



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving/Réception des  
sousmissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et  
Océans Canada  
200 Kent Street, Station 9E249  
200 rue Kent, Poste 9E249  
Ottawa, Ontario  
K1A 0E6

Email - courriel: [beverly.shawana@dfo-mpo.gc.ca](mailto:beverly.shawana@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans  
Canada

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

Proposition aux : Pêches et Océans  
Canada

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

<b>Title – Sujet:</b> <b>Incident Command System Training</b>		<b>Date</b> March 01, 2018
<b>Solicitation No. – N° de l'invitation</b> FP802-180014		
<b>Client Reference No. - No. de référence du client</b> F7054-180004		
<b>Solicitation Closes – L'invitation prend fin</b> <b>At / à :</b> 14:00 EDT(Eastern Daylight Time)  <b>On / le:</b> April 10, 2018		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Beverly Shawana <b>Email – courriel:</b> <a href="mailto:beverly.shawana@dfo-mpo.gc.ca">beverly.shawana@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>		<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 Procurement Ombudsman**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The *2003 (2016-04-04)* Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete section 01 in its entirety.

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

Delete section 02 in its entirety.



## 2.2 Submission of Bids

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

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

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.



### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.5 Applicable Laws**

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

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



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound/saved sections as follows:

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

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

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

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

1. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
2. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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

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

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

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

Bidders must submit the certifications required under Part 5.



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Please see Annex C for details

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

Please see Annex C for details

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
  - d. obtain the required minimum of 18 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 36 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	115/135 x 70 = 59.62	89/135 x 70 = 46.14	92/135 x 70 = 47.70
<b>Pricing Score</b>	45/55 x 30 = 24.54	45000/50 x 30 = 27.00	45/45 x 30 = 30.00
<b>Combined Rating</b>	84.16	73.14	77.70
<b>Overall Rating</b>	1st	3rd	2nd





## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.



### **5.2.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

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

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



## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to this Contract.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

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

#### **6.3.1 General Conditions**

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 27 – Integrity Provisions – Contract of 2010C referenced above is amended as follows: Delete section 27 in its entirety.

#### **6.3.2 Supplemental General Conditions**

4007 (2010-08-16) Canada to own Intellectual Property rights in Foreground Information apply to and form part of the Contract.

### **6.4 Term of Contract**

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

The period of the Contract is from contract award through to March 31, 2019.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised



by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Beverly Shawana  
 Title: Senior Contracting Officer  
 Department: Fisheries and Oceans Canada  
 Directorate: Materiel and Procurement Services  
 Address: 200 Kent Street, Station 9E249  
 Ottawa, Ontario K1A 0E6  
 Telephone: 613-407-3861  
 Facsimile: 613-991-4545  
 E-mail address: [Beverly.shawana@dfo-mpo.gc.ca](mailto:Beverly.shawana@dfo-mpo.gc.ca)

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

**6.5.2 Project Authority**

The Project Authority for the Contract is **(name to be provided at contract award)**

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

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

**6.5.3 Contractor's Representative (name to be provided at contract award)**

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



## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (*insert amount at contract award*) and Applicable Taxes are extra.

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

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

### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are \_\_\_\_\_ (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



### **6.7.2 Method of Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

## **6.8 Invoicing Instructions**

6.8.1 Payments will be made provided that:

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

Email: [DFO.invoicing-facturation.MPO@canada.gc.ca](mailto:DFO.invoicing-facturation.MPO@canada.gc.ca)

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

## **6.9 Certifications**

### **6.9.1 Compliance**

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

### **6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## **6.10 Applicable Laws**

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



## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (a) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (b) Annex A, Statement of Work;
- (c) Annex B, Basis of Payment;
- (d) Annex C, Insurance Conditions;
- (e) Annex D, Additional Vessel Conditions;
- (f) Annex E, Application Form and Mandatory Evaluation Criteria

## 6.12 Procurement Ombudsman

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

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

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

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



**ANNEX "A" STATEMENT OF WORK**

**Incident Command System Training**

**1.0 INTRODUCTION**

The Canadian Coast Guard (CCG) is the Canadian federal government agency charged with maintaining a safe, secure and clean environment in Canadian waterways and coastal oceans. To fulfill this mandate, CCG utilizes a fleet of ships, aids to navigation, environmental response equipment and other facilities. Under the *Canada Shipping Act, 2001*, the CCG is the Agency of Primary Jurisdiction to ensure an appropriate response to ship-source and mystery-source pollution spills. CCG is in the final stages of implementing the Incident Command System (ICS) as its standard incident management methodology in order to improve operational effectiveness and interoperability with external agencies when responding to all-hazard maritime incidents.

