



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

Bid Receiving/Réception des soumissions

Procurement Hub - Fredericton  
Fisheries and Oceans Canada  
301 Bishop Drive  
Fredericton, New Brunswick, E3C 2M6

Email: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 à : Pêches et Océans 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

|   |  |  |
|---|--|--|
| <b>Title – Sujet</b><br><b>Canadian Coast Guard Incident Command System Training ICS-300 and ICS-400</b>  |  | <b>Date</b><br><b>09 July 2015</b>                       |
| <b>Solicitation No. – N° de l'invitation</b><br><b>F5211-150266</b>   |  |  |
| <b>Client Reference No. - No. De Référence du Client</b><br>F7043-150009  |  |  |
| <b>Solicitation Closes – L'invitation prend fin</b><br><b>At /à : 14 :00</b><br>ADT(Atlantic Daylight Time)<br>HAA (heure avancée de l'Atlantique)<br><b>On / le : 21 August 2015</b>                                       |  |  |
| <b>F.O.B. – F.A.B</b><br>Destination  | <b>GST – TPS</b><br>See herein<br>Voir aux présentes | <b>Duty – Droits</b><br>See herein<br>Voir aux présentes |
| <b>Destination of Goods and Services – Destinations des biens et services</b><br>See herein — Voir aux présentes  |  |  |
| <b>Instructions</b><br>See herein — Voir aux présentes  |  |  |
| <b>Address Inquiries to – Adresser toute demande de renseignements à</b><br><b>Jean-Yves Hamel</b><br><b>Email:</b><br><a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a> |  |  |

|   |  |
|---|--|
| <b>Delivery Required – Livraison exigée</b><br>See herein — Voir aux présentes  | <b>Delivery Offered – Livraison proposée</b> |
| <b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>   |  |
| <b>Telephone No. – No. de téléphone</b>   | <b>Facsimile No. – No. de télécopieur</b>    |
| <b>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)</b> |  |
| <b>Signature</b>  | <b>Date</b>                                  |



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 3**

1.1 SECURITY REQUIREMENTS ..... 3

1.2 STATEMENT OF WORK ..... 3

1.3 DEBRIEFINGS..... 3

1.4 PROCUREMENT OMBUDSMAN..... 3

**PART 2 - BIDDER INSTRUCTIONS..... 4**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS ..... 4

2.2 SUBMISSION OF BIDS ..... 4

2.3 FORMER PUBLIC SERVANT ..... 4

2.4 ENQUIRIES - BID SOLICITATION ..... 6

2.5 APPLICABLE LAWS ..... 6

**PART 3 - BID PREPARATION INSTRUCTIONS ..... 7**

3.1 BID PREPARATION INSTRUCTIONS..... 7

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 8**

4.1 EVALUATION PROCEDURES ..... 8

4.2 BASIS OF SELECTION ..... 8

**PART 5 - CERTIFICATIONS .....10**

5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD ..... 10

**PART 6 - RESULTING CONTRACT CLAUSES .....12**

6.1 SECURITY REQUIREMENTS ..... 12

6.2 STATEMENT OF WORK ..... 12

6.3 STANDARD CLAUSES AND CONDITIONS ..... 12

6.4 TERM OF CONTRACT ..... 13

6.5 AUTHORITIES..... 13

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 14

6.7 PAYMENT..... 14

6.8 INVOICING INSTRUCTIONS..... 15

6.9 CERTIFICATIONS..... 15

6.10 APPLICABLE LAWS ..... 15

6.11 PRIORITY OF DOCUMENTS..... 16

6.12 PROCUREMENT OMBUDSMAN..... 16

6.13 Insurance or Insurance – Specific Requirements ..... 16

6.14 *SACC MANUAL* CLAUSES..... 16

**ANNEX “A” - STATEMENT OF WORK .....18**

**ANNEX “B” - BASIS OF PAYMENT ..... 24**

**ANNEX “C” - SECURITY REQUIREMENTS CHECK LIST .....27**

**ANNEX "C-1" - PERSONNEL IDENTIFICATION FORM (PIF).....30**

**ANNEX “D” - EVALUATION CRITERIA.....31**



## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Work – Bid**

The Work to be performed is detailed under Article 6.2 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.

