



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Nova Scotia
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Safety Training	
Solicitation No. - N° de l'invitation W010X-18I019/A	Date 2017-08-29
Client Reference No. - N° de référence du client W010X-18-I019	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-217-10179	
File No. - N° de dossier HAL-7-79047 (217)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-14	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Mosher, Gina	Buyer Id - Id de l'acheteur hal217
Telephone No. - N° de téléphone (902) 496-5324 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN HALIFAX NOVA SCOTIA B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

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

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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 limited to 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) (<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](#) (2017-04-27) 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 **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 Nova Scotia.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (two (2) hard copies)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (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 at Annex "A" – Statement of Work.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

Section II: Management Bid

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex "B".

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/Management Evaluation

4.1.1.1 Technical/Management Criteria

Bidders shall clearly state in their bid how they meet the criteria identified in the statement of work. It is the bidder's responsibility to provide appropriate examples that illustrate how they meet each criterion. For each requirement, the bidder must provide evidence as to how they meet the requirement within the bid submission and state where to find the evidence. Failing to do so may result in the bidders bid being non-compliant.

Bidders shall provide documentation and/or certification where applicable.

In addition to providing proof, where applicable, that they meet all of the technical and management criteria at Annex "A", bidders shall confirm if they comply or do not comply, under each of the articles at Annex "A".

4.2 Basis of Selection

4.2.1 Basis of Selection

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

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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-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 limited to Canadian services.

The Bidder certifies that:

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

5.1.2.1.1 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 – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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.

Bidders are to complete Annex “D” herein.

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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

5.2.3.2.1 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".

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

[2010C](#) (2016-04-04), General Conditions - 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 **31 March 2018 inclusive.**

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Gina Mosher
Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Atlantic Region
1713 Bedford Row
Halifax, Nova Scotia
B3J 3C9

Telephone: 902-496-5324
Facsimile: 902-496-5016
E-mail address: gina.mosher@pwgsc-tps.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 (To be named upon award of contract)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Technical Authority named above 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

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 as specified in Annex B, Basis of Payment, for a cost 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 Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada

6.7.4 SACC Manual Clauses

SACC *Manual* clause 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.
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.
 - c. one (1) copy must be forwarded to the consignee

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.

6.9.2 SACC Manual Clauses

SACC *Manual* clause 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 Nova Scotia.

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 (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance
- (f) Annex D, Information for Code of Conduct Certification
- (g) the Contractor's bid dated _____ (*insert date of bid*)

6.12 Defence Contract

SACC *Manual* clause A9006C (2012-07-16) Defence Contract

6.13 SACC Manual Clauses

SACC *Manual* clause B1501C (2006-06-16) Electrical Equipment

6.14 Insurance – Specific 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.

Solicitation No. - N° de l'invitation
W010X-18I019/A
Client Ref. No. - N° de réf. du client
W010X-18I019

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-7-79047

Buyer ID - Id de l'acheteur
HAL217
CCC No./N° CCC - FMS No./N° VME

ANNEX "A" STATEMENT OF WORK

Items #1 and #2

**Fall Arrest and Basic Rescue
Practical Training and Certification
and
Fall Protection Equipment
Inspection Certification**

**MARLANT Safety and Environment
Maritime Forces Atlantic**

Date of Release: February 2017

Bidders shall confirm if they comply to the technical and management criteria and provide proof with their bid, where applicable, that they meet each of the articles in all four (4) courses.

1. Requirement

- 1.1. To establish a contract with a supplier to provide Fall Arrest and Basic Rescue Practical Training and Certification courses and a Fall Protection Equipment Inspection Certification course which will provide Maritime Forces Atlantic (MARLANT) personnel with the requisite knowledge and training to safely work at heights, conduct basic rescue and inspect and certify fall protection equipment for use. As each unit within MARLANT procures fall protection equipment from various manufacturers, the training provided shall certify personnel to inspect equipment from a variety of manufacturers.

Comply _____

Do not Comply _____

Bidders shall demonstrate their understanding of the requirement and explain how they will meet this requirement. Bidders shall demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

2. Background

- 2.1. MARLANT has an active on-going safety program designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Fall Protection Program is to maximize the safety of all civilian and military personnel who may work at height. Its purpose is to identify and evaluate potential fall hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize fall hazards; ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may be left suspended in a harness after their fall has been arrested.
- 2.2. An important component of this program is safety training consistent with the requirements of the Canada Labour Code Part II (CLC Pt. II), Canada Occupational Health and Safety (COHS) regulations and Canadian Standards Association (CSA) Standards, where applicable.

