

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338**

**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**

<b>Title - Sujet</b> Structural Collapse Technician Cour	
<b>Solicitation No. - N° de l'invitation</b> W3999-15H030/A	<b>Date</b> 2015-09-29
<b>Client Reference No. - N° de référence du client</b> W3999-15H030	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-080-9606	
<b>File No. - N° de dossier</b> WPG-5-38139 (080)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-15</b>	<b>Time Zone Fuseau horaire</b> Central Daylight Saving Time CDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input checked="" type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Almonte, Cathleen	<b>Buyer Id - Id de l'acheteur</b> wpg080
<b>Telephone No. - N° de téléphone</b> (204) 229-3862 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 17000 STN FORCES WINNIPEG Manitoba R3J3Y5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>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>

Solicitation No. - N° de l'invitation

W3999-15H030/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-5-38139

Buyer ID - Id de l'acheteur

wpg080

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

W3999-15H030

CCC No./N° CCC - FMS No/ N° VME

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## Structural Collapse Technician Course

### PART 1 - GENERAL INFORMATION

#### 1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

#### 1.2 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.

#### 1.3 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

### 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.

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.

#### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place 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 FPS, 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,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"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 FPS 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](#).

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

#### **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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

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

# **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: Financial Bid (1 hard copies)  
Section II: Certifications (1 hard copies)

**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) (<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: Financial Bid**

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**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section II: 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 Financial Evaluation**

*SACC Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price - Bid

#### **4.2 Basis of Selection**

*SACC Manual* Clause A0069T (2007-05-25), Basis of Selection

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

##### 5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### 5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010B](#) (2015-09-03), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to 31 October 2015.

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WPG-5-38139

Buyer ID - Id de l'acheteur  
wpg080  
CCC No./N° CCC - FMS No./N° VME

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cathleen Almonte, *B. Comm. (Hons.)*  
Supply Specialist  
Public Works and Government Services Canada  
Western Region  
Acquisitions Section  
Suite 100-167 Lombard Avenue  
Winnipeg, MB R3B 0T6

Telephone: (204) 229-3862 Facsimile: (204) 983-7796  
E-mail address: [cathleen.almonte@pwgsc-tpsgc.gc.ca](mailto:cathleen.almonte@pwgsc-tpsgc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: TBD

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
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 – Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s), as specified in **Annex B** for a cost of **\$ TBD**. 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 Single Payment**

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

#### **6.7.4 SACC Manual Clauses**

C2000C (2007-11-30), Taxes- Foreign-based Contractor  
A9117C (2007-11-30), T1204 – Direct Request by Customer Department

#### **6.8 Invoicing Instructions**

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

Each invoice must be supported by:

1. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. **One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.**

#### **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 additional 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 additional 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.

##### **6.9.2 SACC Manual Clauses**

A3060C (2008-05-12), Canadian Content Certification

#### **6.10 Applicable Laws**

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2015-09-03), General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements; and
- (f) the Contractor's bid dated \_\_\_\_\_.

## 6.12 Defence Contract

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

## 6.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in **Annex C**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## ANNEX A

### STATEMENT OF WORK

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#### 1. OVERVIEW AND GENERAL REQUIREMENTS

##### 1.1. Background

- 1.1.1. The Royal Canadian Air Force maintains a Light Urban Search And Rescue (LUSAR) capability with a team poised for deployment within 24 hours to any global disaster. In order to sustain this capability there is an annual requirement to conduct a Structural Collapse Technician course to offset attrition due to service requirements.
- 1.1.2. The LUSAR team is comprised of Canadian Forces firefighters split geographically between Trenton Ontario & Comox British Columbia with a combined estimate of up to 16 personnel annually requiring the Structural Collapse Technician course.

##### 1.2. Objective

- 1.2.1. The objective of this Statement of Work (SOW) is to obtain the conduct of a Structural Collapse Technician Course Level I & II for 16 personnel; and a Federal Emergency Management Agency (FEMA) Squad Leaders course for 4 personnel during the month of October.

##### 1.3. Scope

- 1.3.1. The Contractor is required to deliver the Structural Collapse Technician Course Level I & II in accordance with National Fire Protection Association (NFPA) 1006 with provision of the following;
  - a. classroom & practical training with appropriate props for 16 students;
  - b. Federal Emergency Management Agency (FEMA), International Fire Service Accreditation Congress (IFSAC); or ProBoard certified instructors; and
  - c. Appropriate training materials & equipment suitable for the conduct of the course.
- 1.3.2. The Contractor is required to deliver the FEMA Squad Leaders course (superimposed over the Structural Collapse Technician course) in accordance with FEMA standards with provision of the following;
  - a. classroom & practical training with appropriate props for up to 4 students;
  - b. Federal Emergency Management Agency (FEMA) certified instructors; and
  - c. Appropriate training materials & equipment suitable for the conduct of the course.
- 1.3.3. The general approach to the work described in this SOW is that the contract will be managed and administered by a single Prime Contractor who will either deliver all required services, or through sub-contracts, arrange for the delivery of the required services. In either scenario, the Prime Contractor will be wholly responsible for the seamless delivery of all of the required services and will proactively take the necessary measures to ensure that any conflicts or issues are promptly addressed and resolved. The Contractor must provide the services in the location identified in sec 2.2.1

##### 1.4. CAF Responsibilities

- 1.4.1. The CAF will provide a single Point of Contact (POC) to assist with booking requirements and changes.

- 1.4.2. The CAF Technical Authority (TA) will inform the contract no later than forty-eight (48) hours before any associated course date cancellations or changes.
- 1.4.3. The CAF TA will be responsible to provide a list of the names of the personnel attending the course at least 48 hrs prior to the course dates.