**2.0 BACKGROUND**

One of the important elements of ICS implementation over the past number of years has been the delivery of ICS modular training to CCG staff in headquarters and the three Regions (Western Region, Central & Arctic Region, and Atlantic Region). Ongoing ICS training will provide Canadian Coast Guard employees the necessary competencies to use ICS while executing their respective functions.

**3.0 PURPOSE OF REQUEST OF PROPOSALS (RFP)**

Within the confines of the overall ICS implementation effort within CCG, the purpose of this RFP is to solicit proposals, on a competitive basis, to establish (One or more) contract(s) for the delivery of training of Incident Command Systems 200, 300 and 400 training modules in each of the three (3) Canadian Coast Guard Regions (Western, Central and Arctic and Atlantic) and its' headquarters (Ottawa) for the 2018-2019 fiscal year, with the possibility of an additional three (3) option years.

Training services are required to deliver the above mentioned courses, whose curricula will be provided by CCG to identified CCG/DFO employees and partners across the country.

There is an immediate requirement for three (3) resources at the time of bid submission. It is anticipated that there may be a need for additional resources over the course of the agreement to complete the training activities for the stated courses on an "as and when" required basis.

The initial three (3) resources will be evaluated as part of this bid solicitation as identified in herein.

The additional resource(s) will only be assessed/evaluated after contract award and when requested of the Contractor in accordance with the criteria set in this proposal call.

The intent of the Canadian Coast Guard is to offer the following in each calendar year:

Course and Level	Minimum	Up to
ICS 200	6	15
ICS 300	4	8
ICS 400	3	4

**4.0 RELEVANT INFORMATION / MATERIAL**

Canadian Coast Guard homepage

<http://www.ccg-gcc.gc.ca/>





Treasury Board Travel directive

<http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en%22%20/l%20%22s98-tc-tm>

ICS Canada

<http://www.icscanada.ca/>

## 5.0 SCOPE OF SERVICES

The bidder shall propose a minimum of three resources, to deliver the ICS modular courses in each of CCG's three Regions (Western Region; Central & Arctic Region [which will include CCG's National Headquarters for the purposes of this activity]; and, Atlantic Region). These resources shall provide ICS training-related services to CCG's Manager, Office of Incident Management or his/her representative(s) for the contract period. Reporting to the Manager, Office of Incident Management, the bidder's proposed resources shall:

- i) While upholding ICS Canada Standards, augment ICS Canada's ICS-200, ICS-300 and ICS-400 training curricula, as required for organizational needs in consultation with CCG subject matter experts;
- ii) consult with CCG subject matter experts to tailor scenarios relevant to CCG for use during training delivery;
- iii) collaborate with the CCG Office of Incident Management to receive endorsement of tailored scenarios for use during training delivery;
- iv) obtain the approval of CCG's Manager, Office of Incident Management or his/her representative(s) for all deliverables to ensure consistency of delivery by the bidder's proposed training delivery resources;
- v) coordinate with CCG's Manager, Office of Incident Management or his/her representative(s) in CCG's three Regions and Headquarters to schedule in-class training;
- vi) be consistent with ICS Canada's *Incident Command System Student, Training and Training Provider Standards document* and deliver ICS-200, ICS- 300 and ICS-400 training (format: 2 or 3 -day in-person courses) to CCG/DFO employees and partners across Canada in both official languages;
- vii) Design, develop and deliver an additional 1 day scenario based activity to follow the ICS-400 training course;
- viii) provide any ICS Canada Standardized training materials to be distributed (e.g. paper copies and/or printable electronic versions of workbooks, forms, exams) for training, and equipment to be used during delivery the in-class training where needed (e.g. laptop, projector, screen );
- ix) score all exams written by CCG/DFO employees and partners who followed the in-class training offered;



- x) Provide course evaluation forms to students upon their completion of the course and submit the completed forms to the Office of Incident Management at CCG.
- xi) issue certification to course participants who passed the ICS-200, ICS- 300 and ICS-400 exams following the in-class training provided by the proposed resource in both official languages as well as to the OIM, and
- xii) provide information to CCG's Manager, Office of Incident Management or his/her representative(s) regarding the training delivered to and certification obtained by CCG/DFO employees and partners.