### **1.4 Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## **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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete section 01 in its entirety.

Section 02 – Procurement Business Number – of 2003 referenced above is amended as follows:

Delete section 02 in its entirety.

#### **2.1.1 Financial Capability**

*SACC Manual* clause A9033T (2012-07-16) Financial Capability

### **2.2 Submission of Bids**

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

### **2.3 Former Public Servant – Competitive Bid**

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

#### **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:



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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

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/saved sections as follows:

**Section I: Technical Bid** (one (1) soft hard copy **or** one (1) soft copy in PDF format)

**Section II: Financial Bid** (one (1) soft hard copy **or** one (1) soft in PDF format)

**Section III: Certifications** (one (1) soft hard copy **or** one (1) soft in PDF format)

**Please note that DFO prefers receipt of proposals in soft copy to the email address identified on page one of the solicitation. Emails must not exceed 8 MB (if over the limit, Bidders are asked to send additional numbered emails)**

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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;
- 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>). To assist Canada in reaching its objectives, bidders should:

1. use 8.5 x 11 inch (216 mm x 279 mm) 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, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid** (one (1) soft hard copy **or** one (1) soft copy in PDF format)

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** (one (1) soft hard copy **or** one (1) soft copy in PDF format)

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 Exchange Rate Fluctuation**

*SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation*

**Section III: Certifications** (one (1) soft hard copy **or** one (1) soft copy in PDF format)

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 and Point Rated Technical Criteria**

As detailed in Annex "D" herein.

#### **4.1.2 Financial Evaluation**

*SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid*

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of thirty (30) points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of fifty (50) points.

2. Bids not meeting (a) or (b) or (c) 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 70/30 ratio of technical merit and price, respectively. The total available points equal 50 and the lowest evaluated price is \$70,000 (70).

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

|                                | Bidder 1               | Bidder 2                 | Bidder 3                 |
|--------------------------------|------------------------|--------------------------|--------------------------|
| <b>Overall Technical Score</b> | 45/50                  | 48/50                    | 42/50                    |
| <b>Bid Evaluated Price</b>     | \$70,000.00            | \$78,000.00              | \$75,000.00              |
| <b>Calculations</b>            |                        |                          |                          |
| <b>Technical Merit Score</b>   | $45/50 \times 70 = 63$ | $48/50 \times 70 = 67.2$ | $42/50 \times 70 = 58.8$ |
| <b>Pricing Score</b>           | $70/70 \times 30 = 30$ | $70/78 \times 30 = 26.9$ | $70/75 \times 30 = 28$   |
| <b>Combined Rating</b>         | 93                     | 94.1                     | 86.8                     |
| <b>Overall Rating</b>          | 2nd                    | 1st                      | 3rd                      |



**PART 5 – CERTIFICATIONS**

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, 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 provided will render the bid non-responsive.

**5.1.1 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](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.

**5.1.2 Additional Certifications Precedent to Contract Award**

**5.1.2.1 Status and Availability of Resources**

*SACC Manual* clause A3005T (2010-08-16) Status and Availability of Resources

**5.1.2.2 Education and Experience**

*SACC Manual* clause A3010T (2010-08-16) Education and Experience

**5.1.2.3 Contractor's Representative (Please provide this information)**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_



#### 5.1.2.4 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a)** The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b)** The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

- c)** For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

- d)** For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

\_\_\_\_\_

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory



## **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** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

6.1.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

6.1.1.2 The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

6.1.1.3 The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

6.1.1.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

6.1.1.5 The Contractor/Offeror must comply with the provisions of the:

a. Security Requirements Check List and security guide (if applicable), attached at Annex "C";

b. *Industrial Security Manual* (Latest Edition).

**6.1.2** To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans at [security@dfo-mpo.gc.ca](mailto:security@dfo-mpo.gc.ca) or at 613-993-3131 phone.

**6.1.3** In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete the Personnel Identification Form (Confirmation of Security Status) attached to the original solicitation as Annex "C-1", providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

### **6.2 Statement of Work – Contract**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### **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.



