



**Return Bids to :**

**Retourner Les Soumissions à :**

Natural Resources Canada – Ressources naturelles Canada  
Bid Receiving Unit – Mailroom  
Unité de réception des soumissions, Salle du courrier  
588 rue Booth Street  
Ottawa, Ontario  
K1A 0E4

**Attention: Valerie Holmes**

**Request for Standing Offer**

**Demande d'offre à commandes**

Canada, as represented by the Minister of Natural Resources Canada, hereby requests a Standing Offer on behalf of the client identified herein.

Le Canada, représenté par le ministre des Ressources naturelles Canada, autorise par la présente, une offre à commandes au nom de client identifié ci-après

**Comments – Commentaires**

**If using a courier service to deliver your bid response, please ensure that the Bid Solicitation Number, closing date and time are identified on the front of the courier envelope**

**Issuing Office – Bureau de distribution**

Finance and Procurement Branch  
Natural Resources Canada  
580 Booth Street, 5th Floor  
Ottawa, Ontario  
K1A 0E4

<b>Title – Sujet</b> Various Training Courses for the Occupational Health and Safety (OHS) Unit of Natural Resources Canada (NRCan).	
<b>Solicitation No. – No de l'invitation</b> <b>NRCan-5000023151B</b>	<b>Date</b> 30 August 2017
<b>Client Reference No. - N° de reference du client</b> 5000023151	
<b>Requisition Reference No. - N° de la demande</b> 124821	
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02:00 PM EDT</b> <b>on – le October 10, 2017</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b>  <b>Valerie Holmes</b> <a href="mailto:Valerie.holmes@canada.ca">Valerie.holmes@canada.ca</a>	<b>Buyer ID – Id de l'acheteur</b>  AB4
<b>Telephone No. – No de telephone</b> (343) 292-8371	<b>Fax No. – No. de Fax</b> (613) 947-5477
<b>Security – Sécurité</b> This Standing Offer does not have a security requirement Cette d'offre à commandes n'est pas une exigence de sécurité	
If marked "X" please see the box to the left <input checked="" type="checkbox"/> Acknowledgement copy required S'il ya un "X" ici, s.v.p. voir la boîte à la gauche <b>Accusé de réception requis</b>	
<b>Destination – of Goods, Services and Construction:</b> <b>Destination – des biens, services et construction:</b>  Natural Resources Canada 588 Booth Street Ottawa, Ontario K1A 0Y7	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>          <b>Telephone No.:- No. de téléphone:</b> _____ <b>Facsimile No.:- No. de télécopieur:</b> _____ <b>Email :- Courriel :</b> _____	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b> (taper ou écrire en caractères d'imprimerie)	
_____ <b>Signature</b>	_____ <b>Date</b>



**Note to Bidders:**

This RFSO is being re-issued in order to ensure NRCan has complete coverage in all regions for all training courses. The following is a list of training courses that will require coverage in the following regions:

**WS1.1 – All Terrain Vehicle Training:**

National Capital Region  
Quebec Region  
Calgary, Alberta  
Edmonton, Alberta

**WS1.2 – Boating Operation Training:**

National Capital Region  
Quebec Region  
Sidney, British Columbia  
Vancouver, British Columbia  
Calgary, Alberta  
Edmonton, Alberta

**WS1.3 – Chainsaw Operation Training:**

All Regions

**WS1.4 – Snowmobile Operation Training:**

National Capital Region  
Quebec Region  
Calgary, Alberta  
Edmonton, Alberta  
Halifax, Nova Scotia  
Dartmouth, Nova Scotia

**WS1.5 – Forklift Operator Training:**

Sidney, British Columbia  
Vancouver, British Columbia  
Calgary, Alberta  
Edmonton, Alberta

**WS1.6 – Small Engine Mechanic Training:**

All regions

**WS1.7 – Front Loader Training:**

Sidney, British Columbia  
Vancouver, British Columbia  
Calgary, Alberta  
Edmonton, Alberta  
Halifax, Nova Scotia  
Dartmouth, Nova Scotia

**WS1.8 – Scissor Lift Training:**

Sidney, British Columbia  
Vancouver, British Columbia  
Calgary, Alberta  
Edmonton, Alberta  
Halifax, Nova Scotia  
Dartmouth, Nova Scotia



**WS1.9 – Working at Heights Training:**

Sidney, British Columbia  
Vancouver, British Columbia  
Calgary, Alberta  
Edmonton, Alberta

**WS1.10 – Mobile Crane Training:**

Sidney, British Columbia  
Vancouver, British Columbia  
Calgary, Alberta  
Edmonton, Alberta  
Halifax, Nova Scotia  
Dartmouth, Nova Scotia

**WS1.11 – Respiratory Fit Training:**

NRCan currently has coverage in all regions, however new suppliers would be welcome to provide these services as well

**WS1.12 – Confined Spaces Training:**

Sidney, British Columbia  
Vancouver, British Columbia  
Calgary, Alberta  
Edmonton, Alberta

**WS2.1 – Black Bear Awareness**

NRCan currently has coverage in all regions, however new suppliers would be welcome to provide these services as well

**WS2.2 – First Aid Wilderness Training:**

NRCan currently has coverage in all regions, however new suppliers would be welcome to provide these services as well

**WS2.3 – Predator Defence Training:**

NRCan currently has coverage in all regions, however new suppliers would be welcome to provide these services as well

**WS3.1 – Transportation of Dangerous Goods Training:**

No coverage in any regions

**WS3.2 – Chemical and Gas Handling Training:**

NRCan currently has coverage in all regions, however new suppliers would be welcome to provide these services as well

**WS3.3 – Fire Extinguisher Hands-on Training:**

NRCan currently has coverage in all regions, however new suppliers would be welcome to provide these services as well

**WS4.1 – Back Care Ergonomic Combo Training:**

Sidney, British Columbia  
Vancouver, British Columbia  
Calgary, Alberta  
Edmonton, Alberta  
Halifax, Nova Scotia  
Dartmouth, Nova Scotia

**WS4.2 – Helicopter Safety Training:**

NRCan currently has coverage in all regions, however new suppliers would be welcome to provide these services as well

**WS4.3 – Psychological Health and Safety Training:**

No coverage in any region



**Table of Contents**

**PART 1 – GENERAL INFORMATION .....7**

- 1. Introduction .....7
- 2. Summary .....7
  - 2.1 Applicable Trade Agreements .....8
- 3. Security Requirement.....8
- 4. Debriefings .....8

**PART 2 – OFFEROR INSTRUCTIONS.....9**

- 1. Standard Instructions, Clauses and Conditions .....9
- 2. Submission of Offers .....9
- 3. Enquiries – Request for Standing Offers .....10
- 4. Applicable Laws.....10

**PART 3 – OFFER PREPARATION INSTRUCTIONS.....11**

- 1. Offer Preparation Instructions .....11
  - 1.1 Exchange Rate Fluctuation.....12

**PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION .....13**

- 1. Evaluation Procedures .....13
  - 1.1 Technical Evaluation .....13
  - 1.2 Point Rated Technical Criteria.....15
- 2. Basis of Selection.....17

**PART 5 – CERTIFICATIONS .....19**

- 1. Conditions Precedent to Award of Standing Offer.....19
  - 1.1 Certifications Precedent to Issuance of a Standing Offer .....19
    - 1.1.1 Integrity Provisions – Associated Information.....19
- 2. Additional Certifications Precedent to Issuance of a Standing Offer .....19
  - 2.1 Status and Availability of Resource.....19
  - 2.2 Education and Experience Certification .....20
  - 2.3 Former Public Servants .....20
  - 2.4 Aboriginal Designation.....21
  - 2.5 Rate or Price Certification .....22
  - 2.6 Integrity Provisions - Certification .....22

**PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....24**

- 1. Security Requirement.....24
- 2. Financial Capacity.....24
- 3. Insurance Requirements .....24

**PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES .....25**

**A. STANDING OFFER .....25**

- 1. Offer .....25
- 2. Security Requirement.....25
- 3. Standard Clauses and Conditions .....25
  - 3.1 General Conditions .....25
  - 3.2 Supplemental General Conditions .....25
  - 3.2 Standing Offers Reporting .....27
- 4. Term of Standing Offer.....27
  - 4.1 Period of the Standing Offer .....27
  - 4.2 Option to Extend Standing Offer .....27
  - 4.3 Standing Offer Holder Performance Evaluation .....27
- 5. Authorities.....28
  - 5.1 Standing Offer Authority.....28
  - 5.2 Project Authority.....28
  - 5.3 Offeror’s Representative .....28
  - 5.4 Proactive Disclosure of Contracts with Former Public Servants .....29
- 6. Identified Users .....29
- 7. Call-up Procedures .....29



- 8. Call-up Instrument ..... 29
- 9. Limitation of Call-ups ..... 29
- 10. Priority of Documents ..... 29
- 11. Certifications ..... 30
  - 11.1 Compliance ..... 30
- 12. Applicable Laws ..... 30
- B. RESULTING CONTRACT CLAUSES ..... 30**
  - 1. Statement of Work ..... 30
  - 2. Standard Clauses and Conditions ..... 30
    - 2.1 General Conditions ..... 30
  - 3. Supplemental General Conditions ..... 30
    - 3.1 International Sanctions ..... 30
    - 3.2 Dispute Resolution ..... 31
    - 3.3 Withholding Tax of 15 Percent (%) ..... 31
    - 3.4 Foreign Nationals ..... 31
    - 3.5 Compliance with Mandatory Certifications ..... 31
    - 3.6 Method of Payment ..... 32
  - 4. Term of Contract ..... 32
    - 4.1 Period of the Contract ..... 32
  - 5. Payment ..... 32
    - 5.1 Basis of Payment (Firm Price, Firm Unit Price(s) or Firm Lot Price(s)) ..... 32
    - 5.2 SACC Manual Clauses ..... 32
    - 5.3 Payment by Credit Card ..... 32
  - 6. Invoicing Instructions ..... 32
  - 7. Insurance ..... 33
- ANNEX "A" – STATEMENTS OF WORK ..... 34**
  - SW1 Requirement ..... 34
  - SW2 Objective ..... 34
  - SW3 Scope of Work ..... 35
  - Workstream 1 – Outdoor Vehicle/Equipment Training ..... 35
    - WS1.1 All-Terrain Vehicle (ATV) Training ..... 35
    - WS1.2 Boating Operation Practical Training ..... 35
    - WS1.3 Chainsaw Operation Training ..... 36
    - WS1.4 Snowmobile Operator Training ..... 37
    - WS1.5 Forklift Operator Training ..... 37
    - WS1.6 Small Engine Mechanic Training ..... 38
    - SW1.7 Front Loader Training ..... 38
    - SW1.8 Scissor Lift Training ..... 39
    - SW1.9 Working at Heights Training ..... 40
    - SW1.10 Overhead Crane Training ..... 41
    - SW1.11 Respirator Training and Fit Testing ..... 41
    - WS1.12 Confined Space Training ..... 42
  - Workstream 2 – Wildlife Awareness Training ..... 43
    - WS2.1 Black Bear Awareness Training ..... 43
    - WS2.2 – First Aid Wilderness Training ..... 43
    - WS2.3 – Predator Defence Training ..... 44
  - Workstream 3 – Dangerous Goods Training ..... 44
    - WS3.1 – Transportation of Dangerous Goods Training (TDG) ..... 44
    - WS3.2 – Chemical and Gas Handling Training ..... 45
    - WS3.3 – Fire Extinguisher Hands-on Training ..... 46
    - WS3.4 – Canadian Firearms Safety Course (CFSC) ..... 46
  - Workstream 4 – Miscellaneous Training ..... 47
    - WS4.1 – Back Care and Ergonomics Training ..... 47
    - WS4.2 – Helicopter Safety Awareness Training ..... 48
    - WS4.3 – Psychological Health and Safety in the Workplace ..... 48



