



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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**

**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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Occupational Hygiene Instructor	
<b>Solicitation No. - N° de l'invitation</b> W0113-16CS06/A	<b>Date</b> 2016-09-09
<b>Client Reference No. - N° de référence du client</b> W0113-16CS06	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-302-7173	
<b>File No. - N° de dossier</b> TOR-6-39041 (302)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-10-24</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Berends, Robert	<b>Buyer Id - Id de l'acheteur</b> tor302
<b>Telephone No. - N° de téléphone</b> (905) 615-2465 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Health Services Training Centre 30 Ortona Raod - Building O-166 Borden Ontario L0M1C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **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 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted 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 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 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard 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) (<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**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- 1) The Bidder must provide documentation confirming their authority from the bidders Provincial Ministry of Education, or be partnered with an institution having that authority, such as that the bidder can award university degree credits to the successful graduates of the course (Preventative Medicine Technician).
- 2) The Bidder must provide documentation confirming their proposed instructor is qualified and experienced.

To meet this criteria the Bidder must demonstrate the following:

- Instructor has worked in the occupational health and safety field;
- Instructor has taught an occupational health and safety course; and
- Instructor has a degree in either BEd, MEd, MA in Educational Technology, MA in Adult Education, PhDs in these fields and certificates in Adult Learning training programs.

##### **4.1.1.2 Point Rated Technical Criteria**

The Point Rated Technical Criteria are listed in Annex C.

#### **4.1.2 Financial Evaluation**

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

**4.1.2.2** The price used in the Financial Evaluation will be calculated in accordance with Annex B, Basis of Payment. Firm rates for the lesson plans and firm extended rates for the Labour will be established for Contract Year 1 and the 2 option years. The aggregate of the Contract Year 1 and the 2 option years will be used as the bid evaluation price.

SACC Manual Clause [A0220T](#) (2014-06-26) Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Lowest Price Per Point**

- 1. To be declared responsive, a bid must:



- 
- a. comply with all the requirements of the bid solicitation;
    - b. meet all mandatory technical evaluation criteria; and
    - c. obtain the required minimum of 168 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 240 points.
  2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

#### 5.2.3 Additional Certifications Precedent to Contract Award

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#### **5.2.3.1 Status and Availability of Resources**

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

#### **5.2.3.2 Education and Experience**

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

The 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) (<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 (2016-04-04) 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 to December 31, 2017 inclusive.

#### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one 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 7 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:

Robert Berends  
Supply Specialist  
Public Works and Government Services Canada

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Acquisitions Branch  
33 City Centre Drive 480C  
Mississauga, Ontario  
L5B 2N5  
Telephone: 905-615-2465  
E-mail address: Robert.berends@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 Technical Authority

The Technical Authority for the Contract is:

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

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

### 6.5.3 Contractor's Representative

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_. 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

## **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - 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 and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## **6.10 Applicable Laws**

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

#### 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 (2016-04-04) General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

#### 6.12 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. TITLE**

##### **1.1 INDUSTRIAL / OCCUPATIONAL HYGIENE INSTRUCTION**

#### **2. BACKGROUND**

- 2.1 The Canadian Forces Health Services training Centre (CFHSTC) located in Canadian Forces Base (CFB) Borden, is responsible for the production of qualified Preventive Medicine (PMed) Technicians (Techs). PMed Techs must be able to competently and thoroughly inspect working and living areas in Canada and abroad, recognize and evaluate Occupational Health Hazards in the workplace and provide sound and efficient recommendations in controlling those occupational hazards. The PMed Tech must routinely be able to perform these duties as the sole expert, requiring little or no technical supervision while operating in full compliance with the applicable federal, provincial, territorial and/or national laws, regulations and standards.
- 2.2 CFHSTC has a requirement to contract the services of a qualified educator to teach 63 days on the subjects of Occupational Health Legislation, occupational health equipment, occupational health inspections and occupational health surveys to the students attending the PMed Qualification Level (QL) 6A course session 0009.