Revision to Departmental Name: As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

### **6.3.1 General Conditions**

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

Section 27 – Integrity Provisions – Contract of 2010C referenced above is amended as follows:

Delete section 27 in its entirety.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from **the date of Contract to 31 March 2016** inclusive.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods 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 thirty (30) 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:

**Jean-Yves Hamel**

Senior Contracting Officer  
Procurement Hub - Fredericton Office  
Materiel and Procurement Services  
Financial and Materiel Management Operations  
301 Bishop Drive, Office # 121  
Fredericton, NB  
E3C 2M6  
Telephone: 506-452-4047  
Facsimile: 506-452-3676  
E-mail: [jean-yves.hamel@dfo-mpo.gc.ca](mailto:jean-yves.hamel@dfo-mpo.gc.ca)

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



**6.5.2 Technical Authority (Manager OIM) (Will be inserted by the Contracting Authority at time of Contract award)**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

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 (Will be inserted by the Contracting Authority at time of Contract award)**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**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**

6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. 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.

For the firm price portion of the Work only, 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.



6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

## **6.7.2 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

## **6.7.3 Multiple Payments**

*SACC Manual* clause H1001C (2008-05-12) Multiple Payments

## **6.8 Invoicing Instructions**

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA](mailto:DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA)

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

## **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**



## 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 2010C (2015-07-03) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: ", as clarified on \_\_\_\_\_" or ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s))

## 6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on OPO services available to you on their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

## 6.13 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 6.14 SACC Manual Clauses

### 6.14.1 Post-Contract Award Meeting

A meeting will be convened at the discretion of the Departmental Representative to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within ten (10) calendar days after the meeting has been held. The meeting will be held at the Fisheries and Oceans Canada facilities in Ottawa, Ontario at no additional cost to Canada, with representatives of the Contractor and Fisheries and Oceans Canada.

### 6.14.2 Progress Meetings

SACC Manual clause [B9035C](#) (2008-05-12) Progress Meetings





**6.14.3 Government Site Regulations**

*SACC Manual* clause A9068C (2010-01-11) Government Site Regulations

**6.14.4 Government Property**

*SACC Manual* clause B6802C (2007-11-30) Government Property

**6.14.5 Procedures for Design Change or Additional Work**

*SACC Manual* clause B5007C (2010-01-11) Procedures for Design Change or Additional Work



---

## ANNEX "A" - STATEMENT OF WORK

### Canadian Coast Guard Incident Command System Training ICS-300 and ICS-400

#### 1) BACKGROUND

- a) CCG is implementing ICS at the National Headquarters level and within its three regions (Western Region, Central & Arctic Region, and Atlantic Region) to ensure the effective command, control and coordination of any all-hazard incident response, regardless of the scope, scale and complexity of an event. One important component of the overall ICS implementation effort within CCG is the training of CCG, Fisheries and Oceans Canada (DFO) employees and partners to help them acquire the necessary competencies to use ICS while executing their respective functions.

#### 2) OBJECTIVE

- a) Within the confines of the overall ICS implementation effort, the objective of this statement of work is to seek training delivery services of ICS-300 and ICS-400 customized to the needs of the CCG.

#### 3) SCOPE OF WORK

- a) The contractor must provide resources to adjust to CCG needs and then deliver ICS-300 and ICS-400 training modules in a classroom setting. These resources must provide ICS training-related services to CCG's Manager, Office of Incident Management (OIM) or his/her representative(s) for the contract period. Responsible to the Manager, OIM, the contractor's proposed resources must:
  - i) Use ICS Canada's ICS-300 and ICS-400 training curriculum as a baseline;
  - ii) Consult with CCG OIM staff to incorporate as a minimum one specific maritime scenario to ensure CCG relevance during training delivery;
  - iii) Obtain the endorsement of CCG's Manager, OIM or his/her representative(s) for all deliverables;
  - iv) As may be necessary, and as further outline at paragraph 5 (milestones), liaise with CCG's Manager, OIM or his/her representative(s) in CCG's three Regions and Headquarters to schedule in-class training;



- v) Be consistent with ICS Canada's *Incident Command System Student, Training and Training Provider Standards document* and deliver ICS-300 module (3-day in-class courses) and ICS-400 (3 day in-class courses) to CCG/DFO employees and partners across Canada in both official languages;
- vi) Provide all training materials to be distributed (e.g. paper copies and/or printable electronic versions of workbooks, forms, exams) and equipment to be used during delivery of ICS-300 and 400 modules (e.g. laptop, projector & projection screen). Training content must be identical in both official languages.
- vii) Evaluate all exams written by CCG/DFO employees and partners who complete the ICS-300 and ICS-400 modules;
- viii) Provide certificates in both official languages for employees and partners who pass the ICS-300 and ICS-400 exam following the completion of the training modules;
- ix) Provide statistical information, to include participants name, ICS module, exam result and date of completion to CCG's Manager, OIM or his/her representative(s) regarding the training delivered to and certification obtained by CCG/DFO employees and partners.