SW4 Tasks and Deliverables ..... 49

    SW4.1 Tasks..... 49

    SW4.1 Deliverables..... 49

SW5 Reporting..... 50

SW6 Course and Session Cancellation..... 50

SW7 Replacement of Trainer ..... 51

SW8 Language Requirements..... 51

SW9 Location of Work..... 51

SW10 NRCan’s Responsibility ..... 51

SW11 Contractor’s Responsibility ..... 52

**ANNEX “B” – BASIS OF PAYMENT..... 53**

    1. General Information..... 53

        1.1 Taxes as Related to Bids Received ..... 53

    2. Offeror Financial Offer – Pricing Details to be Completed by the Offeror ..... 53

        2.1 Training Fees ..... 53

**ANNEX “C” – INSURANCE REQUIREMENTS..... 60**

**ANNEX “D” – TRAINING EVALUATION (TO BE USED TO EVALUATE VENDOR PERFORMANCE)..... 62**



## PART 1 – GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information:** provides a general description of the requirement;
- Part 2 Offeror Instructions:** provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions:** provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications:** includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements:** includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:**
  - 7A,** includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B,** includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- Annex “A” - Statement of Work
- Annex “B” - Basis of Payment
- Annex “C” - Insurance Requirements
- Annex “D” – Training Evaluation (to be used for Vendor Performance)

### 2. Summary

By means of this Request for Standing Offer (RFSO), The Occupational Health and Safety (OHS) Branch of Natural Resources Canada (NRCan) is seeking proposals from Offerors to provide various training sessions, on an “as and when required” basis. The following are the Workstreams to be provided, along with a list of individual training courses to be provided under each Workstream. The majority of these training courses will be in the National Capital Region (NCR); however there could be a need for our Regional Offices to request this training. Regional offices consist of: British Columbia (Sidney and Vancouver), Alberta (Calgary and Edmonton), Quebec (Quebec City) and Nova Scotia (Halifax and Dartmouth).

#### **Workstream 1 – Outdoor Vehicle/Equipment Training:**

- WS1.1 All-Terrain Vehicle (ATV) training
- WS1.2 Boating Operation Practical Training
- WS1.3 Chainsaw Operation Training
- WS1.4 Snowmobile Operator Training
- WS1.5 Forklift Operator Training
- WS1.6 Small Engine Mechanics Training
- WS1.7 Front Loader Training
- WS1.8 Scissor Lift Training



- WS1.9 Working at Heights Training
- WS1.10 Mobile Crane Training
- WS1.11 Respirator Fit Testing
- WS1.12 Confined Space Training

**Workstream 2 – Wildlife Awareness Training:**

- WS2.1 Black Bear Awareness Training
- WS2.2 First Aid Wilderness Training
- WS2.3 Predator Defense Training

**Workstream 3 – Dangerous Goods Training:**

- WS3.1 Transportation of Dangerous Goods (TDG) Training
- WS3.2 Chemical and Gas Handling Training
- WS3.3 Fire Extinguisher Hands-on Training
- WS3.4 Canadian Firearms Safety Course

**Workstream 4 – Miscellaneous Training:**

- WS4.1 Back Care Ergonomics Combo Training
- WS4.2 Helicopter Safety Awareness Training
- WS4.3 Psychological Health and Safety Standard Training

**Note: Bidders can provide training on all courses or a portion of the courses to be considered for a Standing Offer Agreement. Bidders need to clearly identify in their proposal which Workstreams and courses under that Workstream you will be bidding on as well as which Regions.**

**2.1 Applicable 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).

**3. Security Requirement**

There is no security requirement associated with this Request for Standing Offer or any resulting call-ups issued against awarded Standing Offers.

**4. Debriefings**

After issuance of a standing offer, Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



## PART 2 – OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting call-ups issued against the Standing Offer, otherwise known as contract(s).

**The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements**, are incorporated by reference into and form part of the RFSO.

**Sub-Section 5.2 - Submission of Offers of 2006 (2016-04-04) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements**, is amended as follows:

DELETE: PWGSC  
INSERT: NRCan

**Sub-Section 5.4 - Submission of Offers of 2006 (2016-04-04) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements**, is amended as follows:

DELETE: sixty (60) days  
INSERT: one hundred and twenty (120) days

**Subsection 8.1 – Transmission by Facsimile of 2006 (2016-04-04) Standard Instructions – Request for Standing Offers - Goods or Services – Competitive Requirements**, is amended as follows:

DELETE: (819) 997-9776  
INSERT: (613) 995-2920

### 2. Submission of Offers

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit - Mailroom  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
**Attention: Valerie Holmes**

It is requested that the Bidder's name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder's proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.



- 2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCan will not be accepted.

### **3. Enquiries – Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than **three (3)** business days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 questions or may request that Offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



## PART 3 – OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

In support of the Policy on Green Procurement, it is requested that bidders provide their bid in separately bound sections as follows:

#### **HARD COPY:**

**Section I:** Technical Bid – 4 copies (1 original, 3 copies)

**Section II:** Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

**Section III:** Certifications – 1 copy

OR:

#### **ELECTRONIC STORAGE MEDIA (preferred method):**

Since NRCan is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**Section I:** Technical Bid – 4 copies (1 original, 3 copies)

**NOTE:** 1 CD/DVD/USB will contain: 1 Technical, sole Financial Bid, Certifications and signed first page  
3 CD/DVD/USB will contain: just the Technical Bid

**Section II:** Financial Bid - 1 copy (included with original Technical Bid).

**Section III:** Certifications – 1 copy (included with original Technical Bid and sole Financial Bid)

**Note: NRCan will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCan's preference that you submit via Electronic Storage Media in order to support to our Green Initiative.**

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) Use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) Use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Offer**

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

## **Section II – Financial Offer**

Bidders must submit their financial bid in accordance with Annex "B"- Financial Proposal. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

### **1.1 Exchange Rate Fluctuation**

SACC C3011T (2013-11-06)

## **Section III – Certifications**

Offerors must submit the certifications required under Part 5.



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Item	Mandatory Requirement Pass All Mandatory Requirements = 36 points	Compliant	Proposal Page #
<b>All Workstreams:</b>			
<b>M1</b>	The Bidder <b>MUST</b> provide a curriculum vitae (CV) for all trainers who are fully qualified to complete this work. Each CV must provide work experience and all training relevant to training courses you are wishing to provide.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M2</b>	The Bidder <b>MUST</b> have commercial liability insurance as per Annex "C". Copy to be provided with proposal, but required before award of standing offer.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M3</b>	The Bidder <b>MUST</b> provide the following contact information for the person who will manage their requirement:  Name of Contact: Phone Number: Valid Email Address:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M4</b>	All proposed trainers <b>MUST</b> be certified in accordance with the Federal or Provincial guidelines for each training course as per Annex "A" – Statement of Work requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M5</b>	The Bidder <b>MUST</b> be able to provide training in both Official Languages (English and French), as applicable per region, at the advanced level (as detailed below).  Note: a unilingual trainer is accepted for unilingual regions – French for Quebec and NB, and English for BC, Alberta, and Maritimes. A bilingual instructor is mandatory for NCR.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M6</b>	The proposed trainers <b>MUST</b> have a minimum of three (3) years of experience training in the subject matter related to the course(s) being bid on.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M7</b>	The proposed trainers <b>MUST</b> have valid first aid certification. Copy to be provided with their bid (required before award of standing offer).  Nous considérons que les formateurs doivent avoir une formation et un certificat de premiers soins et secours valides au moment de la délivrance du contrat.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M8</b>	The Bidder <b>MUST</b> provide an outline of the training plan which outlines the training from start of course to completion, for each training course being bid on.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Item	Mandatory Requirement Pass All Mandatory Requirements = 36 points	Compliant	Proposal Page #
	<p>The Bidder’s proposed Training Plan <b>MUST</b> demonstrate a clear, logical and feasible plan for punctual delivery of the identified tasks and deliverables for each training course being bid on under Annex “A” – Statement of Work. This plan should demonstrate, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Detailed Task breakdown of each training session;</li> <li>• An outline of all safety precautions in place.</li> </ul>		
<b>M9</b>	<p>The Bidder <b>MUST</b> provide two (2) work related references for clients who have received training through your company within the last ten (10) years. The following information is requested for each reference:</p> <ul style="list-style-type: none"> <li>• Name, phone number and email address for each reference to whom you provided training;</li> <li>• Dates that the training was provided</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M10</b>	<p>The Bidder <b>MUST</b> be able to provide training in at least one (1) of the following areas:</p> <ul style="list-style-type: none"> <li>• National Capital Region</li> <li>• British Columbia: Sidney, Vancouver</li> <li>• Alberta: Calgary, Edmonton</li> <li>• Quebec: Quebec City</li> <li>• Nova Scotia: Halifax, Dartmouth</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Workstream 1 Only:</b>			
<b>M11</b>	<p>The Bidder <b>MUST</b> have on their site, a fully stocked first aid kit including trauma gear for emergencies. The materials within the kit must be up to date. The Bidder must provide a list of all items in the first aid kit indicating the date when the kit was last inspected.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>WS4.3 – Psychological Health and Safety Training Only:</b>			
<b>M12</b>	<p>The proposed trainers <b>MUST</b> have a minimum of five (5) years of experience in the subject matter related to the service requirement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M13</b>	<p>The Bidder <b>MUST</b> provide an outline of a work plan from start to completion of the project.</p> <p>The Bidders work plan must demonstrate a clear, logical and feasible plan for punctual delivery of the identified tasks and deliverables under the Statement of Work for this Workstream. This plan should demonstrate a detailed Tasks Breakdown.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M14</b>	<p>The Bidder <b>MUST</b> provide two (2) work related references of companies who have received service in Psychological Health and Safety within the last ten (10) years. The following information must be included for each reference:</p> <ul style="list-style-type: none"> <li>• Name, phone number and email address of each reference to whom you provided training</li> <li>• Dates that the services were provided</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M15</b>	<p>The Bidder <b>MUST</b> be able to work and attend meetings within the National Capital Region (NCR) including Gloucester, Kanata and Nepean. See link for definition of NCR:  <a href="http://en.wikipedia.org/wiki/National_Capital_Region_%28Canada%29">http://en.wikipedia.org/wiki/National_Capital_Region_%28Canada%29</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