#### **3. OBJECTIVE**

- 3.1 The objective of this project is to conduct a PMed QL6A training session for approximately 9 to 12 students between 30 January 2017 and 29 April 2017 for a total of 63 training days. Upon completion of the contract, each student is to be able to appropriately recognize, evaluate and control health hazards in the workplace using a variety of legislative tools and analytical equipment. Furthermore, full university credits towards a recognized Occupational Health & Safety degree program will be attributed to successful students.

#### **4. DEFINITIONS**

- 4.1 Performance Objective (PO). A PO includes a description, in operational terms, of what the individual must do, the conditions under which the performance must be completed, and the standard to which the performance must conform. These three elements are respectively defined as performance statement, conditions and standard. A PO is divided into subcomponents called enabling objectives.
- 4.2 Enabling Objective (EO). An EO is a principal unit of learning and constitutes a major step towards achieving the PO. EOs may correspond to the major components identified in the first round of deconstructing POs, or they may result from grouping several related components. It is composed of three essential parts: a performance statement, conditions statement, and a standard.



- 4.3 Course Director. The Course Director is responsible for course administration and responsible for the conduct and administration of the PMed QL 6A course students. The Course Director also acts as liaison between the Contractor and CFHSTC.
- 4.4 Assistant Course Director. The PMed Program Assistant Course Director is responsible to assist the Course Director and to substitute for the Course Director as required.
- 4.5 Preventive Medicine Program Director. The Preventive Medicine Program Director is the Master Warrant Officer who provides direction for the PMed Programs at CFHSTC. The Course Director reports to and takes direction from the Preventive Medicine Program Director.

## 5. SCOPE

- 5.1 This project spans the full range of conducting the 63-day course. The work requires the Contractor to convert the 13 EOs into a viable, logical schedule of progressive lessons, practices, activities, reviews and testing. The Contractor produces and delivers all instruction, supervises all practices, activities and reviews and testing.

## 6. TASKS

- 6.1 The contractor is to conduct a 63-day PMed QL6A training course between 30 January 2017 and 29 April 2017. Specifically, the timetable, lesson plans, instruction and assessment for the following subjects:
  - 6.1.1 PO 001- Manage a Preventive Medicine Office consisting of EO 001.01 - Select Appropriate Occupational Health Legislation/Orders/Guidelines.
  - 6.1.2 PO 002 - Operate Occupational Health Equipment consisting of:
    - 6.1.2.1 EO 002.01 - Apply principles and theory of evaluating hazards in relation to occupational health equipment; and
    - 6.1.2.2 EO 002.02 - Utilize occupational health equipment.
  - 6.1.3 PO 003 - Conduct Occupational Health Inspections consisting of:
    - 6.1.3.1 EO 003.01 - Apply the principles and theories of industrial hygiene;
    - 6.1.3.2 EO 003.02 - Describe health hazards on the human body;
    - 6.1.3.3 EO 003.03 - Describe common industrial processes;
    - 6.1.3.4 EO 003.04 - Apply theories and principles of ventilation;
    - 6.1.3.5 EO 003.05 - Determine methods of controlling occupational exposures;
    - 6.1.3.6 EO 003.06 - Collect occupational health risk data; and
    - 6.1.3.7 EO 003.07 - Write an occupational health inspection report.
  - 6.1.4 PO 004 - Conduct occupational health surveys consisting of:
    - 6.1.4.1 EO 004.01 - Apply theories and principles of sampling;

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6.1.4.2 EO 004.02 - Perform an occupational health survey; and