#### 4) DELIVERABLES

- a) Interim and final versions of all deliverables must be submitted to the Manager, OIM or his/her representative(s) electronically via e-mail by the milestone dates shown below at paragraph 5, with the exception of printable certificates (which must be delivered to participants by IBMS staff in regions and/or OIM staff via e-mail, copied to a representative identified by the Manager, OIM or his/her representative[s]). Deliverable dates may be adjusted as agreed upon during the initial planning and coordination meeting. Deliverables will be in English and French and in DFO standard version of MS Office 2010.
- b) The contractor's resources must lead the scenario adjustment and delivery of training:
  - i) Based on ICS Canada's standardized training materials, standard ICS-300 and ICS-400 training curriculum will be modified with scenarios and examples to reflect CCG's mandate, roles and responsibilities in both French and English;
  - ii) Scenarios will be endorsed by the Manager, OIM or his/her representative(s) for use during training delivery;
  - iii) Including all training materials (e.g. workbooks, forms);



- iv) Employing ICS Canada standardized exams and master assessment grids as a baseline;
- v) Provision of a printable training completion certificate; and,
- vi) Provision of an email template to be sent to participants who passed/failed the exam.

## 5) MILESTONES

(Based on a Contract award date anticipated to be end of August, 2015)

- a) Proposed work plan and schedule — anticipated to be early September
- b) Validated ICS-300 training curriculum (Including scenarios tailored to CCG and endorsed by the Manager, OIM or his/her representative(s); finalized training materials; exams; printable certificate and participants communication templates – anticipated to be end-September 2015
- c) Delivery of one (1) Pilot ICS-300 module in Ottawa - anticipated to be early October 2015
- d) Delivery of one (1) ICS-300 modules in each location– anticipated to be:
  - i) Atlantic region (Halifax) : mid to end of October 2015
  - ii) Central and Arctic region (Quebec city in French): mid-November
  - iii) Western region (Victoria):week of November 23
- e) Validated ICS-400 training curriculum (Including scenarios tailored to CCG and endorsed by the Manager, OIM or his/her representative(s); finalized training materials; exams; printable certificate and participants communication templates – Mid November 2015
- f) Delivery of one (1) Pilot ICS-400 module – anticipated to be in Ottawa - early November 2015
- g) Delivery of one (1) ICS-400 modules – anticipated to be in Ottawa - mid January 2016



- h) Correction of exams and issuance of printable certificates (Must be completed no later than 7 calendar days after each class to score the students' exams, send passed or fail email to OIM, including statistical information as outlined at para 3)a)ix) and a printable certificate for each participant) – ongoing starting mid October 2015.

## 6) APPLICABLE DOCUMENTS

- a) Once the contract is awarded, the CCG Manager, OIM or his/her representative(s) will provide applicable CCG documentation that the contractor's proposed resource may require to complete this activity.
- b) The contractor's resources will provide all training materials (Including workbooks, exams and correction grids) required for training delivery, as well as any classroom equipment where/when needed (e.g. laptop, projector).

## 7) PERFORMANCE OF WORK

- a) The curriculum validation, adjustment of tailored scenarios and planning of training schedules will be done mostly via teleconference. However, the contractor's training delivery resources must attend as a minimum two meetings in person at CCG's National Headquarters in Ottawa, one for ICS-300 and one for ICS-400 (see para 9). CCG OIM staff will provide a space for this purpose.
- b) Venues in the 3 regions and in Ottawa will be provided and paid for by CCG in facilities easily accessible to participants.
- c) Training will be provided in either French or English as determined by CCG OIM in a 3-day (for the ICS-300) and 3-day (for the ICS-400) in-class training format to groups of up to 24 CCG/DFO employees and/or partners. As a minimum, one of the contractor's training delivery resources must be bilingual at the advanced level stated below;