1.2 Point Rated Technical Criteria

Point Rated Requirements:				
Item	Requirement	Points Breakdown	Max Points	Demonstrated Compliance
<b>All Workstreams:</b>				
R1	<p>The Bidder’s proposal Training Plan should demonstrate clear, logical and feasible plan for punctual delivery for each training course being bid on, identifying tasks and deliverables under Annex “A” – Statements of Work. This plan should demonstrate, but is not limited to:</p> <ul style="list-style-type: none"> <li>Task breakdown for each training session</li> <li>Outline of safety precautions in place</li> </ul>	<p><b>Up to 15 points:</b> provides an excellent plan which outlines a safe and timely delivery of task</p> <p><b>Up to 13 points:</b> Provides a very good plan which outlines a safe and timely delivery of task</p> <p><b>Up to 11 points:</b> Provides a limited plan which outlines a safe and timely delivery of tasks</p> <p><b>9 points:</b> Provided Training Plan under Mandatory M8</p>	24	
R2	<p>Both references provided will be able to attest to the quality and success of the work undertaken by the Bidder by providing a response to the following questions:</p> <p>On a scale of 1 – 5 (5 being the best), how would you rate the Bidder’s performance in the following areas:</p> <ul style="list-style-type: none"> <li>The quality of the training sessions provided up to a maximum of 10 points each (a-c);</li> </ul>	<p>a) Expertise of the Trainer ( max 10 points)</p> <p>b) Clarity of Presentation (max 10 points)</p> <p>c) Completeness of training (max 10 points)</p>	<p><b>Max 30</b> <b>Min 18</b></p>	
R3	<p>The Bidder demonstrates that they have the capacity to provide continuity in services in excess of the proposed trainers under M1.</p> <p>Each additional compliant trainer proposed in excess of the mandatory required in this RFP = 2 points (maximum 10 points).</p>		10	
<b>WS4.3 – Psychological Health and Safety Training only:</b>				
R4	<p>The Bidder’s proposed work plan should demonstrate a clear, logical and feasible plan for</p>	<p><b>Up to 15 points:</b> provides and excellent plan which</p>	15	



Point Rated Requirements:				
Item	Requirement	Points Breakdown	Max Points	Demonstrated Compliance
	punctual delivery of the identified tasks and deliverables under the Statement of Work	<p>outlines timely delivery of task</p> <p><b>Up to 10 points:</b> provides a very good plan which outlines timely delivery of tasks</p> <p><b>Up to 5 points:</b> provides a limited plan which outlines a timely delivery of tasks</p> <p><b>0 points:</b> provides an unsatisfactory plan which does not outline timely delivery of tasks</p>		
<b>R5</b>	<p>Both references provided are to be able to attest to quality and success of the work undertaken by the Bidder by providing a response to the following:</p> <p>On a scale from 1 to 5 (5 being the best) how would you rate the Bidder's performance in the following areas:</p> <ul style="list-style-type: none"> <li>The quality of the work provided</li> <li>Their ability to stay within scheduled timelines</li> </ul>	<p>A maximum of <b>10 points</b> per reference, using the scale rating below, in response to each reference:</p> <p><b>5 points:</b> Excellent  <b>3 points:</b> Good  <b>0-2 points:</b> Poor / unsatisfactory</p>	<b>20</b>	
<b>Points for Meeting Mandatory Requirements</b>			<b>36</b>	
<b>Total Points Available for Point Rated Requirements</b>			<b>99</b>	
<b>Total Points Available (Mandatory + Point Rated Requirements)</b>			<b>135</b>	

Language Grid			
Legend/Légende	Oral	Comprehension	Written
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>fully understand very simple texts;</li> <li>grasp the main idea of texts about familiar topics; and</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	A person speaking at this level can:	A person reading at this level can:	A person writing at this level can:



	<ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on actions taken;</li> <li>give straightforward instructions to employees; and</li> <li>provide factual descriptions and explanations.</li> </ul>	<ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and</li> <li>distinguish main from subsidiary ideas.</li> </ul>	<ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>support opinions; and</li> <li>understand and express hypothetical and conditional ideas</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complex details, inferences and fine points of meaning; and</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>

## 2. Basis of Selection

Only those bids that are deemed to be responsive (compliant) will be evaluated under the basis of selection:

### Highest Combined Rating of Technical Merit and Price

The responsive (compliant) Bidder with the highest combined rating of technical merit (**70%**) and price (**30%**) will be recommended for award of a contract. See the following example table below.

example of 70% Technical Merit and 30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
<b>Technical Points Achieved by Bidder</b>	88	82	76
<b>Price Quoted by Bidder</b>	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
<b>Bidder 1</b>	$\frac{88}{88} \times 70 = 70.00$	$\frac{75}{85} \times 30 = 26.47$	96.47
<b>Bidder 2</b>	$\frac{82}{88} \times 70 = 65.23$	$\frac{75}{80} \times 30 = 28.13$	93.36
<b>Bidder 3</b>	$\frac{76}{88} \times 70 = 60.46$	$\frac{75}{75} \times 30 = 30.0$	90.46
*	Represents the highest technical score		
**	Represents the lowest priced proposal		

**Assumption:** Three responsive (compliant) bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest bid price receive full rated percentage and other proposals are pro-rated accordingly.

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 1.

**Note:** Should there be a qualified Aboriginal Company, NRCan reserves the right to set-aside one (1) Standing Offer Agreement under PSAB for this Aboriginal Firm

Standing Offers will be awarded against each Workstream identified herein and the Regions that they can be delivered in.



**Offerors will be ranked for each course offered on a per course basis.**



## PART 5 – CERTIFICATIONS

### 1. Conditions Precedent to Award of Standing Offer

Offerors must provide the required certifications and associated information to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

The certifications provided by Offerors to Canada is subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a Contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 1.1 *Certifications Precedent to Issuance of a Standing Offer*

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame with which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

##### 1.1.1 Integrity Provisions – Associated Information

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 Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

##### 1.1.2 Federal Contractors Program for Employment Equity – Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 2. Additional Certifications Precedent to Issuance of a Standing Offer

#### 2.1 *Status and Availability of Resource*

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.



If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

**2.2 Education and Experience Certification**

The Offeror certifies that all information provided herein is accurate. Furthermore, the Offeror certifies that the personnel proposed for this requirement are capable of satisfactorily performing the requirement described herein.

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

**2.3 Former Public Servants**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive

**Definitions**

For the purposes of this clause,

"Former public servant" means a 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 and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

"pension" means, in the context of the fee abatement formula, 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 (FPS) in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) Name of former public servant;
(b) Date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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: Number of weeks:
(g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program:
(h) Other Contracts subject to Work Force Reduction Program Restrictions:

Contract Number:

Contract Amount (Professional Fees):

Three horizontal lines for contract number input

Three horizontal lines for contract amount input

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Signature of Authorized Company Official

Date

2.4 Aboriginal Designation

Who is eligible?

- a) An Aboriginal business, which can be:
i. a band as defined by the Indian Act
ii. a sole proprietorship
iii. a limited company



- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements will render the bid/offer/arrangement non-responsive.

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

**2.5 Rate or Price Certification**

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

**2.6 Integrity Provisions - Certification**

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.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.



Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date



## **PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

There is no security requirement associated with this Request for Standing Offer, or any subsequent call-ups issued against awarded Standing Offers.

### **2. Financial Capacity**

*SACC Manual* clause M9033T (2011-05-16) - Financial Capability

### **3. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.



## PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 2. Security Requirement

There is no security requirement applicable to this Standing Offer.

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### 3.1 General Conditions

**2005 (2016-04-04) - General Conditions - Standing Offers - Goods or Services**, apply to and form part of the Standing Offer.

**Section 1 of 2005 (2016-04-04) – Interpretation**, should be amended as follows:

DELETE: Public Works and Government Services Canada

INSERT: Natural Resources Canada

##### 3.2 Supplemental General Conditions

###### 3.2.1 International Sanctions

Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions. Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-e.asp>.

It is a condition of this Contract that the Contractor not supply to the Government of Canada any goods or services which are subject to economic sanctions.

By law, the Contractor must comply with changes to the regulations imposed during the life of the contract. During the performance of the Contract should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned countries or the additions of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Contractor, the situation will be treated by the Parties as a force majeure. The Contractor shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.



### 3.2.2 Dispute Resolution

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

Organizations are encouraged to select from one of the following two options:

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 3.2.3 Withholding Tax of 15 Percent (%)

The Contractor agrees that, pursuant to the provisions of the Income Tax Act, Canada is empowered to withhold an amount of 15% of the price to be paid to the Contractor, if the Contractor is a non-resident Contractor as defined in said Act. This amount will be held on account with respect to any liability for taxes which may be owed to Canada.

### 3.2.4 Foreign Nationals

SACC Manual clause [A2000C](#) (2006-06-16) - Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2001C](#) (2006-06-16) - Foreign Nationals (Foreign Contractor)

### 3.2.5 Compliance with Mandatory Certifications

Compliance with the Certifications provided by the successful Bidder (Contractor) is a condition of the Contract and is subject to verification by Canada during the entire period of the Standing Offer. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor in its proposal is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Standing Offer, to terminate the Standing Offer and/or any resulting Call-up issued against the Standing Offer for default.