Comply _____

Do not Comply _____

2.3. References:

- 2.3.1. C-02-040-009/AG-001 DND General Safety Program, General Safety Standards, Chapters 6 & 14 (available upon request);
- 2.3.2. MARLANT Safety and Environment Management System, Directive #S6 – Fall Protection (enclosed);
- 2.3.3. Canada Labour Code (CLC) Part II, Canadian Occupational Safety and Health (COSH) Standards (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>);
- 2.3.4. Nova Scotia Occupational Safety General Regulations (<http://www.novascotia.ca/just/regulations/regs/ohsgensf.htm>); and
- 2.3.5. any applicable unit-specific directives, orders and instructions.

Comply _____ **(2.3.1 to 2.3.5)**

Do not Comply _____

3. Scope

- 3.1. The primary objective of this request is to select one (1) contractor to provide: four (4) serials of a two (2) day Fall Arrest and Basic Rescue Training and Certification course; and one (1) serial of a one (1) day Fall Protection Equipment Inspection Certification course, for up to 12 participants per serial.

Comply _____

Do not Comply _____

- 3.2. Participants shall acquire knowledge and skills through a combination of lecture presentations, group discussions and individual and team practical exercises, and shall demonstrate their understanding of the material by successfully completing written and practical testing.

Comply _____

Do not Comply _____

4. Tasks

- 4.1. The training must meet all applicable federal and provincial regulations for training of employees to work safely at height.

Comply _____

Do not Comply _____

- 4.2. Course instruction and material for the Fall Arrest and Basic Rescue Practical Training and Certification must include, but is not limited to:

- 4.2.1. all applicable government regulations and standard setting agencies;
- 4.2.2. hazards of elevated work;
- 4.2.3. fall protection systems and the hierarchy of controls;
- 4.2.4. selection of anchor points;
- 4.2.5. types of body support;
- 4.2.6. means of connecting;
- 4.2.7. calculating fall distances;
- 4.2.8. harness selection and fitting;
- 4.2.9. horizontal and vertical lifelines;
- 4.2.10. self-retracting lifelines;
- 4.2.11. shock-absorbing lanyards;
- 4.2.12. body belts;
- 4.2.13. ladder climbing systems;
- 4.2.14. fall arrest winches;
- 4.2.15. tripod lowering / recovery systems;
- 4.2.16. care, maintenance and inspections of equipment; and
- 4.2.17. the difference between positioning, protection and arresting devices.

Comply _____ (4.2.1 to 4.2.17) **Do not Comply** _____

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

- 4.3.1. casualty harness;
- 4.3.2. rope grabs, carabineers and other hardware;
- 4.3.3. ladder climbing systems;
- 4.3.4. tripod lowering/recovery systems;
- 4.3.5. rope-based retrieval system;
- 4.3.6. self-retracting lifelines;

- 4.3.7. fall arrest winches;
- 4.3.8. casualty lowering;
- 4.3.9. casualty raised using mechanical advantage haul systems;
- 4.3.10. anchor selection and rigging;
- 4.3.11. emergency response procedures; and
- 4.3.12. care and maintenance and use of all rescue equipment.

Comply _____ (4.3.1 to 4.3.12) Do not Comply _____

4.4. Course instruction and material for the Fall Protection Equipment Inspection Certification must include, but is not limited to:

- 4.4.1. all applicable government regulations and standard setting agencies;
- 4.4.2. inspection requirements for various manufacturers of full body harnesses, lanyards, energy absorbers, self-retracting lifelines, ropes and rope-grabs and ladder climbing devices;
- 4.4.3. care, maintenance and inspections of equipment; and
- 4.4.4. inspection criteria for fall arrest anchors.