## 8) EXPERTISE REQUIRED

- a) The contractor's resources must:
  - i) All communicate at an advanced level in English and as a minimum, one resource must operate at an advanced level in French in terms of oral, comprehension, and written skills as outlined below.



| <b>Legend</b>       | <b>Oral</b>  | <b>Comprehension</b>  | <b>Written</b>   |
|---------------------|--|---|--|
| <b>Basic</b>        | <p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and,</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>                                     | <p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>fully understand very simple texts; grasp the main idea of texts about familiar topics; and,</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul> | <p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul> |
| <b>Intermediate</b> | <p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on action taken;</li> <li>give straightforward instructions to employees; and,</li> <li>provide factual descriptions and explanations.</li> </ul> | <p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and,</li> <li>distinguish main from subsidiary ideas.</li> </ul>  | <p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>         |
| <b>Advanced</b>     | <p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>support opinions, and understand and express hypothetical and conditioned ideas.</li> </ul>   | <p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complicated details, inferences and fine points of meaning; and,</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>  | <p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>   |

## 9) COORDINATION AND MEETINGS

- a) After the award of a contract, the contractor is responsible to identify information requirements and provide adequate and reasonable notice to the CCG Manager, OIM or his/her representative(s) so that appropriate arrangements can be made to help satisfy the requirements of the contractor proposed resources.



- b) An initial in-person 2 day meeting will be convened no more than one week after the contract is awarded at CCG HQ in Ottawa. At this initial meeting, the contractor's resources will present the proposed work plan and schedule (From the bid) to complete the scope of work; and be prepared to commence curriculum refinement and identification of CCG-specific scenarios. Further, a second 2 day meeting will be held in CCG HQ in Ottawa in mid-October to review scenario adjustments incorporated within the ICS-400 module.
  
- c) The training schedule will be coordinated by CCG representatives. The contractor's resources will be given as much advance notice as possible and are expected to make themselves available for the dates identified in accordance with the MILESTONES stated above.

#### 10) CONFIDENTIALITY

The contractor and the contractor's proposed resources must not disclose any information gathered through assignment or the knowledge of pending assignments.



**ANNEX "B" - BASIS OF PAYMENT**

For the provision of all services, including all associated costs necessary to carry out the required work. **Firm Unit Prices must be all inclusive** (Applicable Taxes extra).

**Note:** If prices are not provided for the option years, they will be considered to be the same as for the initial contract period.

| <b>Period of the Contract</b> (Contract award to 31 March 2016 inclusive)  |            |                        |
|--|------------|------------------------|
| <b>Item</b>  | <b>Qty</b> | <b>Firm Unit Price</b> |
| Validated ICS-300 training curriculum (Including scenarios tailored to CCG and endorsed by the Manager, OIM or his/her representative(s); finalized training materials; exams; printable certificate and participants communication templates - anticipated to be end-September 2015 | 1          | \$ _____               |
| Delivery of one (1) Pilot ICS-300 module in Ottawa (Includes correction of exams and issuance of printable certificates) - anticipated to be early October 2015  | 1          | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Atlantic region (Halifax) : mid to end of October 2015  | 1          | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Central and Arctic region (Quebec city in French): mid-November 2015  | 1          | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Western region (Victoria):week of November 23 2015  | 1          | \$ _____               |
| Validated ICS-400 training curriculum (Including scenarios tailored to CCG and endorsed by the Manager, OIM or his/her representative(s); finalized training materials; exams; printable certificate and participants communication templates - Mid November 2015                    | 1          | \$ _____               |
| Delivery of one (1) Pilot ICS-400 module – anticipated to be in Ottawa (Includes correction of exams and issuance of printable certificates) - early November 2015   | 1          | \$ _____               |
| Delivery of one (1) ICS-400 modules – anticipated to be in Ottawa (Includes correction of exams and issuance of printable certificates) - mid January 2016   | 1          | \$ _____               |