### 3.2.6 Method of Payment

Upon completion of any services provided, and the submission of an invoice in a form, and containing required information (as will be detailed in the contract), acceptable to the Project Authority; the Method of Payment is as follows:

- Payment upon completion for charges incurred in accordance with the Basis of Payment.

### 3.2 Standing Offers Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "A". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than **ten (10)** calendar days after the end of the reporting period.

## 4. Term of Standing Offer

### 4.1 Period of the Standing Offer

The period for the Standing Offer is for a twelve (12) month period from Standing Offer Award with four (4) twelve month option periods. The period shall before on date of award of Agreement until **December 31, 2018**.

### 4.2 Option to Extend Standing Offer

NRCan reserves the right to extend the period of the Standing Offer for up to **four (4)** additional **twelve (12)** month periods, under the same terms and conditions. NRCan may exercise the option, or any extension thereof, at any time by written notice to the Offeror (Contractor) at least 30 calendar days prior to the Standing Offer expiry date.

The Contractor agrees that, during the extended period of the Standing Offer, the rates/prices will be in accordance with the provisions of the Standing Offer.

The option may only be exercised by the Project Authority and any extension to the period will be evidenced through a formal Standing Offer amendment issued by the Contracting Authority.

### 4.3 Standing Offer Holder Performance Evaluation

NRCan will be evaluating the performance of Standing Offer Holders for any given course. The performance will be evaluated against Annex "D" – Vendor Performance Evaluation, upon completion of each training course. The Vendor Performance Evaluation will be used to ensure the Standing Offer Holders are providing quality training under each call-up.



The purpose of the Vendor Performance Sheet is intended to promote ongoing communications with and acceptable performance from the Standing Offer Holders. The Vendor Performance Evaluation is to be used for each completed training source to provide the SO Holder with an assessment of their performance. The SO Holder shall have the opportunity to provide comments on their scored performance. At the end of each call-up, the Vendor Performance Evaluation will be provided to the SO Holder for their response and the final score attributed by NRCan shall be deemed final, at NRCan’s full discretion.

Failure to pass the Vendor Performance Evaluation with a score of 80% or higher could result in the SO Holder being penalized for their performance. The percentage will be an overall average of the submitted results. Such penalties would result in one or more of the following:

- Meet with NRCan, at the Vendor’s expense, to review training material and training approach to determine how to resolve the negative feedback;
- Deny inviting the SO Holder on the next two (2) opportunities, after the second averaged score obtained below 80%, for a given course offering;
- Deny inviting the SO Holder on any future requirements during the full duration of the Standing Offer, including option periods, after the third---- failed score obtaining below 80%.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority will be:

**Valerie Holmes**

Procurement Specialist  
Natural Resources Canada  
580 Booth Street, 5<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 0E4  
Tel: 343-292-8371  
Fax: 613-947-5477  
Email: [Valerie.holmes@canada.ca](mailto:Valerie.holmes@canada.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 5.2 Project Authority

The Project Authority for the Standing Offer is *(identified in the call-up against the Standing Offer)*.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 5.3 Offeror’s Representative

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 Email: \_\_\_\_\_



#### 5.4 **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. **Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: **Natural Resources Canada**

### 7. **Call-up Procedures**

#### **Right of first refusal basis:**

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror for that particular course in the desired location to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next ranked Offeror. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked Offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

### 8. **Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using a call-up against a Standing Offer (942).

### 9. **Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed **\$40,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

### 10. **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 Call up Against the Standing Offer, including any annexes;
- b) The Articles of the Standing Offer;
- c) The General Conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) The Supplemental General Conditions, defined herein;
- e) Annex "A" - Statement of Work;
- f) Annex "B" - Basis of Payment;
- g) Annex "C" – Insurance Requirements
- h) The Offeror's offer dated \_\_\_\_\_.



## **11. Certifications**

### **11.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **12. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Statement of Work**

The Contractor must perform the Work described in each call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

**2035 (2016-04-04) - General Conditions - Higher Complexity - Services**, apply to and form part of the Contract.

### **3. Supplemental General Conditions**

#### **3.1 International Sanctions**

Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions. Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-e.asp>.

It is a condition of this Contract that the Contractor not supply to the Government of Canada any goods or services which are subject to economic sanctions.

By law, the Contractor must comply with changes to the regulations imposed during the life of the contract. During the performance of the Contract should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned countries or the additions of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Contractor, the situation will be treated by the Parties as a force majeure. The Contractor shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.



### **3.2 Dispute Resolution**

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

Organizations are encouraged to select from one of the following two options:

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### **3.3 Withholding Tax of 15 Percent (%)**

The Contractor agrees that, pursuant to the provisions of the Income Tax Act, Canada is empowered to withhold an amount of 15% of the price to be paid to the Contractor, if the Contractor is a non-resident Contractor as defined in said Act. This amount will be held on account with respect to any liability for taxes which may be owed to Canada.

### **3.4 Foreign Nationals**

SACC Manual clause [A2000C](#) (2006-06-16) - Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2001C](#) (2006-06-16) - Foreign Nationals (Foreign Contractor)

### **3.5 Compliance with Mandatory Certifications**

Compliance with the Certifications provided by the successful Bidder (Contractor) is a condition of the Contract and is subject to verification by Canada during the entire period of the Standing Offer and any resulting Call-up issued against the Standing Offer. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor in its proposal is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Standing Offer, to terminate the Standing Offer and/or any resulting Call-up issued against the Standing Offer for default.



**3.6 Method of Payment**

Not more frequently than once a month, upon submission of an invoice in a form, and containing required information (as will be detailed in the contract), acceptable to the Project Authority; the Method of Payment is as follows:

- Payment monthly for charges incurred in accordance with the Basis of Payment.

**4. Term of Contract**

**4.1 Period of the Contract**

Delivery must be completed in accordance with the call-up against the Standing Offer.

**5. Payment**

**5.1 Basis of Payment (Firm Price, Firm Unit Price(s) or Firm Lot Price(s))**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in each call-up. 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.

**5.2 SACC Manual Clauses**

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department

**5.3 Payment by Credit Card**

The following credit cards are accepted:

- Visa
- Mastercard

**6. Invoicing Instructions**

Invoices shall be submitted using one of the following methods:

<p><u>E-mail:</u></p> <p><a href="mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca">NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>	<b>OR</b>	<p><u>Fax:</u></p> <p>Local NCR region: <b>613-947-0987</b> Toll-free: <b>1-877-947-0987</b></p> <p><b>Note:</b> Use highest quality settings available.</p>
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Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>



## **7. Certifications**

### **7.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **8. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province the training courses are taking place in.

## **9. 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 Call up Against the Standing Offer, including any annexes;
- b) The Articles of the Standing Offer;
- c) The General Conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) The Supplemental General Conditions, defined herein;
- e) Annex "A" - Statement of Work;
- f) Annex "B" - Basis of Payment;
- g) Annex "C" – Insurance Requirements
- h) Annex "D" – Vendor Performance Evaluation
- i) Annex "E" - Ranking
- j) The Offeror's offer dated \_\_\_\_\_.

## **10. Insurance**

*SACC Manual* Clause G1005C (2008-05-12) – Insurance



## ANNEX “A” – STATEMENTS OF WORK

### SW1 Requirement

Theory and Practical training related to the following training courses under this Workstream, on an “as and when required” basis. The majority of the training courses will be held in the National Capital Region (NCR); however, there could be a need for Regional training in British Columbia (Sidney and Vancouver), Alberta (Calgary and Edmonton), Quebec (Quebec City) and Nova Scotia (Halifax and Dartmouth). Please note that travel and living expenses will not be reimbursed for regional training.

#### Workstream 1 – Outdoor Vehicle/Equipment Training

- WS1.1 All-Terrain Vehicle (ATV) training;
- WS1.2 Boating Operator Practical Training
- WS1.3 Chainsaw Operation Training
- WS1.4 Snowmobile Operator Training
- WS1.5 Forklift Operator Training
- WS1.6 Small Engine Mechanics Training
- WS1.7 Front Loader Training
- WS1.8 Scissor Lift Training
- WS1.9 Working at Heights Training
- WS1.10 Mobile Crane Training
- WS1.11 Respirator Fit Testing
- WS1.12 Confined Space Training

#### Workstream 2 – Wildlife Awareness Training

- WS2.1 Black Bear Awareness Training
- WS2.2 First Aid Wilderness Training
- WS2.3 Predator Defense Training

#### Workstream 3 – Dangerous Goods Training

- WS3.1 Transportation of Dangerous Goods Training
- WS3.2 Chemical and Gas Handling Training
- WS3.3 Fire Extinguisher Hands-On Training
- WS3.4 Canadian Firearms Safety Course

#### Workstream 4 – Miscellaneous Training

- WS4.1 Back Care Ergonomics Combo Training
- WS4.2 Helicopter Safety Awareness Training
- WS4.3 Psychological Health and Safety in the Workplace Training

### SW2 Objective

#### Note: This pertains to all Workstreams

In order to fulfil its obligations to provide Health and Safety Training, the Lands and Minerals Sector (LMS) Management Services and International Affairs Division (MSIAD), Strategic Policy and Operations Branch (SPOB), Natural Resources Canada (NRCan) is requesting the services of private sector businesses to provide Theory and Practical training.

It is essential that LMS employees are provided with the training required to perform their duties.

The majority of the training will take place in the National Capital Region (NCR); however, there could be a need for Regional Training. Should there be a need for Regional training, NRCan will not reimburse for any travel and living expenses.



## SW3 Scope of Work

### Workstream 1 – Outdoor Vehicle/Equipment Training

#### WS1.1 All-Terrain Vehicle (ATV) Training

The Contractor will deliver a 1- day Theory and Practical ATV training to a minimum of 6 and maximum of 8 participants per session as and when requested by providing:

- a) A high level of certified theory and practical training to allow the employee to obtain a passing mark indicating the employee has taken and passed the training to the satisfactory level required to safely and independently operate an ATV. Certificates are to be provided to employees who pass at the end of the training date.
- b) Teaching methods which will develop employee's skills when operating an ATV including, but not limited to:
  - Practical ride option
  - Local regulations/laws
  - Licence requirements
  - Personal protective equipment
  - Hand signals
  - Operating ATV on incline
  - Loading ATV on trailer
  - Unloading ATV from trailer
  - Legislation
  - Maintenance
  - Troubleshooting minor ATV mechanical problems
- c) An adequate allocation of time for question and answer to the satisfaction of the employees in order to ensure that the employees have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with students and instructor.
- e) Availability to teach annually
- f) Availability to teach Monday to Friday between 8:300 a.m. and 4:00 p.m.