Comply _____ (4.4.1 to 4.4.4) Do not Comply _____

5. Instructor Qualifications

5.1. The Contractor's proposed instructor shall:

- 5.1.1. be fully qualified to instruct the subject material;
- 5.1.2. have at least five (5) years of experience certifying participants;
- 5.1.3. have an in-depth knowledge of Fall Arrest and Basic Rescue Training in a naval and/or marine environment. Note, in-depth knowledge consists of a minimum of two (2) years of experience teaching courses which incorporates Fall Arrest and Basic Rescue Training in a naval and/or marine environment;
- 5.1.4. have an in-depth knowledge of Fall Protection Equipment Inspection in a naval and/or marine environment. Note, in-depth knowledge consists of a minimum of two (2) years hands-on experience in Fall Protection Equipment Inspection Certification in a naval and/or marine environment, or through two (2) years of experience teaching courses which incorporates Fall Protection Equipment Inspection Certification in a naval and/or marine environment; and
- 5.1.5. have at least five (5) years of experience teaching courses which meet Federal Regulations.

Comply _____ (5.1.1 to 5.1.5) Do not Comply _____

Bidders shall provide proof in their management proposal that they meet articles 5.1.1 to 5.1.5. Please include resumes.

6. Participant Qualifications

6.1 Each participant is trained or certified in Basic Fall Arrest and has experience working at height.

Comply _____ Do not Comply _____

7. Constraints

- 7.1. The contractor and/or course instructor must meet with the Project Authority and/or Unit Representative (who shall be identified upon contract award) prior to the delivery of training to discuss the relevant DND policies.

Comply _____ **Do not Comply** _____

- 7.2. All training must be conducted at the vendor's location and shall be provided within a fifteen (15) kilometer radius of HMC Dockyard.

Comply _____ **Do not Comply** _____

- 7.3. Course instruction shall be provided in English.

Comply _____ **Do not Comply** _____

- 7.4. The contractor must provide the participants with all training materials, including PPE (such as harnesses and lanyards), any books and software the contractor feels is necessary for studying/reference purposes, as well as, other learning aids required to complete the course. Equipment and tools shall be Canadian Standards Association (CSA) approved.

Comply _____ **Do not Comply** _____

- 7.5. The contractor shall submit to an inspection of all PPE and safety equipment at any time upon request by a representative of DND.

Comply _____ **Do not Comply** _____

- 7.6. Participants must successfully complete written and practical testing in order to receive course certification.

Comply _____ **Do not Comply** _____

- 7.7. Any equipment, supplies or material purchased by the contractor to fulfil the requirements of the SOW and subsequently invoiced to DND, shall become the property of DND and turned over to DND at the end of the contract.

Comply _____ **Do not Comply** _____

- 7.8. The contractor shall distribute evaluation forms to all course attendees following course completion to ensure course attendees have the opportunity to rate the following:

- 7.8.1. instructor's subject matter knowledge;
- 7.8.2. course material;
- 7.8.3. course duration;
- 7.8.4. organization of material;
- 7.8.5. increase/decrease in knowledge of subject matter before and after training; and
- 7.8.6. if the training requirements are met.

Comply _____ (7.8.1 to 7.8.6) **Do not Comply** _____

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

Comply _____

Do not Comply _____

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

- 7.10.1. name of course;
- 7.10.2. date of training;
- 7.10.3. location of training;
- 7.10.4. instructor's full name;
- 7.10.5. attendee's last name, first name and middle initials;
- 7.10.6. attendee's rank;
- 7.10.7. attendee's unit;
- 7.10.8. attendee's position title; and
- 7.10.9. attendee's signature.

Comply _____ (7.10.1 to 7.10.9)

Do not Comply _____

8. Schedule

- 8.1. Exact dates and times must be negotiated with the Project Authority upon contract award; however, we would like the Fall Arrest and Basic Rescue Practical Training and Certification training to be scheduled for **18-19 Sept. 2017, 25-26 Oct. 2017, 15-16 Nov. 2017 and 22-23 Jan. 2018**. We would like the Fall Protection Equipment Inspection Certification training to be scheduled for **12 Oct. 2017**. All training must be completed prior to **31 Mar. 2018**.

Comply _____

Do not Comply _____

- 8.2. Each course should be scheduled to include instruction between 0800 and 1600, with two 15-minute breaks and at least 30-minutes for lunch daily, at the instructor's discretion.