6.1.4.3 EO 004.03 - Perform an Indoor Air Quality Survey.

- 6.2 Types, duration of lessons, method of instruction, etc for the academic content of the contract is defined by EOs, which are provided in full at Appendixes 1 to 13. The contractor must review each EO document and apply its dictates to the preparation and delivery of all lessons. If the contractor determines that any part of any EO is not in the best interests of the contract objective, the contractor will report the matter to the Course Director and reach an agreement before proceeding with the lesson.
- 6.3 The contractor will produce a timetable detailing the sequence of lessons and related activities for the entire 63-day contract period to include all lessons for all EOs to the Course Director. A suggested template is provided at Appendix 14.
- 6.4 **The contractor will prepare lesson plans that conform to the EOs and submit them to the Course Director in MS Word and/or MS PowerPoint not later than 16 January 2017.** The Preventive Medicine Program Director will review the plans and provide feedback or approval to the bidder. Templates for lesson plans are provided at Appendixes 15 and 16.
- 6.5 The contractor will develop and administer the confirmatory questions, practices, exercises tests and individual assignments necessary to supplement classroom teaching and to evaluate individual progress. The confirmatory technique to be used will be outlined in the applicable lesson plans.
- 6.6 Supplementary training aids provided by the contractor such as films, slide presentations and models must be approved by the Course Director prior to use and remain the property of the Contractor.
- 6.7 The contractor will conduct the classroom lessons, small group training sessions, reviews, assignment and test debriefs to teach the skills/knowledge outlined in the assigned lesson plans. This includes normal classroom, adult-learner supervision.
- 6.8 The contractor will provide weekly oral and/or written student assessment to Course Director throughout the period of the contract to cover the following points:
- 6.8.1 Academic performance (knowledge and skills);
  - 6.8.2 Participation and involvement in the training;
  - 6.8.3 Self-directedness and teamwork;
  - 6.8.4 Motivation and initiative;
  - 6.8.5 Professional behaviour (accountability, responsibility, patient confidentiality);
  - 6.8.6 Attitude (towards training, peers, staff);
  - 6.8.7 Communication skills/interpersonal skills (with clients, peers, staff); and
  - 6.8.8 Consideration of safety measures in training (client safety, universal precautions, body mechanics).

- 6.9 The contractor will contact the Course Director immediately when it is identified that a student is experiencing academic and/or disciplinary difficulties.
- 6.10 The contractor will schedule time for, provide copies of, invigilate and grade all exams.
- 6.11 The contractor will provide any supplemental learning aids required during the course of instruction.
- 6.12 The contractor will provide student files to include all completed tests, quizzes and other results to the Course Director by 29 April 2017.

## **7. DELIVERABLES**

- 7.1 The contractor will provide the following:
  - 7.1.1 Enabling Objective review to the Course Director as defined in paragraph 6.2;ADDD TO THIS  
7.1.1 Enabling Objective review to the Course Director as defined in paragraph 6.2;ADDD TO THIS
  - 7.1.2 Timetable as defined in paragraphs 6.1 and 6.3;
  - 7.1.3 Lesson plans as defined in paragraphs 6.1 and 6.4 in MS Word and/or MS PowerPoint to the Course Director by 16 January 2017;
  - 7.1.4 Confirmatory questions, practices, exercises, tests and individual assignments as defined in paragraphs 6.5 and 6.10;
  - 7.1.5 Instruction to the students between 30 January 2017 and 29 April 2017 in Accordance with the 13 EOs and as defined in paragraphs 6.1 and 6.7 and Section 8;
  - 7.1.6 Exercise planning, supervision and safety as defined in paragraph 6.8;
  - 7.1.7 Weekly assessments as defined in paragraph 6.8;
  - 7.1.8 Student files by 29 April 2017 as defined in paragraph 6.12; and
  - 7.1.9 Transcripts and/or certificates for each student stating the university credits awarded to the individual in accordance with paragraph 2.2.

## **8. CONSTRAINTS**

- 8.1 Student Numbers. The optimum number of students will be between 9 and 12.
- 8.2 Dates. The instructional portion of this conduct is to be delivered between 30 January 2017 and 29 April 2017 for a total of 63 training days.
- 8.3 Daily Routine. All student training associated with this contract will occur daily between 8:00 a.m. and 4:00 p.m., Monday through Friday.
- 8.4 Location. All student training associated with this contract will be delivered at CFHSTC, 30 Ortona Road, CFB Borden except for the two practical exercises which will be conducted on site at CFB Borden (workshop and building number to follow).

