**.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

JoAnne LeBlanc
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3
Telephone: 902-496-5010
Facsimile: 902-496-5016
E-mail address: joanne.leblanc3@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

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6.5.2 Technical Authority

The Technical Authority for the Contract is: Will be completed upon Contract award.

The Technical 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 Technical Authority; however, the Technical 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 (to be completed by Supplier)

Name: _____

Telephone: _____

Email address: _____

Procurement Business Number (PBN): _____

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: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in [Annex "A"](#) for a cost of \$ _____ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

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

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

6.7.3 Method of Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

6.7.4 SACC Manual Clauses

SACC Manual clause C2000C (2007-11-30) Taxes – Foreign-based Contractor

6.8 Invoicing Instructions

1. The contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. 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

6.9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9.2 Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to 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 _____ (to be inserted at contract award).

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6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions – 2010B (2014-09-25) General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment (if applicable);
- (e) the Contractor's bid dated _____ (will be completed at contract award).

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.13 SACC Manual Clauses

SACC Manual clause G1005C (2008-05-12), Insurance

ANNEX A

STATEMENT OF REQUIREMENT

Title: To establish a contract with a supplier to provide Fall Arrest and Basic Rescue Competent Trainer Course to members of the Department of National Defence (DND) and members of the Canadian Forces (CF).

1. Background

1.1. Maritime Forces Atlantic (MARLANT) has an active on-going safety program designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Fall Protection Directive is to maximize the safety of all civilian and military personnel who may work at height. Its purpose is to identify and evaluate potential fall hazards to which workers will be exposed, ensure that workers are adequately trained to recognize and minimize fall hazards, ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected, and provide for the timely rescue of a worker that may be left suspended in a harness after their fall has been arrested.

1.2. An important component of this program is safety training consistent with the requirements of the Canada Labour Code (CLC) Part II, Canadian Occupational Safety and Health (COSH) regulations and Canadian Standards Association (CSA) Standards, where applicable.

1.3. References

1.3.1.C-02-040-009/AG-001 DND General Safety Program, General Safety Standards, Chapters 6 & 14 (available upon request);

1.3.2.MARLANT Safety and Environment Management System, Directive #S6 (enclosed); and

1.3.3.Canada Labour Code (CLC) Part II, Canadian Occupation Safety and Health (COSH) Standards (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>)

1.3.4.Nova Scotia Occupational Safety General Regulations
(<http://www.novascotia.ca/just/regulations/regs/ohsgensf.htm>)

1.3.5.any applicable unit-specific directives, orders, instructions or policies.

2. Scope

2.1. The primary objective of this request is to select one Contractor to provide Fall Arrest and Basic Rescue training to up to thirty six (36) members of DND/CF as follows:

2.1.1.One (1) Fall Arrest and Basic Rescue Competent Trainer course for up to twelve (12) participants. The course shall be three (3) consecutive days in duration.

2.1.2. Two (2) Fall Arrest and Basic Rescue courses for up to twelve (12) participants per serial. Each course shall be two (2) consecutive days in duration.

2.2. Participants shall acquire knowledge and skills through a combination of lecture presentations, group discussions and individual and team practical exercises, and

shall demonstrate their understanding of the material by successfully completing written and practical testing.

3. Tasks

3.1. Fall Arrest and Basic Rescue Courses:

3.1.1. The training must meet all applicable provincial and federal government regulations for training employees to work safely at height.

3.1.2. Course instruction and material must include, but is not limited to:

- 3.1.2.1. all applicable government regulations and standard setting agencies;
- 3.1.2.2. hazards of elevated work;
- 3.1.2.3. fall prevention systems and the hierarchy of controls;
- 3.1.2.4. selection of anchor points;
- 3.1.2.5. types of body support;
- 3.1.2.6. means of connecting;
- 3.1.2.7. calculating fall distances;
- 3.1.2.8. harness selection and fitting;
- 3.1.2.9. horizontal and vertical lifelines;
- 3.1.2.10. self-retracting lifelines;
- 3.1.2.11. shock-absorbing lanyards;
- 3.1.2.12. body belts;
- 3.1.2.13. ladder climbing systems;
- 3.1.2.14. fall arrest winches;
- 3.1.2.15. tripod lowering/ recovery systems;
- 3.1.2.16. care, maintenance and inspections of equipment; and
- 3.1.2.17. the difference between positioning, protection and arresting devices.