#### WS1.2 Boating Operation Practical Training

The Contractor will deliver 1- day Boating Operation Practical training to a **minimum and maximum of 4** participants per session by providing:

- a) a high level of certified training to allow the employee to obtain a passing mark indicating the employee has taken and passed the training to the satisfactory level required to safely and independently operate a boat. Certificates are to be provided to employees at the end of the training date.
- b) Teaching methods which will develop employee's skills when operating a boat including, but not limited to:
  - Local regulations/laws;
  - Licence requirements;
  - Hands on operation of rigid hull inflatable boat and aluminium boat;
  - Practical portion on appropriate body of water which can allow to simulate rougher conditions, where possible;
  - Personal protective equipment;



- Loading boat onto trailer;
  - Unloading boat from trailer;
  - Inflating and deflating rigid hull inflatable boat;
  - Use of motor, maintenance, troubleshooting;
  - Legislation;
  - Maintenance of both types of boats;
  - Safety precautions;
  - Emergency measures;
  - Operating in severe conditions
- c) An adequate allocation of time for question and answer to the satisfaction of the employees in order to ensure that the employees have a full understanding of their training.
- d) Number of students per course will be four (4). Number of persons in boat will be 5 including the instructor.
- e) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with students and instructor.
- f) Availability to teach annually.
- g) Availability to teach Monday to Friday between 8:30 a.m. and no later than 3:00 p.m.

**WS1.3 Chainsaw Operation Training**

The Contractor will provide a 2-day Theory and Hands-on Chainsaw Operation training session (including practical portions) as and when requested by providing:

- a) A high level of certified training to allow the employee to obtain a passing mark indicating the employee has taken and passed the training to the satisfactory level required to safely and independently operation a chainsaw.
- b) Teaching methods which will develop employee's skills when operating a chainsaw, including but not limited to:
- Safe operating techniques (including starting and usage positions);
  - Cutting and falling trees;
  - Sharpening equipment;
  - Personal protective equipment;
  - Type of clothing to wear;
  - Building shelters/lean-tos;
  - Preventive maintenance of chainsaw;
  - Fueling and starting precautions;
  - Transporting of chainsaw; and
  - Cleaning of air filter in chainsaw.
- c) An adequate allocation of time for question and answer to the satisfaction of the employees in order to ensure that the employees have a full understanding of their training.
- d) Number of students per course will be four (4). Number of persons in boat will be 5 including the instructor.
- e) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with students and instructor.
- f) Availability to teach annually.



- g) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

#### **WS1.4 Snowmobile Operator Training**

The Contractor will provide Theory and Practical Snowmobile training as and when requested by providing:

- Local regulations/laws;
  - Licence requirements;
  - Personal protection equipment;
  - Practical ride portion;
  - Hand signals;
  - Operating a snowmobile on incline;
  - Loading snowmobile onto trailer;
  - Unloading snowmobile from trailer;
  - Legislation;
  - Maintenance; and
  - Riding in severe conditions
- c) An adequate allocation of time for question and answer to the satisfaction of the employees in order to ensure that the employees have a full understanding of their training.
- d) Number of students per course will be four (4). Number of persons in boat will be 5 including the instructor.
- e) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with students and instructor.
- f) Availability to teach annually.
- g) Availability to teach Monday to Friday between 8:30 a.m. and no later than 3:00 p.m.

#### **WS1.5 Forklift Operator Training**

The Contractor will provide certified Forklift Operator training for up ten (10) LMS employees, per session, on an “as and when requested” basis by providing:

- a) A high level of certified training to allow the employee to obtain a passing mark indicating the employee has taken and passed the training to the satisfactory level required to operate a forklift safely and independently and to obtain Forklift Operator Certification.
- b) Teaching methods which will develop employee’s skills when operating a forklift.
- c) An adequate allocation of time for question and answer to the satisfaction of the employees in order to ensure that the employees have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with students and instructor.
- e) Availability to teach annually between September and end of December, but not limited to this time.
- f) Availability to teach Monday to Friday between 8:30 a.m. and no later than 3:00 p.m.



### **WS1.6 Small Engine Mechanic Training**

The Contractor will provide Theory and Hands on Small Engine Mechanics Training, by providing:

- a) A high level of certified training to allow the employee to obtain a passing mark indicating the employee has taken and passed the training to the satisfactory level required to safely and independently maintain and perform minor repairs on a small engine.
- b) Teaching methods which will develop employee's skills when maintaining and performing minor repairs to a small engine, including but not limited to:
  - Safety precautions;
  - ATV small engine;
  - Snowmobile small engine;
  - Boat motor for zodiac;
  - Boat motor for aluminium boat;
  - Chainsaws;
  - Maintenance;
  - Personal protective equipment; and
  - Fuelling and starting precautions
- c) An adequate allocation of time for question and answer to the satisfaction of the employees in order to ensure that the employees have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with students and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

### **SW1.7 Front Loader Training**

The Contractor will provide 1-day Front Loader training to a **minimum and maximum of 6** per session, on an "as and when requested" basis by providing:

- a) A high level of certified training to allow the participant to obtain a passing mark and certification. Upon successful completion of the written theory test and final practical assessment, a certification card and diploma for the Front End Loader course is to be provided.
- b) Teaching methods which will develop employee's skills when operating a front loader, at a minimum should include:
  - Regulations; federal and provincial
  - Types of front end loaders and attachments
  - Main parts and function
  - Main controls and functions
  - Operating Safety
  - Safe Front End Loader Operation:
    - Pre-use inspections
    - Filling and dumping the bucket
    - Digging, leveling and undercutting



- Loading a truck
  - Operating on a slope or grade
  - Shutdown and parking
  - Proper loading and transporting with trailer
  - working with a signal person
  - Fuel Types and Fire Safety: gasoline & diesel fuel and workplace fire safety procedures
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

**SW1.8 Scissor Lift Training**

The Contractor will provide a 1-day theory and practical Scissor Lift training to a **minimum and maximum of 6** per session, on an “as and when requested” basis by providing:

- a) A high level of certified training to allow the participants to obtain a passing mark indicating they have taken and passed the training to the satisfactory level required to safely and independently operate and maintain a scissor lift in compliance with the *CLC Part II* and associated regulations.
- b) The Contractor will provide theory and practical scissor lift training, an exam summary report, and attendance sheet and course evaluation as per requirements of this contract. Each participant, who has successfully completed the training, shall be granted a certificate of completion.

Teaching methods which will develop employee’s skills when operating a scissor lift, at a minimum should include but not limited to:

- Hazard identification associated with operating scissor lifts
  - Fines & penalties for improper use of the equipment
  - Lifting device & mobile equipment definitions
  - Fall arrest; required, and recommended
  - Pre-shift equipment inspection and work area survey requirements
  - Site specific hazards, and controls for safe operation of a scissor lift
  - Safety decals, load capabilities, and specific equipment requirements
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.



### **SW1.9 Working at Heights Training**

The contractor will provide a 1-day high level certified Theory and Practical training to a **minimum and maximum of 6** in compliance with the *CLC Part II* and provincial Ministry of Labour regulations. Training will be provided on an “as and when requested” basis providing:

- a) A high level of certified training to allow the participants to obtain a passing mark indicating they have taken and passed the training to the satisfactory level required to safely and independently work at heights in compliance with the *CLC Part II* and associated regulations.
- b) The Contractor will provide theory and practical Working at Heights training, an exam summary report, and attendance sheet and course evaluation as per requirements of this contract. Each participant, who has successfully completed the training, shall be granted a certificate of completion.

Teaching methods which will develop employee’s skills when working at heights, including but not limited to:

Working at Heights Basic Theory:

- Legislated rights and responsibilities
- General hazard recognition for working at heights,
- Hierarchy of controls,
- Safety procedures for warning methods and physical barriers,
- Safety procedures for ladders and similar equipment; and
- An introduction to personal fall protection equipment.

The Working at Heights Practical:

- Barriers and safety nets
  - Personal fall protection equipment,
  - Safety equipment inspection
  - Donning and doffing safety harnesses
  - Anchor points,
  - Work positioning systems, work access and platforms; and
  - Rescue planning
  - Encourage employees to bring government issued harnesses and equipment to class so they can be inspected and properly fitted
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
  - d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
  - e) Availability to teach annually.
  - f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.



### **SW1.10 Overhead Crane Training**

The Contractor will provide a 1-day mobile crane training course to a **minimum and maximum of 6** in compliance with the *CLC Part II* and CSA Standard B167-08 (R2015) *Overhead Traveling Cranes* on an “as and when requested” basis.

- a) A high level of theory and practical training to allow the employee to obtain a passing mark indicating the participant has taken and passed the training to the satisfactory level required to safely and independently operate an overhead crane in compliance with the *CLC Part II* and associated regulations.
- b) The Contractor will provide theory and practical Overhead Crane training, an exam summary report, and attendance sheet and course evaluation as per requirements of this contract. Each participant, who has successfully completed the training, shall be granted a certificate of completion.

In compliance with *the CLC Part II* and associated regulations, the teaching methods which will develop the participant’s skills when working in confined spaces, at a minimum should include but not limited to:

- Equipment inspection, testing and maintenance
  - Safe operation
  - Identify an over-capacity lift
  - Rigging equipment
  - Load restrictions
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
  - d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participant and instructor.
  - e) Availability to teach annually.
  - f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

### **SW1.11 Respirator Training and Fit Testing**

The contractor will provide a 1-day Respirator Training and Fit Testing course to a **minimum and maximum of 6**. The course outline will comply with the Occupational Health and Safety Regulations and pertinent legislations and be offered on an “as and when requested” basis.

- a) A high level of theory and practical training to allow the participants to obtain a passing mark indicating they have taken and passed the training to the satisfactory level required to safely and independently know when and how to don a respirator in compliance with the *CLC Part II*, CSA Standard Z94.4 *Selection, Use, and Care of Respirators*.
- b) The Contractor will provide theory and practical Respirator training and Fit Testing, an exam summary report, and attendance sheet and course evaluation as per requirements of this contract. Each participant, who has successfully completed the training, shall be granted a certificate of completion.