## 6.0 Intellectual Property of Course Materials

As an Agency Authority Having Jurisdiction (AAHJ) with ICS Canada, CCG will provide the contractor with training materials approved by ICS Canada. Any adjustments made to the materials at the request of CCG must be approved by ICS Canada. The original ICS Canada materials and any adjustments made to said materials remain the Intellectual Property of ICS Canada.

Scenarios written to compliment the training materials will remain the Intellectual Property of The Canadian Coast Guard.

Canada has determined that any Material subject to copyright arising from the performance of the Work under the Contract will vest in Canada, as per sub-section 6.5 of the [Treasury Board Policy 'Title to Intellectual Property Arising under Crown Procurement'](#). Examples of such Material (as such is defined in General Conditions 2035) include the deliverables identified in the Statement of Work.

## 7.0 CLIENT SUPPORT

CCG will provide formal ICS Canada AAHJ instructor endorsement letters for all resources providing training services associated with the contract who meet ICS Canada Standards.

CCG will act as the overall coordinator of the training by scheduling training, identifying training participants, setting objectives and providing training venues.

The CCG Manager, Office of Incident Management or his/her representative(s) will provide all applicable CCG documentation that the bidder's proposed resource may require to complete their activity.

CCG will provide the bidder's proposed resources with translated and verified French materials required to complete their activities.

CCG will provide the instructor with a class list 5 business days prior to the course date

CCG reserves the right to send a unit-instructor on any of the ICS courses being instructed

## 8.0 Training and Replacement of Contractor Resources

With the exception of any familiarization training necessary for the CCG environment, all training of Contractor resources is to be provided at the Contractor's expense. Familiarization training will not include training on any of the software tools or systems used by CCG. Training of Supplier staff must not interfere with the contracted level of service and all costs are to be borne by the Supplier.



The Contractor will be responsible to ensure that all proposed personnel are assigned for the duration of the agreement and are not replaced without due cause. In the event that a resource is to be replaced, it will be the Contractor's responsibility to ensure that there is no negative effect on any work in progress.

Should, for any reason, the resources named in the Tenderer's proposal not be available, then the Contractor shall immediately make available a fully qualified replacement resource at the same level or higher, and at the same or lower cost as the resource for whom they are replacing. It should be noted that the replacement personnel would be evaluated in accordance with the criteria set in this proposal call for the resource category being replaced. The Project Authority retains the right to refuse the proposed backup resources in which case, and within a reasonable period of time, alternate resource (s) would be proposed.

In advance of the date upon which replacement resources are to commence work, the Contractor shall notify in writing the CCG Project Authority of the reason for the unavailability of the resource(s) named in the Contract.

The Contractor shall then provide to the CCG Project Authority the name(s) of the personnel and an outline of the qualifications and experience of the proposed replacement resources.

Under no circumstances shall the Contractor allow performance of the services by replacement resources that have not been authorized by the CCG Project Authority.

## **9.0 Cancellation Policy**

The following policies shall apply concerning cancellation of courses by the Department:

- If the Department cancels up to 30 calendar days before the course start date, there will be no cost to the Department;
- If the Department cancels 29 to 15 calendar days before the course start date, the Department will reimburse the Contractor 30% of the unit price of the course;
- If the Department cancels 14 to 6 calendar days before the course start date, the Department will reimburse the Contractor 50% of the unit price of the course;
- If the Department cancels 5 calendar days or less before the course start date, the Department will reimburse the Contractor 100% of the unit price of the course.

The following policies shall apply concerning the rescheduling of courses by the Department:

- If the Department reschedules a course up to 15 calendar days before the course start date, there will be no cost to the Department.
- If the Department reschedules a course 14 to 6 calendar days before the course start date, the Department will reimburse the Contractor 10% of the unit price of the course.
- If the Department reschedules a course 5 or less calendar days before the course start date, the Department will reimburse the Contractor 20% of the unit price of the course.