Comply _____

Do not Comply _____

9. Deliverables

- 9.1. The Contractor must provide wallet-sized cards for all participants who successfully complete the training. All wallet-sized cards must indicate the name of the training organization, instructor's name, participant's name and rank, course qualification and course completion date. If it is not possible to provide attendees with cards immediately upon course completion, cards must be delivered to the Project Authority or Unit Representative within five business days following course completion.

Comply _____

Do not Comply _____

- 9.2. The Contractor shall deliver, or have delivered, all completed evaluation forms to the Project Authority at the address/location provided no more than five (5) business days following course completion. Only original evaluation forms shall be provided.

Comply _____

Do not Comply _____

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W010X-18I019

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File No. - N° du dossier
HAL-7-79047

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HAL217
CCC No./N° CCC - FMS No./N° VME

9.3. The Contractor shall deliver, or have delivered, the completed nominal role to the Project Authority at the address/location provided no more than five (5) business days following each course completion. Only the original nominal role shall be provided.

Comply _____

Do not Comply _____

Solicitation No. - N° de l'invitation
W010X-18I019/A
Client Ref. No. - N° de réf. du client
W010X-18I019

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-7-79047

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

Item #3

**Fall Arrest and Basic Rescue
Competent Trainer**

**MARLANT Safety and Environment
Maritime Forces Atlantic**

Date of Release: February 2017

1. Requirement

- 1.1. To establish a contract with a supplier to provide a Fall Arrest and Basic Rescue Competent Trainer course which will provide Maritime Forces Atlantic (MARLANT) personnel with the requisite knowledge and training to instruct with regard to policy and applicable skills in the correct operation, inspection and use of fall protection equipment, working at heights and basic rescue.

Comply _____

Do not Comply _____

Bidders shall demonstrate their understanding of the requirement and explain how they will meet this requirement. Bidders shall demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

2. Background

- 2.1. MARLANT has an active on-going safety program designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Fall Protection Program is to maximize the safety of all civilian and military personnel who may work at height. Its purpose is to identify and evaluate potential fall hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize fall hazards; ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may left suspended in a harness after their fall has been arrested.
- 2.2. An important component of this program is safety training consistent with the requirements of the Canada Labour Code Part II (CLC Pt. II), Canada Occupational Health and Safety (COHS) regulations and Canadian Standards Association (CSA) standards, where applicable.

Comply _____

Do not Comply _____

2.3. References:

- 2.3.1. C-02-040-009/AG-001 DND General Safety Program, General Safety Standards, Chapters 6 & 14 (available upon request);
- 2.3.2. MARLANT Safety and Environment Management System, Directive #S6 – Fall Protection (enclosed);
- 2.3.3. Canada Labour Code (CLC) Part II, Canadian Occupation Safety and Health (COSH) Standards (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>);
- 2.3.4. Nova Scotia Occupational Safety General Regulations (<http://www.novascotia.ca/just/regulations/regs/ohsgensf.htm>); and
- 2.3.5. any applicable unit-specific directives, orders or instructions.

Comply _____ (2.3.1 to 2.3.5)

Do not Comply _____

3. Scope

- 3.1. The primary objective of this request is to select one (1) contractor to provide a five (5) day Fall Arrest and Basic Rescue Competent Trainer course for up to 12 participants.

Comply _____

Do not Comply _____

3.2. Participants shall acquire knowledge and skills through a combination of lecture presentations, group discussions and individual and team practical exercises, and shall demonstrate their understanding of the material by successfully completing written and practical testing.

Comply _____

Do not Comply _____

4. Tasks

4.1. The training must meet all applicable federal regulations for training of employees to work safely at height.

Comply _____

Do not Comply _____

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

- 4.2.1. all applicable government regulations and standard setting agencies;
- 4.2.2. reference to the ship Class SEMS Fall Protection SOP;
- 4.2.3. hazards of elevated work;
- 4.2.4. fall protection systems and the hierarchy of controls;
- 4.2.5. selection of anchor points;
- 4.2.6. types of body support;
- 4.2.7. means of connecting;
- 4.2.8. calculating fall distances;
- 4.2.9. harness selection and fitting;
- 4.2.10. horizontal and vertical lifelines;
- 4.2.11. self-retracting lifelines;
- 4.2.12. shock-absorbing lanyards;
- 4.2.13. body belts;
- 4.2.14. ladder climbing systems;
- 4.2.15. fall arrest winches;
- 4.2.16. tripod lowering / recovery systems;
- 4.2.17. care, maintenance and inspections of equipment; and
- 4.2.18. the difference between positioning, protection and arresting devices.