8.5 Language. Instruction and evaluation of the students will be in English.

8.6 Ownership of Intellectual Property. Ownership of intellectual property as it pertains to this Contract is specified in Appendix 17. As the training in question may result in the production of a completely new course package, the Department of National Defence reserves the right to use internally said product without restrictions. There are no restrictions on the Contractor using said materials for their business purposes.

## 9. CLIENT SUPPORT

9.1 Training Materials. Other than the materials listed in paragraphs 6.6 and 6.10, CFHSTC can provide all required training materials, training aids, learning aids, equipment, and software. This includes but is not limited to Power Point projector, screen, TV, VCR, DVD, OHP, etc.

9.2 Classroom. Classroom space for student instruction will be provided by CFHSTC.

9.3 Exercise Location. CFHSTC will arrange for the sites for the practical exercises.

9.4 Equipment. CFHSTC will provide all occupational health equipment and analytical equipment required during this phase of training.

9.5 Office Support. If required by the proponent, CFHSTC is able to provide office support and space on site at CFB Borden.

## 10. OPTION YEARS

The specific dates of the courses for the option years will be determined when they are exercised. They are expected to be in the same months as the first year.

*Appendixes, copies of which are attached hereto and forms part of any resultant Contract.*

- Appendix 1 - EO 001.01 - Select Appropriate Occupational Health Legislation/Orders/Guidelines
- Appendix 2 - EO 002.01 - Apply principles and theory of evaluating hazards in relation to Occupational Health equipment
- Appendix 3 - EO 002.02 - Utilize occupational health equipment
- Appendix 4 - EO 003.01 - Apply the principles and theories of industrial hygiene
- Appendix 5 - EO 003.02 - Describe health hazards on the human body
- Appendix 6 - EO 003.03 - Describe common industrial processes
- Appendix 7 - EO 003.04 - Apply theories and principles of ventilation
- Appendix 8 - EO 003.05 - Determine methods of controlling occupational exposures
- Appendix 9 - EO 003.06 - Collect occupational health risk data
- Appendix 10 - EO 003.07 - Write an occupational health inspection report
- Appendix 11 - EO 004.01 - Apply theories and principles of sampling
- Appendix 12 - EO 004.02 - Perform an occupational health survey
- Appendix 13 - EO 004.03 - Perform an Indoor Air Quality Survey
- Appendix 14 - Timetable Template
- Appendix 15 - Template for lesson plans
- Appendix 16 - Template for lesson plans
- Appendix 17 - Ownership of intellectual property

## ANNEX B

### BASIS OF PAYMENT

#### FIRM REQUIREMENT – Year 1 (30 January 2017 to 29 April 2017)

##### 1. Lesson Plans

##### Firm Lot Price

Preparation, submission and acceptance of the Lesson Plans

\$ \_\_\_\_\_

##### 2. Labour - Instructor

Item	Category	Firm Per Diem Rate	Extended Total
2.1	Instructor Based on one (1) instructor for sixty-three (63) working days	\$ _____	\$ _____

##### Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked: 7.5 x per diem rate

##### 3. Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_. (HST not included)

##### 4. Other Expenses

List any other expenses which may be applicable, giving an estimated cost for each.

TOTAL ESTIMATED COST AND LIMITATION OF EXPENDITURE \$ \_\_\_\_\_ (to be filled in at contract award)

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**OPTIONAL REQUIREMENT 1 – Year 2 (30 January 2018 to 29 April 2018)**

**1. Lesson Plans**

**Firm Lot Price**

Preparation, submission and acceptance of the Lesson Plans

\$ \_\_\_\_\_

**2. Labour - Instructor**

Item	Category	Firm Per Diem Rate	Extended Total
2.1	Instructor Based on one (1) instructor for sixty-three (63) working days	\$ _____	\$ _____

**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked: 7.5 x per diem rate

**4. Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_. (HST not included)

**4. Other Expenses**

List any other expenses which may be applicable, giving an estimated cost for each.