3.1.3. The vendor shall provide practical training exercises on suitable elevated structures using the following equipment, where applicable:

- 3.1.3.1. casualty harnesses;
- 3.1.3.2. rope grabs, carabineers and other hardware;
- 3.1.3.3. ladder climbing systems;
- 3.1.3.4. tripod lowering/recovery system;
- 3.1.3.5. rope-based retrieval system;
- 3.1.3.6. self-retracting lifelines;
- 3.1.3.7. fall arrest winches;
- 3.1.3.8. casualty lowering;
- 3.1.3.9. casualty raises using mechanical advantage haul systems;
- 3.1.3.10. anchor selection and rigging;
- 3.1.3.11. emergency response procedures; and
- 3.1.3.12. care and maintenance and use of all rescue equipment.

3.1.4. Fall Arrest and Basic Rescue courses must be completed no later than 19 December 2014.

3.2. Fall Arrest and Basic Rescue Competent Instructor Course:

- 3.2.1. The Fall Arrest and Basic Rescue Competent Instructor course shall contain all training in paragraph 4.1 to a level of detail in which participants can be expected to effectively instruct the course material.
- 3.2.2. Upon course completion, students shall have the knowledge required to prepare lesson plans and competently instruct others on the technical knowledge they have gained throughout the course.
- 3.2.3. Each participant enrolled in the Instructor course is certified in Basic Fall Arrest and has experience working at height.
- 3.2.4. The Fall Arrest and Basic Rescue Competent Instructor course must be completed no later than 30 November 2014.

4. Instructor Qualifications

- 4.1. The Contractor's proposed instructor shall:
 - 4.1.1. be fully qualified to instruct the subject material;
 - 4.1.2. have in-depth knowledge of Fall Arrest and Basic Rescue Training in a naval and/or marine environment; and
 - 4.1.3. have at least five (5) years of experience teaching courses which meet Federal Regulations.

5. Constraints

- 5.1. The Contractor and/or course instructor must meet with the Project Authority and/or Unit Representative (who shall be identified upon contract award) prior to the delivery of training, to discuss the relevant DND policies.
- 5.2. All training must be conducted at the vendor's location.
- 5.3. The Contractor must provide the participants with all training materials, including PPE such as harnesses and lanyards, any books and software the contractor feels is necessary for studying/reference purposes, as well as other learning aids required to complete the course. Equipment and tools shall be Canadian Standards Association (CSA) approved.
- 5.4. The contractor shall submit to an inspection of all PPE and safety equipment at any time upon request by a representative of DND.
- 5.5. Participants must successfully complete written and practical testing in order to receive course certification.
- 5.6. Any equipment, supplies or material purchased by the contractor to fulfil the requirements of the SOW and subsequently invoiced to DND, shall become the property of DND and turned over to DND at the end of the contract.
- 5.7. The Contractor shall distribute evaluation forms to all course attendees following course completion to ensure course attendees have the opportunity to rate the following:

- 5.7.1.instructor's subject matter knowledge;
- 5.7.2.course material;
- 5.7.3.course duration;
- 5.7.4.organization of material;
- 5.7.5.increase/decrease in knowledge of subject matter before and after training; and
- 5.7.6.if the training requirements are met.

5.8. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the contract, in an amount usual for a contract of this nature, but not less than \$2 million per accident or occurrence and in annual aggregate.

5.9. The Contractor shall be responsible for ensuring all course attendees complete a nominal roll. The nominal roll must include the following information:

- 5.9.1.name of course;
- 5.9.2.date of training;
- 5.9.3.location of training;
- 5.9.4.instructor's full name;
- 5.9.5.attendee's last name, first name and middle initials;
- 5.9.6.attendee's rank;
- 5.9.7.attendee's unit;
- 5.9.8.attendee's position title; and
- 5.9.9.attendee's signature.

6. Schedule

- 6.1. Exact dates and times must be negotiated with the Project Authority upon contract award; however, we would like the training to be scheduled as soon as possible. All training must be completed prior to 31 January 2015.
- 6.2. The courses must be scheduled to include instruction between 0800 and 1600 hours on consecutive business days, with two 15-minute breaks and at least 30-minutes for lunch daily, at the instructor's discretion.