In compliance with *the CLC Part II*, CSA Standard Z94.4 *Selection, Use, and Care of Respirators* and associated regulations, the teaching methods which will develop employee’s knowledge and skills. At a minimum the training should include but not limited to:



- Types of masks, respirators and cartridges
  - Selection and change out procedures
  - Task appropriate respirator, mask, SCBA
  - Identification of contaminants
  - Cleaning, inspection, maintenance and storage of respirators
  - Fit Testing
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

### **WS1.12 Confined Space Training**

The contractor will provide a 1-day confined space training course to a **minimum and maximum of 6**. The course outline will comply with the Occupational Health and Safety Regulations 11.11(1)(2) and any other pertinent legislation on an “as and when requested” basis.

- a) The Contractor will provide theory and practical confined space training, an exam summary report, attendance sheet and course evaluation as per requirements of this contract. Each participant, who has successfully completed the training, shall be granted a certificate of completion.
- b) Theory and practical confined space training, an exam summary report, attendance sheet and course evaluation as per requirements of this contract and, to each participant, who has successfully completed the training, a certificate indicating successful completion of the training.

Teaching methods which will develop employee’s skills when working in confined spaces at a minimum should include but not limited to:

- Risks and hazards associated with working in a confined space environment
  - Plan, Lock-out Procedures, Atmospheric Monitoring, Evaluation of Changing Hazards, Ventilation, Entry Permits
  - On-site Rescue Procedures.
  - Safety recommendations and accident prevention controls related to confined space entries
  - Air monitoring regulations regarding oxygen levels
  - LEL and other permissible exposure limits of toxic fumes, vapour or gases
  - General instrument operation and maintenance
  - Basic operational principle of Self-Contain Breathing Apparatus (SCBA) and Supplied Air Respirators (SAR) and Cartridge Respirators
  - The proper sequences for donning and doffing as well as proper mask fitting to ensure correct seal
  - Safe and practical non-entry methods for casualty rescues from a confined space environment
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.



- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

## **Workstream 2 – Wildlife Awareness Training**

### ***WS2.1 Black Bear Awareness Training***

The Contractor will provide a one day Bear Awareness Training session to a minimum of 10 and maximum of 20 per session, by providing:

- a) A high level of qualified training to allow the employee to obtain sufficient knowledge to increase awareness of bear habits and how to react and deal with bear encounters.
- b) Teaching methods which will develop participant's skills with regards to dealing with bear encounters, including but not limited to:
  - Outdoor portion consisting of practice on use of inert pepper spray and bear bangers;
  - How to avoid encounters, where possible;
  - What to do when face to face with a black bear;
  - Habits of a black bear;
  - Precautions for camp; and
  - Food precautions
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

### ***WS2.2 – First Aid Wilderness Training***

The Contractor will provide Wilderness First Aid Certification training of a minimum of 8 and maximum of 12 participants per session on an "as and when required" basis, by providing:

- a) A high level of certified training to allow the participant to obtain a passing mark indicating they have taken and passed the training to the satisfactory level required to administer Wilderness First Aid and to obtain certification in Wilderness First Aid.
- b) Teaching methods which will develop employee's skills in Wilderness First Aid.
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.



- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

### ***WS2.3 – Predator Defence Training***

The Contractor will provide a 2-day Predator Defence training session to a minimum of 10 and maximum of 15 participants per session, by providing:

- a) A high level of qualified training to allow the employee to obtain sufficient knowledge to increase awareness regarding a full range of human interactions with potential high and sub-arctic wildlife threats.
- b) Teaching methods which will develop employee's skills with regards to dealing with wildlife predator encounters, including but not limited to:
  - Outdoor portion consisting of practice on use of inert pepper spray and bear bangers;
  - Practical phases of training include escalating means of defence ranging from physical and verbal posturing through use of non-lethal pyrotechnics and remote camp layouts;
  - How to avoid encounters where possible with polar bears, black bears, grizzly bears, arctic and grey wolves, arctic fox, walrus and narwhal;
  - What to do when face to face with a wildlife predator;
  - Habits of a predator;
  - Precautions for camp; and
  - Food precautions

**Note: No firearms are to be included in or used during this training session.**

- c) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- d) Availability to teach annually.
- e) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

### **Workstream 3 – Dangerous Goods Training**

#### ***WS3.1 – Transportation of Dangerous Goods Training (TDG)***

The Contractor will deliver a 3-day Theory and Practical Transportation of Dangerous Goods (TDG) training to a minimum of 8 and maximum of 15 participants per session, on an "as and when requested" basis, by providing:

- a) A high level of certified training to allow the participants to obtain a passing mark indicating they have taken and passed the training to the satisfactory level required to obtain a Transportation of Dangerous Goods certificate. The Contractor is to provide to each participant who has successfully completed the training, a certificate indicating successful completion of the training.
- b) Teaching and examination methods which will develop employee's skills when transporting or receiving dangerous goods, including but not limited to:
  - Transportation of dangerous goods by air;



- Transportation of dangerous goods by road;
  - Transportation of radioactive substances;
  - Legislation pertaining to Transportation of Dangerous Goods;
  - Recognizing risks and consequences;
  - Precautionary measures to avoid emergency situations;
  - Legal requirements to remain within certification; and
  - Maintaining certification
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.
- g) The Contractor is responsible to be familiar with TDG Act and all other legislation applicable to transportation of dangerous goods. The Contractor is also responsible to know where to find and have access to this legislation.

### ***WS3.2 – Chemical and Gas Handling Training***

The Contractor will provide a one day foundational course and half day refresher to participants which will provide Theory and Practical Chemical and Gas Handling Training to a minimum of 8 and maximum of 15 participants per session, by providing:

- a) A high level of certified training to allow the participants to obtain a passing mark indicating they have taken and passed the training to the satisfactory level required to safely handle chemicals and gases and manage minor chemical spills and accidental gas releases.
- b) Teaching methods which will develop participant's skills when handling chemical and gases, including but not limited to:
- Safe handling of chemicals and gases;
  - Eyewash use including practical demonstration;
  - Training on specific types of chemicals and gases (list to be provided by client);
  - Managing small chemical spills;
  - Managing accidental gas release;
  - Practical scenario portion including spill cleanup using inert non-hazardous substance;
  - Personal protective equipment;
  - Type of clothing to wear (and what not to wear);
  - Type of footwear to wear (and what not to wear);
  - Recognizing risks and consequences;
  - Precautionary measures to avoid emergency situations;
  - Review of GHS;
  - MSDS interpretation;
  - Use of fumehood;
  - Compatibilities;
  - Connect and disconnect of gas cylinders;
  - Decanting chemicals; and
  - Storing of chemicals and gases



- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

### ***WS3.3 – Fire Extinguisher Hands-on Training***

The Contractor will provide a 3.5 hrs (half day). Theory and Practical Fire Extinguisher Hands-on training session (including operation of a Fire Extinguisher on a real fire using a Fire Department approved fire pit) for to a minimum of 8 and maximum of 15 participants per session, on an “as and when requested” basis, by providing:

- a) A high level of certified training to allow the participant to obtain a passing mark indicating they have taken and passed the training to the satisfactory level required to safely and independently operate a fire extinguisher.
- b) Teaching methods which will develop participant’s skills when operating the fire extinguisher.
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) A training facility that is clean, safe and secure environment to accommodate at least 15 participants per training session.
- e) A permit to burn to conduct the practical portion of the fire extinguisher training.
- f) Fire extinguishers are required for conducting the practical portion of the training and for demonstration purposes.
- g) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- h) Availability to teach annually.
- i) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

### ***WS3.4 – Canadian Firearms Safety Course (CFSC)***

The Contractor will provide a certified Canadian Chief Firearms Office approved Canadian Firearms Safety Course for Non-Restricted Firearms or Restricted Firearms for to a minimum of 8 and maximum of 10 participants, per session, by providing:

- a) A high level of certified training to allow the participants to obtain a passing mark indicating they have taken and passed the training to the satisfactory level required to obtain a non-restricted or restricted possession and acquisition firearms licence. **The Contractor is to provide to each employee who has successfully completed the training, a certificate indicating successful completion of the training. This certificate will be used as proof of having taken and passed the course for internal purposes.** This is required in addition to the regulated documentation required to be provided to the participants on the CFSC when applying for a Possession and Acquisition Licence (PAL).
- b) Teaching methods which will develop participant’s skills when handling non-restricted firearms and/or restricted firearms, including but not limited to:
  - Operation of firearms according to Canadian Chief Firearms Office regulations;



- Recognizing the risks and consequences;
  - Precautionary measures and avoid emergency situations; and
  - Legal requirements to keep license active
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.
- g) A training facility that is clean, safe and secure environment to accommodate at least 12 participants per training session.
- h) The Contractor is responsible to be familiar with the Canadian Chief Firearms Office Regulations and all other Regulations and Laws applicable to Firearms as well as all requirements, rules and regulations that apply to the Canadian Chief Firearms Office approved CFSC. The Contractor is also responsible to know where to find and have access to these rules and regulations.

## **Workstream 4 – Miscellaneous Training**

### ***WS4.1 – Back Care and Ergonomics Training***

The Contractor will provide a half day Back Care Ergonomic Combo training session on an “as and when requested” basis of to a minimum of 8 and maximum of 15 participants, by providing:

- a) A high level of certified training to allow the participants to obtain sufficient knowledge to increase awareness of back care and ergonomics.
- b) Teaching methods which will develop participant’s skills with regards to back care and ergonomics, including but not limited to:
- Customizing your workstation;
  - Avoiding eye strain and fatigue;
  - Proper positioning at your workstation;
  - Setting up your environment properly;
  - Rest and exercise at work;
  - Back lifting;
  - Lifting aids;
  - Anatomy and physiology of human back;
  - Common back disorders;
  - Importance of good posture and body mechanics;
  - Safe lifting and carrying techniques;
  - Back fitness and exercise techniques;
  - Lifting situations in Office, Field and Lab work; and
  - Ergonomic situations in Office, Field and Lab work
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.



- d) One 15-minute break for half day training.
- e) Availability to teach annually.
- f) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.