| <b>Option Year 1 (01 April 2016 to 31 March 2017 inclusive)</b>  |            |                        |
|--|------------|------------------------|
| <b>Item</b>  | <b>Qty</b> | <b>Firm Unit Price</b> |
| Validated ICS-300 training curriculum (Including scenarios tailored to CCG and endorsed by the Manager, OIM or his/her representative(s); finalized training materials; exams; printable certificate and participants communication templates - anticipated to be end-September 2016 | 1          | \$ _____               |
| Delivery of one (1) Pilot ICS-300 module in Ottawa (Includes correction of exams and issuance of printable certificates) - anticipated to be early October 2016  | 1          | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Atlantic region (Halifax) : mid to end of October 2016  | 1          | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Central and Arctic region (Quebec city in French): mid-November 2016  | 1          | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Western region (Victoria):week of November 21 2016  | 1          | \$ _____               |
| Validated ICS-400 training curriculum (Including scenarios tailored to CCG and endorsed by the Manager, OIM or his/her representative(s); finalized training materials; exams; printable certificate and participants communication templates - Mid November 2016                    | 1          | \$ _____               |
| Delivery of one (1) Pilot ICS-400 module – anticipated to be in Ottawa (Includes correction of exams and issuance of printable certificates) - early November 2016   | 1          | \$ _____               |
| Delivery of one (1) ICS-400 modules – anticipated to be in Ottawa (Includes correction of exams and issuance of printable certificates) - mid January 2017   | 1          | \$ _____               |



| <b>Option Year 2 (01 April 2017 to 31 March 2018 inclusive)</b>  |            |                        |
|--|------------|------------------------|
| <b>Item</b>  | <b>Qty</b> | <b>Firm Unit Price</b> |
| Validated ICS-300 training curriculum (Including scenarios tailored to CCG and endorsed by the Manager, OIM or his/her representative(s); finalized training materials; exams; printable certificate and participants communication templates - anticipated to be end-September 2017 | <b>1</b>   | \$ _____               |
| Delivery of one (1) Pilot ICS-300 module in Ottawa (Includes correction of exams and issuance of printable certificates) - anticipated to be early October 2017  | <b>1</b>   | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Atlantic region (Halifax) : mid to end of October 2017  | <b>1</b>   | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Central and Arctic region (Quebec city in French): mid-November 2017  | <b>1</b>   | \$ _____               |
| Delivery of one (1) ICS-300 modules (Includes correction of exams and issuance of printable certificates) - anticipated to be: Western region (Victoria):week of November 20 2017  | <b>1</b>   | \$ _____               |
| Validated ICS-400 training curriculum (Including scenarios tailored to CCG and endorsed by the Manager, OIM or his/her representative(s); finalized training materials; exams; printable certificate and participants communication templates - Mid November 2017                    | <b>1</b>   | \$ _____               |
| Delivery of one (1) Pilot ICS-400 module – anticipated to be in Ottawa (Includes correction of exams and issuance of printable certificates) - early November 2017   | <b>1</b>   | \$ _____               |
| Delivery of one (1) ICS-400 modules – anticipated to be in Ottawa (Includes correction of exams and issuance of printable certificates) - mid January 2018   | <b>1</b>   | \$ _____               |

## ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

|   |
|---|
| Contract Number / Numéro du contrat<br><b>FS 211-150266</b>                 |
| Security Classification / Classification de sécurité<br><b>UNCLASSIFIED</b> |