7. Deliverables

- 7.1. The Contractor must provide wallet-sized cards for all participants who successfully complete the training. All wallet-sized cards must indicate the name of the training organization, instructor's name, participant's name and rank, course qualification, course completion date and expiry date. If it is not possible to provide attendees with cards immediately upon course completion, cards must be delivered to the Project Authority or Unit Representative within five business days following course completion.
- 7.2. The Contractor shall deliver, or have delivered, all completed evaluation forms to the Project Authority at the address/location provided no more than five (5) business days following course completion. Only original evaluation forms shall be provided.
- 7.3. The Contractor shall deliver, or have delivered, the completed nominal role to the Project Authority at the address/location provided no more than five (5) business days following course completion. Only the original nominal role shall be provided.

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- 7.4. Upon completion of bid evaluations a quotation will be recommended for Contract award. The successful bidder will be notified and the Certificate of Insurance must be submitted to the Contracts Officer before Contract award. The bidder will have four (4) business days to provide the Certificate of Insurance electronically (email or fax), or the quote will be deemed non-responsive.

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ANNEX B
BASIS OF PAYMENT

1. **LABOUR:** at the following firm rates

CATEGORY (OR NAME)	FIRM HOURLY RATE	
_____	\$ _____	
_____	\$ _____	
etc.		Est.: \$ _____

2. **EQUIPMENT:** at laid down cost without markup
(Specify type of equipment, if applicable) Est.: \$ _____

3. **MATERIALS AND SUPPLIES:** at laid down cost without markup
(Specify what categories of materials and supplies, if applicable) Est.: \$ _____

4. **TRAVEL AND LIVING EXPENSES:**
The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Project Authority. All payments are subject to government audit.

Est.: \$ _____

5. **SUBCONTRACTS:** at actual cost without markup
(Identify subcontractors) Est.: \$ _____

6. **ANY OTHER DIRECT CHARGES:** at actual cost without markup
(Specify what categories of direct charges, if applicable) Est.: \$ _____

Estimated Cost to a Limitation of Expenditure: \$ _____
(Applicable Taxes extra)

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

ANNEX C **EVALUATION CRITERIA**

MANDATORY EVALUATION CRITERIA

At bid closing time, the Bidder's proposed resource(s) must comply with the following mandatory requirements and provide the necessary documentation to support compliance, if applicable.

Any bid, which fails to meet the following mandatory requirements will be deemed non-responsive and will not be given further consideration.

The Bidder may propose more than one (1) resource to meet the technical specifications of this bid solicitation. All proposed resources must meet the minimum qualifications outlined in MR1 and MR2. Only the instructor trainer required for the Fall Arrest and Basic Rescue Competent Instructor Course is required to meet the qualification outlined in MR3. Despite the flexibility to propose more than one resource, **ALL PROPOSED RESOURCES MUST MEET THE MINIMUM REQUIREMENTS FOR THE BID TO BE CONSIDERED RESPONSIVE.**

VERY IMPORTANT: Each requirement should be addressed separately and in detail.

MR	Criteria	MET / NOT MET
	Bidder's Experience – Fall Arrest and Basic Rescue <u>AND</u> Fall Arrest and Basic Rescue Competent Instructor Courses: Bidder MUST propose one or more Fall Arrest and Basic Rescue Instructor that meets or exceeds BOTH of the following qualifications. Each of the following criteria MUST be documented in sufficient detail and submitted with the bid.	
MR1	Bidder's proposed resource(s) MUST have in-depth knowledge and/or experience in Fall Arrest and Basic Rescue Training in a marine industrial or naval environment.	
MR2	Bidder's proposed resource(s) MUST have a minimum of five (5) years of experience teaching courses which meet Federal Government regulations.	
	Bidder's Experience – Fall Arrest and Basic Rescue Competent Instructor Course Only: Bidder MUST propose one Fall Arrest and Basic Rescue Instructor Trainer that meets or exceeds MR1, MR2 and the following qualifications. The following criteria MUST be documented in sufficient detail and submitted with the bid.	
MR3	Bidder's proposed resource(s) MUST have a minimum of five (5) years of experience certifying instructors.	

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MR4*	Bidder's Insurance Requirement Bidder MUST carry a minimum of \$2M liability insurance. Proof of Insurance MUST be submitted within four (4) business days of notification by the Contracts Officer.	

*Proof of insurance is only required when notified by the Contracts Officer as per Annex A paragraph 7.4.