TOTAL ESTIMATED COST AND LIMITATION OF EXPENDITURE \$ \_\_\_\_\_ (to be filled in at contract award)

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**OPTIONAL REQUIREMENT 2 – Year 3 (30 January 2019 to 29 April 2019)**

**1. Lesson Plans**

**Firm Lot Price**

Preparation, submission and acceptance of the Lesson Plans

\$ \_\_\_\_\_

**2. Labour - Instructor**

Item	Category	Firm Per Diem Rate	Extended Total
2.1	Instructor Based on one (1) instructor for sixty-three (63) working days	\$ _____	\$ _____

**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked: 7.5 x per diem rate

**5. Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_. (HST not included)

**4. Other Expenses**

List any other expenses which may be applicable, giving an estimated cost for each.

TOTAL ESTIMATED COST AND LIMITATION OF EXPENDITURE \$ \_\_\_\_\_ (to be filled in at contract award)

## **ANNEX C**

### **POINT RATED TECHNICAL CRITERIA**

#### **1. Understanding of Scope and Objectives (40 points maximum)**

In order to be effective, the bidder and DND must have a common understanding of the scope and objectives of the undertaking. To this end, bidders are to provide a narrative summary which reflects their understanding of the scope and objectives and which in turn establishes the basis for the bidder's proposal content. Simple reinstatement of the requirements does not indicate your understanding of the task nor the ability to carry it out.

#### **2. Corporate Experience (40 points maximum)**

The bidder must have relevant corporate experience in similar types work. To demonstrate this experience, the bidder is to provide:

The details of two (2) requirements currently or previously managed by the bidder's firm, that demonstrates experience in providing classroom instruction in Occupational Health and Safety specific training within the scope of this requirement.

Details are to include:

Name and location of client for whom the work was done;

Length of time over which work was carried out;

Type of business / type of environment of the client for whom the work was done;

Type and extent (details) of the service provided.

#### **3. Approach and Methodology (40 points maximum)**

This section must outline the comprehensive approach to be followed in completing all aspects of the Statement of Work, including provision of qualified educator(s) to teach 63 days on the subjects of Occupational Health Legislation, occupational health equipment, occupational health inspections and occupational health surveys, and other activities identified in the Annex A, Statement of Work.

In addition, a detailed work plan, outlining the methodology, specific activities planned, the timing and associated level of effort by 1) labour category or 2) individual, must be provided. Sufficient detail is to be provided to allow a complete understanding of how, when and by whom, the work is to be carried out.

In addition, a detailed timetable is to be provided covering activities from time of Contract award to Contract completion.

#### **4. Qualification's of Key Personnel to be assigned to the Project (120 points maximum)**

Considering the objective is to provide instruction in Occupational Health Legislation, occupational health equipment, occupational health inspections and occupational health surveys, it is imperative that bidders and the personnel they dedicate to this undertaking, have significant, current experience instruction in



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Occupational Health Legislation, occupational health equipment, occupational health inspections and occupational health surveys or other related fields, as indicated in Annex A Statement of Work and A-1 Specifications.

To demonstrate this experience and other personnel qualifications, bidders are to provide detailed résumés for each of the key personnel to be assigned to the project, stating the individual's education, work history and other relevant details, which clearly indicate that the extent of individual's qualifications to carry out the required work. As a minimum the qualifications of the personnel should include the following:

Proof of education/training from a recognized educational institute in the subject of Occupational Health and Safety;

Number of hours of providing formal in-class instruction within two (2) years of the date of this Request for Proposal;

A working knowledge of in-classroom adult learner evaluation;

A working knowledge of adult education program design and evaluation; and

Names and contact numbers of references who may verify facts provided in the sub-paras above should be provided if documents of evidence are not available.

In addition, as part of their proposal the Contractor shall produce a Personnel Replacement Plan specifying their backup personnel and confirm the ability of the replacement to respond immediately should the requirement occur.