Comply _____ (4.2.1 to 4.2.18) Do not Comply _____

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

- 4.3.1. casualty harnesses;
- 4.3.2. rope grabs, carabineers and other hardware;
- 4.3.3. ladder climbing systems;
- 4.3.4. tripod lowering/recovery system;
- 4.3.5. rope-based retrieval system;
- 4.3.6. self-retracting lifelines;
- 4.3.7. fall arrest winches;
- 4.3.8. casualty lowering;
- 4.3.9. casualty raised using mechanical advantage haul systems;
- 4.3.10. anchor selection and rigging;
- 4.3.11. emergency response procedures; and
- 4.3.12. care and maintenance and use of all rescue equipment.

Comply _____ (4.3.1 to 4.3.12) Do not Comply _____

4.4. Upon course completion, students shall have the knowledge required to prepare lesson plans and competently instruct others on the technical knowledge they have gained throughout the course.

Comply _____

Do not Comply _____

4.5. The contractor must provide a template lesson plan to all students for their use when preparing future lesson plans.

Comply _____

Do not Comply _____

5. Instructor Qualifications

5.1. The Contractor's proposed instructor shall:

- 5.1.1. be fully qualified to instruct the subject material;
- 5.1.2. have at least five (5) years of experience certifying instructors;
- 5.1.3. have an in-depth knowledge of Fall Arrest and Basic Rescue Training in a naval and/or marine environment. Note, in-depth knowledge consists of a minimum of two (2) years hands-on experience in Fall Arrest and Basic Rescue Training in a naval and/or marine environment, or through two (2) years of experience teaching courses which incorporates Fall Arrest and Basic Rescue Training in a naval and/or marine environment; and
- 5.1.4. have at least five (5) years of experience teaching courses which meet Federal Regulations.

Comply _____ (5.1.1. to 5.1.4)

Do not Comply _____

Bidders shall provide proof in their management proposal that they meet articles 5.1.1 to 5.1.4. Please include resumes.

6. Participant Qualifications

6.1. Each participant is trained or certified in Basic Fall Arrest and has experience working at height.

Comply _____

Do not Comply _____

7. Constraints

7.1. The contractor and/or course instructor must meet with the Project Authority and/or Unit Representative (who shall be identified upon contract award), prior to the delivery of training, to discuss the relevant DND policies.

Comply _____

Do not Comply _____

7.2. All training must be conducted at the vendor's location and shall be provided within a fifteen (15) kilometer radius of HMC Dockyard.

Comply _____

Do not Comply _____

7.3. Course instruction shall be provided in English.

Comply _____

Do not Comply _____

7.4. The contractor must provide the participants with all training materials, including PPE (such as harnesses and lanyards), any books and software the contractor feels is necessary for studying/reference purposes, as well as, other learning aids required to complete the course. Equipment and tools shall be Canadian Standards Association (CSA) approved.

Comply _____

Do not Comply _____

7.5. The contractor shall submit to an inspection of all PPE and safety equipment at any time upon request by a representative of DND.

Comply _____

Do not Comply _____

7.6. Participants must successfully complete written and practical testing in order to receive course certification.

Comply _____

Do not Comply _____

7.7. Any equipment, supplies or material purchased by the contractor to fulfil the requirements of the SOW and subsequently invoiced to DND, shall become the property of DND and turned over to DND at the end of the contract.

Comply _____

Do not Comply _____

7.8. The contractor shall distribute evaluation forms to all course attendees following course completion to ensure course attendees have the opportunity to rate the following:

- 7.8.1. instructor's subject matter knowledge;
- 7.8.2. course material;
- 7.8.3. course duration;
- 7.8.4. organization of material;
- 7.8.5. increase/decrease in knowledge of subject matter before and after training; and
- 7.8.6. if the training requirements are met.