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE  |   |   |
|---|---|---|
| 1. Originating Government Department or Organization /<br>Ministère ou organisme gouvernemental d'origine <b>DFO/CCG</b>  | 2. Branch or Directorate / Direction générale ou Direction<br>Maritime Security, Operations |   |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance<br><b>TBD - GETS Request For Proposal</b>  | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant                   |   |
| 4. Brief Description of Work / Brève description du travail<br><b>Incident Command Systems (ICS) 300 and 400 training instructor</b><br><br>Security Requirement: Reliability Status  |   |   |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Non <input type="checkbox"/> Oui  |   |   |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Non <input type="checkbox"/> Oui  |   |   |
| 6. Indicate the type of access required / Indiquer le type d'accès requis   |   |   |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Non <input type="checkbox"/> Oui                                |   |   |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.<br>Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Non <input type="checkbox"/> Oui |   |   |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Non <input type="checkbox"/> Oui   |   |   |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès  |   |   |
| Canada <input checked="" type="checkbox"/>  | NATO / OTAN <input type="checkbox"/>  |   |
| Foreign / Étranger <input type="checkbox"/>   |   |   |
| 7. b) Release restrictions / Restrictions relatives à la diffusion  |   |   |
| No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>  | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>                       |   |
| Not releasable / À ne pas diffuser <input type="checkbox"/>   |   |   |
| Restricted to: / Limité à: <input type="checkbox"/>   | Restricted to: / Limité à: <input type="checkbox"/>   |   |
| Specify country(ies): / Préciser le(s) pays:  | Specify country(ies): / Préciser le(s) pays:  |   |
| 7. c) Level of information / Niveau d'information   |   |   |
| PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>   | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>                             | PROTECTED A / PROTÉGÉ A <input type="checkbox"/>                    |
| PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>   | NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>                        | PROTECTED B / PROTÉGÉ B <input type="checkbox"/>                    |
| PROTECTED C / PROTÉGÉ C <input type="checkbox"/>  | NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>                              | PROTECTED C / PROTÉGÉ C <input type="checkbox"/>                    |
| CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>  | NATO SECRET / NATO SECRET <input type="checkbox"/>  | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>                |
| SECRET / SECRET <input type="checkbox"/>  | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>                             | SECRET / SECRET <input type="checkbox"/>                            |
| TOP SECRET / TRÈS SECRET <input type="checkbox"/>   |   | TOP SECRET / TRÈS SECRET <input type="checkbox"/>                   |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>   |   | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> |



|   |
|---|
| Contract Number / Numéro du contrat<br><b>F3211-150286</b>                  |
| Security Classification / Classification de sécurité<br><b>UNCLASSIFIED</b> |

**PART A (continued) / PARTIE A (suite)**

- 8 Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :
- 9 Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

- INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. b) 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?  No / Non  Yes / Oui

- PRODUCTION**
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)**
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



|   |
|---|
| Contract Number / Numéro du contrat<br><b>15211-150266</b>                  |
| Security Classification / Classification de sécurité<br><b>UNCLASSIFIED</b> |

**PART C - (Continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category / Catégorie                                       | PROTECTED / PROTÉGÉ |   |   | CLASSIFIED / CLASSIFIÉ |        |             | NATO                      |                   |             |                           | COMSEC              |   |   |              |        |             |
|--|---------------------|---|---|------------------------|--------|-------------|---------------------------|-------------------|-------------|---------------------------|---------------------|---|---|--------------|--------|-------------|
|  | A                   | B | C | CONFIDENTIAL           | SECRET | TOP SECRET  | NATO RESTRICTED           | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET         | PROTECTED / PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP SECRET  |
|  |                     |   |   | CONFIDENTIEL           |        | TRES SECRET | NATO DIFFUSION RESTREINTE | NATO CONFIDENTIEL |             | COSMIC COSMIC TRES SECRET | A                   | B | C | CONFIDENTIEL |        | TRES SECRET |
| Information / Assets / Renseignements / Biens / Production |                     |   |   |                        |        |             |                           |                   |             |                           |                     |   |   |              |        |             |
| IT Media / Support TI                                      |                     |   |   |                        |        |             |                           |                   |             |                           |                     |   |   |              |        |             |
| IT Link / Lien électronique                                |                     |   |   |                        |        |             |                           |                   |             |                           |                     |   |   |              |        |             |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) 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?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).







**ANNEX "D" - EVALUATION CRITERIA**

**MANDATORY REQUIREMENTS:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

Bidder's proposals should include clear and concise supporting information for each mandatory and rated requirement listed below.

**Note:** Experience gained through formal education will not be considered work experience. All requirements for work experience must be demonstrated through employment in a legitimate work environment as opposed to an educational setting.