***WS4.2 – Helicopter Safety Awareness Training***

The Contractor will provide Helicopter Safety Awareness session to a minimum of 10 and maximum of 20 participants per session, by providing:

- a) A high level of qualified training to allow the participants to obtain sufficient knowledge to increase awareness of Helicopter Safety.
- b) Teaching methods which will develop participants skills with regards to working around and being a passenger on a Helicopter, including but not limited to:
  - Flight Principles;
  - Entry, exit, storage;
  - Seat belts / intercom use;
  - Ground safety;
  - Emergencies;
  - Refuelling;
  - Specialized flights;
  - Working around a helicopter;
  - Being a passenger on a helicopter;
  - Introduction to survival;
  - Human factors; and
  - Local weather phenomena
- c) An adequate allocation of time for question and answer to the satisfaction of the participants in order to ensure that they have a full understanding of their training.
- d) One 15-minute break in the morning, half-hour for lunch and one 15-minute break in afternoon for full day training. The break and lunch timing can be discussed and agreed upon with participants and instructor.
- e) Availability to teach Monday to Friday between 8:30 a.m. and 4:00 p.m.
- f) Availability to teach annually

***WS4.3 – Psychological Health and Safety in the Workplace***

The Contractor shall establish a foundation and create a baseline for a psychological health and safety management system that conforms fully to the National Standard in a manner that builds internal capacity that will support ongoing maintenance and continual improvements, by providing:

- a) A high level of qualified training to awareness of psychological health and safety in the workplace.
- b) Teaching methods which will develop awareness of psychological health and safety in the workplace, including but not limited to:



- Establishing leadership and reporting structure to support all levels of management in understanding the requirements of the National Standard and building the capacity of front line management.
- Creating and establishing a database to record impacts and trends within Lands and Minerals Sector (LMS).
- Identification of psychological hazards and providing assessments of potential risks and impacts within LMS, and developing and implementing action plans to address potential risks.

## **SW4 Tasks and Deliverables**

### **SW4.1 Tasks**

**Note: This applies to all Workstreams with the exception of WS4.3 – Psychological Health and Safety in the Workplace**

The Contractor shall provide the following:

- a) Provide Theory and Practical Training related to **all Workstreams (except WS4.3 – Psychological Health and Safety in the Workplace)** while ensuring satisfactory performance and provision of services if maintained to the satisfaction of NRCAN's Project Authority.
- b) Administer an exam indicating pass or fail mark. Exam summary report must be submitted to Project Authority within five (5) days of course completion.
- c) Provide Reports (as per SW5)
- d) Provide remedial training for employees who do not pass the initial training.
- e) At the beginning of the class, the Contractor will provide the students with an outline that describes the course objectives.

### **For WS4.3 – Psychological Health and Safety in the Workplace:**

The Contractor shall use a systematic approach that will align LMS's psychological health and safety management system with the National Standard, embed it into the existing and future policies, procedures and processes of the organization and set up an accountability loop for ongoing evaluation and continual improvement. Implementing and maintaining a psychological health and safety management system is an ongoing commitment and will become part of the way LMS does business.

The following are the tasks:

- Establish union and management leadership and reporting structure;
- Engage managers and unions to understand requirements;
- Begin support for front line managers;
- Conduct and assess risk, and psychological health and safety management system audit;
- Prioritize objectives, develop action plans with teams and set evaluation measures; and
- Complete development of data collection and evaluation systems and reporting templates.

### **SW4.1 Deliverables**

**Note: This applies to all Workstreams with the exception of WS4.3 – Psychological Health and Safety in the Workplace**

The Contractor shall provide the following:

- a) A certified Theory and Practical Training course as per requirements of this SOW
- b) Exam summary report, attendance sheet and course evaluation as per requirements of this contract



- c) To each employee, who has successfully completed the training, a certificate indicating successful completion of the training
- d) Remedial training, if required

#### **For WS4.3 – Psychological Health and Safety in the Workplace:**

The following are the deliverables for WS4.3 – Psychological Health and Safety in the Workplace:

- Preliminary inventory report showing what is already in place to support psychological health and safety;
- Senior executive presentation;
- Establishment of psychological health and safety policy;
- Establishment of communication plan;
- Establishment of initial training plan for front line managers;
- Begin customization of data collection and evaluation systems and reporting templates;
- Development of presentation and materials for official launch;
- Preparation of leaders to facilitate official launch activities;
- Preparation of report on perceptions and employee feedback from official launch;
- Establishment of employee survey plan and communication plan;
- Administration of employee survey and analysis and provision of report;
- Completion of psychological health and safety management system audit and analysis and provision of report;
- Completion of customization of data collection and evaluation systems and reporting templates;
- Implementation of data collection and evaluation system and reporting templates;
- Communication of assessment results to employees, management and unions; and
- Development of action plans.

### **SW5 Reporting**

**Note: This pertains to all Workstreams**

- a) **Attendance Reports:** The Contractor will use the attendance sheet attached. The completed attendance sheet must be submitted to the Project Authority within 5 days of course completion. Contractor is responsible to make sufficient photocopies.
- b) **Communication:** During the training, the Contractor will advise the Project Authority or any issues arising or emergencies without delay.
- c) **Course Evaluation:** The Contractor will use the course evaluation attached (also used as Vendor Performance). These course evaluations will be completed by the students and submitted to the Project Authority by the Contractor within 5 days of course completion. Contractor is responsible to make sufficient photocopies.
- d) **Exam Summary Report + Certificates:** The Contractor is to provide an exam summary report of students indicating pass or fail to Project Authority within 5 days of course completion.

### **SW6 Course and Session Cancellation**

**Note: This pertains to all Workstreams**

NRCan reserves the right to cancel or postpone any training session provided that it does so at least five (5) working days prior to the scheduled date of the course or training session. NRCan will not incur any penalty as a result of any cancellation or postponement.



## SW7 Replacement of Trainer

**Note: This pertains to all Workstreams**

The Contractor must advise the Project Authority without delay prior to postponing scheduled training sessions or provide a qualified replacement that is compliant with the qualifications of this RFSO. The Contracting Authority must be advised of a request to replace a resource. The Project Authority must provide approval of the replacement.

The Contractor shall have five (5) working days to provide the replacement resource with similar qualifications and experience. In the event the replacement is unavailable, NRCan may terminate any scheduled training at no cost to NRCan.

## SW8 Language Requirements

**Note: This pertains to all Workstreams**

Training is to be provided in one or both of the official languages of Canada (English and French) as required by the Project Authority.

## SW9 Location of Work

**Note: This pertains to all Workstreams except WS1.2 – Boating Operator Training**

NRCan will provide training location in the National Capital Region (NCR). See link for definition of NCR:  
[http://en.wikipedia.org/wiki/National\\_Capital\\_Region\\_%28Canada%29](http://en.wikipedia.org/wiki/National_Capital_Region_%28Canada%29)

For **WS1.2 – Boating Operator Training**:

Contractor will arrange location of training including permissions to use such location. Contractor is responsible to ensure the location is safe for use by students. Any costs for location of training will be paid directly by Contractor and then billed to NRCan under each call-up, as applicable. Quote must include any such costs.

## SW10 NRCan's Responsibility

**WS1.1 – All Terrain Vehicle (ATV) Training:** NRCan will supply the participants, ATVs, trailers, gasoline, and necessary personal protective equipment required within the National Capital Region (NCR), for all other Regional Offices, the bidder must supply the equipment to participants.

**WS1.2 – Boating Operator Practical Training:** NRCan will supply the participants, boat(s), trailer(s), gasoline and necessary personal protective equipment required within the National Capital Region (NCR), for all other Regional Offices, the bidder must supply the equipment to participants..

**WS1.3 – Chainsaw Operation Training:** NRCan will supply the participants, chainsaws, gasoline, and necessary personal protective equipment required within the National Capital Region (NCR), for all other Regional Offices, the bidder must supply the equipment to participants.

**WS1.4 – Snowmobile Training:** NRCan will supply the participants, snowmobile(s), trailer(s), gasoline and necessary personal protective equipment required within the National Capital Region (NCR), for all other Regional Offices, the bidder must supply the equipment to participants.

**WS1.5 – Forklift Operator Training:** NRCan will supply the participants, training location and forklifts within the National Capital Region (NCR), for all other Regional Offices, the bidder must supply the equipment to participants.



**WS1.6 – Small Engine Mechanics Training:** NRCan will supply the participants, ATV, snowmobile, small boat motors, chainsaw, gasoline and necessary personal protective equipment as required within the National Capital Region (NCR), for all other Regional Offices, the bidder must supply the equipment to participants.

For all other training courses, NRCan will supply the participants for the training.

### **SW11 Contractor's Responsibility**

**Note: This pertains to all Workstreams**

- a) Contractor is responsible for setting up equipment required for training.
- b) Contractor is responsible for supplying, at no additional cost to the training fees, all required training materials, training aids, text and workbooks. The Contractor will provide the student with material that allows the student to review / practice what has been learned in class. All materials provided shall respect copyright legislation.
- c) The Contractor shall ensure a response is provided to client enquiries, within 48 hours, between 6:00 a.m. and 6:00 p.m. Eastern Standard/Daylight Savings Time (depending on the time of year).
- d) The Contractor shall have and maintain a valid email address.
- e) Contractor must have, show and maintain certifications (subject to verification) to teach the course(s).
- f) Contractor must ensure all equipment is secured safely at the end of the day.
- g) Contractor must ensure all equipment is packed up and secured at the end of the course in the same manner it was delivered so it is ready for pick up. Equipment should not be left out unsecured or out in the rain.
- h) Contractor is responsible for his own refreshments and food.
- i) Contractor is responsible to remain at the course to teach regardless of whether or not the minimum requirement of participants is met (maximum number of participants will not be exceeded).



## ANNEX “B” – BASIS OF PAYMENT

### 1. General Information

#### 1.1 Taxes as Related to Bids Received

For Canadian-based Offerors, prices/rates, as applicable, **MUST** be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**;

For foreign-based Offerors, prices/rates, as applicable, **MUST** be firm (in Canadian funds) and **exclude** Canadian customs duties, excise taxes and GST or HST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based Offerors;

### 2. Offeror Financial Offer – Pricing Details to be Completed by the Offeror

The Offeror hereby offers to Natural Resources Canada, as requested by the Minister, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to perform the work as described in the Statement of Work of the Request for Standing Offer and in accordance with the terms and conditions of the Request for Standing Offer, to the satisfaction of the Minister, or his authorized representative, for the following price(s):

The Offeror is required to provide firm, **all-inclusive rates, per course, per region** in CANADIAN FUNDS, GST/HST extra. Bidders will not be reimbursed for any Travel and Living Expenses. The format for submitting rates should conform to the following grid.