## **2. DETAILED TECHNICAL REQUIREMENTS**

### **2.1 Technical Requirements:**

- 2.1.1 The courses are to be conducted meeting the specific criteria and technical requirements of chapter nine of the National Fire Protection Association 1006 2013 edition. The general technical requirements are:
- (i) Conduct a size-up of light & heavy construction-type structures;
  - (ii) Determine potential Victim locations in light & heavy construction-type structures;
  - (iii) Develop a collapse rescue incident action plan;
  - (iv) Implement a collapse rescue incident action plan;
  - (v) Search a light and heavy construction-type collapsed structures;
  - (vi) Stabilize a collapsed light & heavy construction-type structures;
  - (vii) Implement collapse support operations at a rescue incident;
  - (viii) Release a victim from entrapment;
  - (ix) Remove a victim from a light & heavy construction-type collapse incidents;
  - (x) Lift a heavy load as a team member;
  - (xi) Move a heavy load as a team member;
  - (xii) Breach Light & heavy construction-type structures;
  - (xiii) Construct cribbing systems;
  - (xiv) Cut through structural steel; and
  - (xv) Coordinate the use of heavy equipment.

### **2.2 General Requirements:**

- 2.2.1 The training must be provided no further than 100km from an international airport.
- 2.2.2 The training facility must be accessible by road using a 2 wheel drive vehicle.
- 2.2.3 Suitable accommodations with shower facilities for 16 students must be available within a 50 km radius of the training facilities.
- 2.2.4 Potable water, gender appropriate washrooms and/or chemical latrine facilities must be available at the training site.
- 2.2.5 Provision of up to three (3) hot meals/student/day, which includes a minimum guarantee of 1 hot breakfast/student/day provided. Should the additional 2 hot meals/student/day not be provided, commercial restaurants must be available within a 50km radius with enough time allotted within the daily course schedule for travel and consumption of applicable meals and offer meals within the meal expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#).

- 2.2.6 Designated safety personnel & Emergency Medical Response Services must be immediately available at the training site.
- 2.2.7 Accommodations facility must have the capability for occupants to do their own laundry on site or be within 10 Km of self-service laundry facilities.

### **2.3 Contractors Responsibilities:**

- 2.3.1 The Contractor must provide the services outlined in this Statement of Requirement.
- 2.3.3 The Contract must provide a local staff member as the primary Point of Contact (POC) for all matters relating to the Structural Collapse Course and related administrative arrangements. The POC must be available from 0800hrs to 1800 hrs daily. Outside these hours, a contact person and number must be provided if different than the designated individual.

### **3. DELIVERABLES**

- 3.1 Successful candidates are to receive a certificate of completion stating the course, level, and number of hours completed. If an IFSAC or ProBoard accredited agency conducts the course certification seals are to be issued and additional fees associated with accredited seals is to be included within the course cost.

**ANNEX B**

**BASIS OF PAYMENT**

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for Items 1-3 hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

**PRICING SCHEDULE:**

Firm all inclusive rates for the provision of all labour, materials, tools, equipment, transportation and supervision necessary to provide the services in accordance to Annex A.

Firm Unit Pricing, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
<b>A</b>	<b>Scheduled Services:</b>				
1	Firm all-inclusive rate for delivery of Level I Structural Collapse Course as described in Annex A, Statement of Work. Rate to include 1 hot breakfast for the length of the course.	16	personnel	\$	\$
2	Firm all inclusive rate for delivery of Level II Structural Collapse Course as described in Annex A, Statement of Work. Rate to include 1 hot breakfast for the length of the course.	16	personnel	\$	\$
3	Firm all inclusive rate for Federal Emergency Management Agency Squad Leaders Course as described in Annex A, Statement of Work. Rate to include 1 hot breakfast for the length of the course.	4	personnel	\$	\$
<b>B</b>	<b>Optional Meals:</b> (This section will be evaluated only if all Bidders indicate that they are able to provide additional meals.)  <b><i>Bidder to complete the following:</i></b>  [ ] Bidder is able to provide 2 additional hot meals/DND personnel/day. Bidder to provide rates for items 4 and 5 below.  [ ] Bidder is not able to provide 2 additional hot meals/DND personnel/day. Bidder confirms that commercial restaurants are available within a 50km radius.				

Solicitation No. - N° de l'invitation  
W3999-15H030/A  
Client Ref. No. - N° de réf. du client  
W3999-15H030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-5-38139

Buyer ID - Id de l'acheteur  
wpg080  
CCC No./N° CCC - FMS No./N° VME

Firm Unit Pricing, GST (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
	<b>NOTE:</b> The Contractor will be reimbursed in accordance with the rates below, but the rates must be within the meal expenses provided in Appendices B, C and D of the <u>National Joint Council Travel Directive</u> .				
4	Provision of 1 hot lunch/DND personnel for the length of the course.  Breakdown (rate per DND personnel/day): \$/_____/day	20	personnel	\$	\$
5	Provision of 1 hot dinner/DND personnel for the length of the course  Breakdown (rate per DND personnel/day) \$/_____/day	20	Personnel	\$	\$
	<b>Bid Evaluation Total:</b>				\$

## ANNEX C

### INSURANCE REQUIREMENTS

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#### 1.0 Errors and Omissions Liability Insurance

*SACC Manual* clause G2002C (2008-05-12), Errors and Omissions Liability Insurance

#### 2.0 Commercial General Liability Insurance

1. 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 for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - k. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - l. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.