**Bidders should include the following table in their proposal, indicating that their proposal meets the mandatory and rated criteria and providing the proposal page number or section that contains information to verify that the criteria has been met.**

**The following mandatory criteria will be evaluated:**

| No. | Mandatory Requirements   | Meets Criteria (✓) | Proposal Page No. |
|-----|--|--------------------|-------------------|
| M1  | <b>Understanding the Objective.</b> The bidder must include a project overview plan that shows an outline with a methodology, timeline, and milestones to satisfy the requirements identified under section 3 – <i>Scope of Work</i> of the related Statement of Work.   |                    |                   |
| M2  | <b>Language.</b> The bidder must demonstrate that all of the proposed resources can operate at an advanced level in English in terms of oral, comprehension, and written skills as per chart at paragraph 9) a) iii), of the SoW. Furthermore, the bidder must demonstrate that as a minimum, one of the bidder's proposed resources is required to be fully bilingual and can operate at an advanced level in French in terms of oral, comprehension, and written skills as per chart at paragraph 9) a) iii) of the SoW. |                    |                   |
| M3  | <b>Experience as an adult instructor.</b> The bidder must demonstrate that the proposed resources <u>each</u> have a minimum of five years of experience as an adult instructor and therefore possesses the demonstrated ability to act as an adult instructor to deliver Incident Command System (ICS) training to the Canadian Coast Guard and its partners. (Note that the five years' experience for each instructor need not be continuous)   |                    |                   |



| No. | Mandatory Requirements   | Meets<br>Criteria (✓) | Proposal<br>Page No. |
|-----|--|-----------------------|----------------------|
| M4  | <b>Recognition as a qualified ICS instructor.</b> The bidder must demonstrate that <u>each</u> of the proposed resources is recognized as a qualified ICS instructor by an Authority Having Jurisdiction in a province or territory or by a federal department or agency recognized by ICS Canada, or by another ICS authority. Copy of a letter, certification or other proof issued by the appropriate authority must be attached to the proposal. |                       |                      |

In their bids, bidders must submit proof and demonstrate that they meet each mandatory criteria stated above.

**The following rated criteria will be evaluated:**

**Note:** An average score will be calculated if more than one resource is proposed.

An example follows:

**Bidder “A”** submits a proposal intending to employ two resources for the work.

- Under “R1”, there are 3 examples provided for resource 1 for a score of 15/25.
- In addition, 5 examples are provided for resource 2 for a score of 25/25.
- An average score would then be calculated for “R1” and Bidder “A” would receive a total score under “R1” of 20/25.

**Bidder “B”** submits a proposal intending to employ one resource for the work.

- Under “R1”, there are 4 examples provided for the resource for a score of 20/25.
- Bidder “B” would also receive a total score under “R1” of 20/25.

| No. | Rated Requirements  | Maximum<br>Score | Proposal<br>Page No. |
|-----|---|------------------|----------------------|
| R1  | <b>Experience in applying the principles and concepts of ICS in an ICS-managed incident, planned event or exercise in the maritime domain.</b> The bidder’s proposed resources should <u>each</u> have experience, in the past five (5) years, in applying the principles and concepts of ICS in the maritime domain. [Five (5) points will be awarded for each example to a maximum of twenty five (25) points by each resource.]      | /25              |                      |
| R2  | <b>Experience in applying the principles and concepts of ICS in an ICS-managed incident, planned event or exercise in the land and/or air domain.</b> The bidder’s proposed resources should <u>each</u> have experience, in the past five (5) years, in applying the principles and concepts of ICS in the land and/or air domain. [Two (2) points will be awarded for each example to a maximum of ten (10) points by each resource.] | /10              |                      |





| No.                             | Rated Requirements   | Maximum Score | Proposal Page No. |
|---------------------------------|--|---------------|-------------------|
| <b>R3</b>                       | <b>Experience in interdepartmental, inter-organization and/or international collaboration.</b> The bidder's proposed resources should <u>each</u> have experience in interdepartmental, inter-organization and international collaboration. [One (1) point will be awarded for each example to a maximum of five (5) points per resource.] | <b>/5</b>     |                   |
| <b>R4</b>                       | <b>Experience with written examinations to support ICS certification.</b> The bidder's proposed resources should <u>each</u> have experience in administering and/or scoring written examinations for ICS certification. [One (1) point will be awarded for each example to a maximum of five (5) points per resource.]                    | <b>/5</b>     |                   |
| <b>R5</b>                       | <b>Experience in developing scenarios for training purposes.</b> The bidder's proposed resources should <u>each</u> have experience in developing scenarios to achieve objectives related to training delivery. [One (1) point will be awarded for each example to a maximum of five (5) points per resource.]                             | <b>/5</b>     |                   |
| <b>Rated Requirements Score</b> |  | <b>/50</b>    |                   |