Comply _____ (7.8.1 to 7.8.6)

Do not Comply _____

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

Comply _____

Do not Comply _____

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

- 7.10.1. name of course;
- 7.10.2. date of training;
- 7.10.3. location of training;
- 7.10.4. instructor's full name;
- 7.10.5. attendee's last name, first name and middle initials;
- 7.10.6. attendee's rank;
- 7.10.7. attendee's unit;
- 7.10.8. attendee's position title; and
- 7.10.9. attendee's signature.

Comply _____ (7.10.1 to 7.10.9)

Do not Comply _____

8. Schedule

- 8.1. Exact dates and times must be negotiated with the Project Authority upon contract award; however, we would like the training to be scheduled for **27 Nov.- 1 Dec. 2017**. All training must be completed prior to **31 Mar. 2018**.

Comply _____

Do not Comply _____

- 8.2. The course should be scheduled to include instruction between 0800 and 1600 hours on five (5) consecutive business days, with two 15-minute breaks and at least 30-minutes for lunch daily, at the instructor's discretion.

Comply _____

Do not Comply _____

9. Deliverables

- 9.1. The Contractor must provide wallet-sized cards for all participants who successfully complete the training. All wallet-sized cards must indicate the name of the training organization, instructor's name, participant's name and rank, course qualification and course completion date. If it is not possible to provide attendees with cards immediately upon course completion, cards must be delivered to the Project Authority or Unit Representative within five business days following course completion.

Comply _____

Do not Comply _____

- 9.2. The Contractor shall deliver, or have delivered, all completed evaluation forms to the Project Authority at the address/location provided no more than five (5) business days following course completion. Only original evaluation forms shall be provided.

Comply _____

Do not Comply _____

- 9.3. The Contractor shall deliver, or have delivered, the completed nominal role to the Project Authority at the address/location provided no more than five (5) business days following each course completion. Only the original nominal role shall be provided.

Comply _____

Do not Comply _____

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HAL-7-79047

Buyer ID - Id de l'acheteur
HAL217
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Item #4

**Confined Space Entry and Basic Rescue
Practical Training and Certification**

**MARLANT Safety and Environment
Maritime Forces Atlantic**

Date of Release: February 2017

1. Requirement

- 1.1. To establish a contract with a supplier to provide Confined Space Entry and Basic Rescue Practical Training and Certification.

Comply _____

Do not Comply _____

Bidders shall demonstrate their understanding of the requirement and explain how they will meet this requirement. Bidders shall demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

2. Background

- 2.1. Maritime Forces Atlantic (MARLANT) has an active on-going safety program designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Confined Space Entry Program is to identify and evaluate potential confined space hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize hazards; ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may be trapped in a confined space.
- 2.2. An important component of this program is safety training consistent with the requirements of the Canada Labour Code Part II (CLC Pt. II), Canada Occupational Health and Safety (COHS) regulations and Canadian Standards Association (CSA) standards, where applicable.

Comply _____

Do not Comply _____

2.3. References:

- 2.3.1. MARLANT Safety and Environment Management System, Directive #S10 – Confined Space Entry (enclosed);
- 2.3.2. Canada Labour Code (CLC) Part II, Canadian Occupation Safety and Health (COSH) Standards (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>);
- 2.3.3. Nova Scotia Occupational Safety General Regulations (<http://www.novascotia.ca/just/regulations/regs/ohsgensf.htm>); and
- 2.3.4. any applicable unit-specific directives, orders or instructions.

Comply _____ (2.3.1 to 2.3.4)

Do not Comply _____

3. Scope

- 3.1. The primary objective of this request is to select one (1) contractor to provide four (4) serials of a two (2) day Confined Space Entry and Basic Rescue Practical Training and Certification course for up to 12 participants per serial.

Comply _____

Do not Comply _____

- 3.2. Participants shall acquire knowledge and skills through a combination of lecture presentations, group discussions and individual and team practical exercises, and shall demonstrate their understanding of the material by successfully completing written and practical testing.

Comply _____

Do not Comply _____

4. Tasks

- 4.1. The training must meet all applicable federal and provincial regulations for training of employees working in a confined space environment.