#### 2.1 Training Fees

Initial Period: date of award to December 31, 2018

Requirement	Firm Price Per Course Delivery per Region								Estimated # of Students per Session
	NCR	BC		AB		QC	NS		
		Sidney	Vancouver	Calgary	Edmonton	Quebec City	Halifax	Dartmouth	
<b>Workstream 1 – Outdoor Vehicle/Equipment Training</b>									
WS1.1 – All-Terrain Vehicle (ATV) Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 8
WS1.2 – Boating Operation Practical Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 4 Maximum = 4
WS1.3 – Chainsaw Operation Training <b>2-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 8
WS1.4 – Snowmobile Operator Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 8
WS1.5 – Forklift Operator Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Maximum = 5
WS1.6 – Small Engine Mechanic Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 10
WS1.7 Front Loader Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.8 Scissor Lift Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.9 Working at Heights Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6



WS1.10 Mobile Crane Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.11 Respiratory Fit Testing <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.12 Confined Space Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>Workstream 2 – Wildlife Awareness Training</b>									
WS2.1 – Black Bear Awareness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
WS2.2 – First Aid Wilderness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 12
WS2.3 – Predator Defence Training <b>2-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
<b>Workstream 3 – Dangerous Goods Training</b>									
WS3.1 – Transportation of Dangerous Goods Training <b>3-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.2 – Chemical and Gas Handling Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.3 – Fire Extinguisher Hands-On Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.4 – Canadian Firearms Safety Course <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 10
<b>Workstream 4 – Miscellaneous Training</b>									
WS4.1 – Back Care Ergonomic Combo Training <b>½-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS4.2 – Helicopter Safety Awareness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
WS4.3 – Psychological Health & Safety in the Workplace	\$	\$	\$	\$	\$	\$	\$	\$	n/a

**Option Period #1: January 1, 2019 to December 31, 2019**

Requirement	Firm Price Per Course Delivery per Region								Estimated # of Students per Session
	NCR	BC		AB		QC	NS		
		Sidney	Vancouver	Calgary	Edmonton	Quebec City	Halifax	Dartmouth	
<b>Workstream 1 – Outdoor Vehicle/Equipment Training</b>									
WS1.1 – All-Terrain Vehicle (ATV) Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 8
WS1.2 – Boating Operation Practical Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 4 Maximum = 4
WS1.3 – Chainsaw Operation Training <b>2-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 8
WS1.4 – Snowmobile Operator Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 8
WS1.5 – Forklift Operator Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Maximum = 5



WS1.6 – Small Engine Mechanic Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 10
WS1.7 Front Loader Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.8 Scissor Lift Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.9 Working at Heights Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.10 Mobile Crane Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.11 Respiratory Fit Testing <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.12 Confined Space Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>Workstream 2 – Wildlife Awareness Training</b>									
WS2.1 – Black Bear Awareness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
WS2.2 – First Aid Wilderness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 12
WS2.3 – Predator Defence Training <b>2-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
<b>Workstream 3 – Dangerous Goods Training</b>									
WS3.1 – Transportation of Dangerous Goods Training <b>3-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.2 – Chemical and Gas Handling Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.3 – Fire Extinguisher Hands-On Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.4 – Canadian Firearms Safety Course <b>1.5-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 10
<b>Workstream 4 – Miscellaneous Training</b>									
WS4.1 – Back Care Ergonomic Combo Training <b>½- Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS4.2 – Helicopter Safety Awareness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
WS4.3 – Psychological Health & Safety in the Workplace	\$	\$	\$	\$	\$	\$	\$	\$	n/a

**Option Period #2: January 1, 2020 to December 31, 2020**

Requirement	Firm Price Per Course Delivery per Region								Estimated # of Students per Session
	NCR	BC		AB		QC	NS		
		Sidney	Vancouver	Calgary	Edmonton	Quebec City	Halifax	Dartmouth	
<b>Workstream 1 – Outdoor Vehicle/Equipment Training</b>									
WS1.1 – All-Terrain Vehicle (ATV) Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.2 – Boating Operation Practical Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20



<b>1-Day Training</b>									
WS1.3 – Chainsaw Operation Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
<b>2-Day Training</b>									
WS1.4 – Snowmobile Operator Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
<b>1-Day Training</b>									
WS1.5 – Forklift Operator Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 10
<b>1-Day Training</b>									
WS1.6 – Small Engine Mechanic Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
<b>1-Day Training</b>									
WS1.7 Front Loader Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>1-Day Training</b>									
WS1.8 Scissor Lift Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>1-Day Training</b>									
WS1.9 Working at Heights Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>1-Day Training</b>									
WS1.10 Mobile Crane Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>1-Day Training</b>									
WS1.11 Respiratory Fit Testing	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>1-Day Training</b>									
WS1.12 Confined Space Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>1-Day Training</b>									
<b>Workstream 2 – Wildlife Awareness Training</b>									
WS2.1 – Black Bear Awareness Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
<b>1-Day Training</b>									
WS2.2 – First Aid Wilderness Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 12
<b>1-Day Training</b>									
WS2.3 – Predator Defence Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
<b>2-Day Training</b>									
<b>Workstream 3 – Dangerous Goods Training</b>									
WS3.1 – Transportation of Dangerous Goods Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
<b>3-Day Training</b>									
WS3.2 – Chemical and Gas Handling Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
<b>1-Day Training</b>									
WS3.3 – Fire Extinguisher Hands-On Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
<b>1-Day Training</b>									
WS3.4 – Canadian Firearms Safety Course	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 10
<b>1.5-Day Training</b>									
<b>Workstream 4 – Miscellaneous Training</b>									
WS4.1 – Back Care Ergonomic Combo Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
<b>½- Day Training</b>									
WS4.2 – Helicopter Safety Awareness Training	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
<b>1-Day Training</b>									
WS4.3 – Psychological Health & Safety in the Workplace	\$	\$	\$	\$	\$	\$	\$	\$	n/a



**Option Period #3: January 1, 2021 to December 31, 2021**

Requirement	Firm Price Per Course Delivery per Region								Estimated # of Students per Session
	NCR	BC		AB		QC	NS		
		Sidney	Vancouver	Calgary	Edmonton	Quebec City	Halifax	Dartmouth	
<b>Workstream 1 – Outdoor Vehicle/Equipment Training</b>									
WS1.1 – All-Terrain Vehicle (ATV) Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.2 – Boating Operation Practical Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.3 – Chainsaw Operation Training <b>2-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.4 – Snowmobile Operator Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.5 – Forklift Operator Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 10
WS1.6 – Small Engine Mechanic Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.7 Front Loader Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.8 Scissor Lift Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.9 Working at Heights Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.10 Mobile Crane Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.11 Respiratory Fit Testing <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.12 Confined Space Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
<b>Workstream 2 – Wildlife Awareness Training</b>									
WS2.1 – Black Bear Awareness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
WS2.2 – First Aid Wilderness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 12
WS2.3 – Predator Defence Training <b>2-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
<b>Workstream 3 – Dangerous Goods Training</b>									
WS3.1 – Transportation of Dangerous Goods Training <b>3-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.2 – Chemical and Gas Handling Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.3 – Fire Extinguisher Hands-On Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.4 – Canadian Firearms Safety Course <b>1.5-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 10



Workstream 4 – Miscellaneous Training										
WS4.1 – Back Care Ergonomic Combo Training <b>½-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS4.2 – Helicopter Safety Awareness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
WS4.3 – Psychological Health & Safety in the Workplace	\$	\$	\$	\$	\$	\$	\$	\$	\$	n/a

**Option Period #4: January 1, 2022 to December 31, 2022**

Requirement	Firm Price Per Course Delivery per Region								Estimated # of Students per Session	
	NCR	BC		AB		QC	NS			
		Sidney	Vancouver	Calgary	Edmonton	Quebec City	Halifax	Dartmouth		
Workstream 1 – Outdoor Vehicle/Equipment Training										
WS1.1 – All-Terrain Vehicle (ATV) Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.2 – Boating Operation Practical Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.3 – Chainsaw Operation Training <b>2-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.4 – Snowmobile Operator Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.5 – Forklift Operator Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 10
WS1.6 – Small Engine Mechanic Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 5 Maximum = 20
WS1.7 Front Loader Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.8 Scissor Lift Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.9 Working at Heights Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.10 Mobile Crane Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.11 Respiratory Fit Testing <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
WS1.12 Confined Space Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 6 Maximum = 6
Workstream 2 – Wildlife Awareness Training										
WS2.1 – Black Bear Awareness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
WS2.2 – First Aid Wilderness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 12
WS2.3 – Predator Defence Training <b>2-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
Workstream 3 – Dangerous Goods Training										
WS3.1 – Transportation of Dangerous Goods Training	\$	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15



<b>3-Day Training</b>									
WS3.2 – Chemical and Gas Handling Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.3 – Fire Extinguisher Hands-On Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS3.4 – Canadian Firearms Safety Course <b>1.5-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 10
<b>Workstream 4 – Miscellaneous Training</b>									
WS4.1 – Back Care Ergonomic Combo Training <b>½- Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 8 Maximum = 15
WS4.2 – Helicopter Safety Awareness Training <b>1-Day Training</b>	\$	\$	\$	\$	\$	\$	\$	\$	Minimum = 10 Maximum = 20
WS4.3 – Psychological Health & Safety in the Workplace	\$	\$	\$	\$	\$	\$	\$	\$	n/a

Note: The rates for the entire period of the Standing Offer (initial period + 4 option periods) will be averaged for each course offering for evaluation purposes only to determine the ranking of the qualified suppliers. Offerors will be ranked for each course offered on a per course basis.

**NRCan reserves the right to populate empty cells in the above tables, based on the highest quoted price for that given course and location.**

If a call-up is made for a course often, NRCan reserves the right to cancel up to five (5) days before the booked course.



## ANNEX "C" – INSURANCE REQUIREMENTS

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 Natural Resources 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - m. 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:**

*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.



### ANNEX "D" – TRAINING EVALUATION (TO BE USED TO EVALUATE VENDOR PERFORMANCE)

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

	Strongly Disagree (40%)	Disagree (60%)	Agree (80%)	Strongly Agree (100%)
The course materials were appropriate and well-employed (handouts, slides, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The course objective was achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The course was well-structured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was presented clearly and concisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor gave satisfactory responses to my questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate time was allocated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How would you improve the course?

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Any other comments?

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