Comply _____

Do not Comply _____

- 4.2. Participants must receive training in equipment selection and use, as well as, the correct procedures for minimizing any incidents, allowing participants to work safely during confined space entries and rescues. Course instruction and material must include, but is not limited to:

- 4.2.1. all applicable federal government regulations;
- 4.2.2. entry programs and permit systems;
- 4.2.3. general hazards;
- 4.2.4. hazard assessment of confined spaces prior to entering;
- 4.2.5. hazard assessment of the area outside of a confined space;
- 4.2.6. control measures;
- 4.2.7. confined space attendant responsibilities;
- 4.2.8. isolation and lock out procedures;
- 4.2.9. hot work;
- 4.2.10. explosion proof lighting/intrinsically safe grounding;
- 4.2.11. atmospheric testing and ventilation, including: ventilation and purging of a hazardous confined space; preventing the introduction of hazardous materials into the confined space area; atmospheric hazards; air monitoring and the various types of monitoring equipment used for vapour explosive limits; equipment calibration and bump tests; oxygen, carbon monoxide and organic vapours; lower explosive limits, upper explosive limits, threshold limit value-time weighted average, threshold limit-short term exposure limit, PPM and VOCs;
- 4.2.12. emergency procedures and equipment, including: positive pressure ventilation equipment/respiratory equipment, self-contained breathing apparatus and supplied air aspirator breathing air systems;
- 4.2.13. harness fitting, self-retracting lifelines, and other applicable personal protective equipment; commercial entry and retrieval equipment including: tripod and davit access and retrieval systems, rope based retrieval systems, self-rescue techniques, non-entry rescues; spinal immobilization equipment and casualty harnesses; and communication equipment;
- 4.2.14. provision, use, maintenance and inspection of confined space training equipment;
- 4.2.15. required training and recertification; and
- 4.2.16. record keeping.

Comply _____ (4.2.1 to 4.2.16)

Do not Comply _____

5. Instructor Qualifications

- 5.1. The Contractor's proposed instructor shall:

- 5.1.1. be fully qualified to instruct the subject material;
- 5.1.2. have at least five (5) years of experience certifying participants;
- 5.1.3. have an in-depth knowledge of Confined Space Entry and Rescue in a naval and/or marine environment. Note, in-depth knowledge consists of a minimum of two (2) years hands-on experience in Confined Space Entry and Basic Rescue Training in a naval and/or marine environment, or through two (2) years of experience teaching courses

- which incorporates Confined Space Entry and Basic Rescue Training in a naval and/or marine environment; and
- 5.1.4. have at least five (5) years of experience teaching courses which meet Federal Regulations.

Comply _____ (5.1.1 to 5.1.4) **Do not Comply** _____

Bidders shall provide proof in their management proposal that they meet articles 5.1.1 to 5.1.5. Please include resumes.

6. Constraints

- 6.1. The contractor and/or course instructor must meet with the Project Authority and/or Unit Representative (who shall be identified upon contract award), prior to the delivery of training, to discuss the relevant DND policies.

Comply _____ **Do not Comply** _____

- 6.2. All training must be conducted at the vendor's location and shall be provided within a fifteen (15) kilometer radius of HMC Dockyard.

Comply _____ **Do not Comply** _____

- 6.3. Course instruction shall be provided in English.

Comply _____ **Do not Comply** _____

- 6.4. The contractor must provide the participants with all training materials, including PPE, any books and software the contractor feels is necessary for studying/reference purposes, as well as, other learning aids required to complete the course. Equipment and tools shall be Canadian Standards Association (CSA) approved.

Comply _____ **Do not Comply** _____

- 6.5. The contractor shall submit to an inspection of all PPE and safety equipment at any time upon request by a representative of DND.

Comply _____ **Do not Comply** _____

- 6.6. Participants must successfully complete written and practical testing in order to receive course certification.

Comply _____ **Do not Comply** _____

- 6.7. Any equipment, supplies or material purchased by the contractor to fulfil the requirements of the SOW and subsequently invoiced to DND, shall become the property of DND and turned over to DND at the end of the contract.

Comply _____ **Do not Comply** _____

6.8. The contractor shall distribute evaluation forms to all course attendees following course completion to ensure course attendees have the opportunity to rate the following:

- 6.8.1. instructor's subject matter knowledge;
- 6.8.2. course material;
- 6.8.3. course duration;
- 6.8.4. organization of material;
- 6.8.5. increase/decrease in knowledge of subject matter before and after training; and
- 6.8.6. if the training requirements are met.

Comply _____ **(6.8.1 to 6.8.6)** **Do not Comply** _____

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

Comply _____ **Do not Comply** _____

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

- 6.10.1. name of course;
- 6.10.2. date of training;
- 6.10.3. location of training;
- 6.10.4. instructor's full name;
- 6.10.5. attendee's last name, first name and middle initials;
- 6.10.6. attendee's rank;
- 6.10.7. attendee's unit;
- 6.10.8. attendee's position title; and
- 6.10.9. attendee's signature.

Comply _____ **(6.10.1 to 6.10.9)** **Do not Comply** _____

7. Schedule

7.1. Exact dates and times must be negotiated with the Project Authority upon contract award; however, we would like the training to be scheduled for **27-28 Sept. 2017, 19-20 Oct. 2017, 20-21 Nov. 2017 and 30-31 Jan. 2018**. All training must be completed prior to **31 March 2018**.

Comply _____ **Do not Comply** _____

7.2. Each course should be scheduled to include instruction between 0800 and 1600 hours on two (2) consecutive business days, with two 15-minute breaks and at least 30-minutes for lunch daily, at the instructor's discretion.

Comply _____ **Do not Comply** _____

8. Deliverables

8.1. The Contractor must provide wallet-sized cards for all participants who successfully complete the training. All wallet-sized cards must indicate the name of the training organization, instructor's name, participant's name and rank, course qualification, course completion date and expiry date. If it is not possible to provide attendees with cards immediately upon course completion, cards

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Buyer ID - Id de l'acheteur
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must be delivered to the Project Authority or Unit Representative within five business days following course completion.

Comply _____

Do not Comply _____

8.2. The Contractor shall deliver, or have delivered, all completed evaluation forms to the Project Authority at the address/location provided no more than five (5) business days following course completion. Only original evaluation forms shall be provided.

Comply _____

Do not Comply _____

8.3. The Contractor shall deliver, or have delivered, the completed nominal role to the Project Authority at the address/location provided no more than five (5) business days following each course completion. Only the original nominal role shall be provided.

Comply _____

Do not Comply _____

ANNEX "B" BASIS OF PAYMENT

Bidders shall submit firm prices inclusive of the furnishings of all labour, material, equipment, tools and supervision, HST/GST extra, if applicable.

	<u>Column A</u>	x	<u>Column B</u>	x	<u>Column C</u>	=	<u>Column D</u>
	<u>Est. Serials</u>		<u>Est. Participates</u>		<u>Firm Price/ Participate</u>		<u>Extended Total Cost</u>
<u>Item #1</u>							
Fall Arrest and Basic Rescue Practical Training and Certification (2 day course)	4		12		\$/Participate		\$ _____
<u>Item #2</u>							
Fall Protection Equipment Inspection Certification (1 day course)	1		12		\$/Participate		\$ _____
<u>Item #3</u>							
Fall Arrest and Basic Rescue Competent Trainer (5 day course)	1		12		\$/Participate		\$ _____
<u>Item #4</u>							
Confined Space Entry and Basic Rescue Practical Training and Certification (2 day course)	4		12		\$/Participate		\$ _____
Total Estimated Cost for items 1 to 4							\$ _____

The estimated quantities provided are for the sole purpose of establishing an evaluation tool and are based only on best estimates and in no way reflect any commitment on the part of the Crown.

The total aggregate price for items 1 to 4 will be calculated as follows:

Column A (Estimated Serials) x Column B (Estimated Participates) x Column C (Firm Price per Participate). Lowest aggregate price will be based on the total price in Column D (Extended Total Price).

ANNEX "C" INSURANCE

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.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. 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.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Solicitation No. - N° de l'invitation
W010X-18I019/A
Client Ref. No. - N° de réf. du client
W010X-18I019

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-7-79047

Buyer ID - Id de l'acheteur
HAL217
CCC No./N° CCC - FMS No./N° VME

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Solicitation No. - N° de l'invitation
W010X-18I019/A
Client Ref. No. - N° de réf. du client
W010X-18I019

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-7-79047

Buyer ID - Id de l'acheteur
HAL217
CCC No./N° CCC - FMS No./N° VME

ANNEX "D" INFORMATION FOR CODE OF CONDUCT CERTIFICATION

[SHOULD BE COMPLETED BY BIDDER WITH BID SUBMISSION]

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;