## **10.0 DELIVERABLES and ASSOCIATED SCHEDULE**

Interim and final versions of all deliverables will be submitted to the Manager, Office of Incident Management or his/her representative(s) electronically via e-mail. with the exception of printable student certificates (which will be delivered to a representative identified by the Manager, Office of Incident Management or his/her representative[s] as well as course participants). Deliverable dates may be adjusted as agreed upon during the initial planning and coordination meeting based on the bidder's proposed work plan and schedule. Deliverables will be in English and French and in DFO standard version of MS Office.



- i) Lead the delivery of training courses based on ICS Canada's standardized training materials, a common, validated ICS-200, ICS-300 and/or ICS-400 training curricula in both French and English that will be used across CCG. The courses will be delivered in 2 or 3 day in-class training format to 24 CCG/DFO employees and/or partners;
- ii) Lead the development of scenarios tailored to CCG and endorsed by the Manager, Office of Incident Management or his/her representative(s) as well as by ICS Canada for use during training delivery;
- iii) Provide any training materials (e.g. workbooks, forms) to CCG and course participants as required;
- iv) Utilize ICS Canada standardized exams and master assessment grids when administering and correcting course examinations;
- v) provide printable training completion certificate to CCG and course participants;
- vi) Lead the updating of course materials in accordance with updates made by ICS Canada to their materials

The Contractor must provide, in electronic format, each document upon completion to the Technical Authority for review and comment. Revisions, recommendations, questions or comments will be provided to the Contractor to correct and/or address. Only when the Technical Authority has approved the draft document will the final version be provided in both electronic and hard copy format.

All draft versions must be provided in electronic format only. All Final versions of documents shall be delivered in hard copy utilizing duplex printing, and electronic format. Hard copy final documents shall be bound in a professional manner (e.g. cerlox, coil, tape bound, etc.). One electronic copy of all final documents shall be delivered in the following format:

- Adobe Acrobat (pdf)
- MicroSoft Word
- MicroSoft Excel
- MicroSoft PowerPoint
- 8" x 11 ½" plain bond recycled paper
- A copy of all reports and documentation shall be provided on completion of the contract, electronically in the format requested on an appropriate media ( such as CD ROM, DVD, USB etc.).

**Expertise required and technical evaluation;**

- a) Each of the bidder's proposed resources must:
  - i. demonstrate an understanding of the objective;
  - ii. provide estimated costs for the delivery of training services required;
  - iii. provide supporting documentation that they have experience delivering ICS courses.



- iv. demonstrate that at least one (1) of the proposed ICS 200 Instructors and two (2) of their proposed ICS 300-400 instructors are able to provide training in each of the official languages.
  - v. Provide supporting documentation that instructors have experience teaching adults in a professional setting.
- b) The Contractors' proposed resources will also be rated on:
- i) their experience in applying the principles and features of ICS in an ICS-managed all hazards incident, planned event or exercise;
  - ii) their experience in interdepartmental, inter-organization and/or international collaboration;
  - iii) experience in developing and facilitating emergency response scenarios for training purposes;
  - iv) Experience with written examinations in a professional setting;
  - v) experience in adapting core course material to meet unique clients' needs;
  - vi) endorsement by ICS Canada, an AHJ or an AAHJ as an ICS Canada instructor, and
  - vii) their experience instructing ICS Canada standardized courses.

## **11.0 Travel and Living**

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

The Contract awarded as a result of this Request for Proposal will include a Provisional Cost Allowance to cover authorized travel and living expenses, if required. All travel must have the prior authorization of the Project Authority and all payments are subject to government audit.

## **12.0 Project Schedule**

### **12.1 Expected Start and Completion Dates**

Professional Services are required from the date of contract award to March 31<sup>st</sup> 2019.

DFO reserves the right to exercise three (3) additional twelve (12) month period(s) as follows:

April 1, 2019 to March 31, 2020;  
April 1, 2020 to March 31, 2021;  
April 1, 2021 to March 31, 2022



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The level of effort is only an estimate made in good faith and is not to be considered in anyway as a commitment from the Government of Canada.

### **13.0 COORDINATION AND MEETINGS**

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

An initial in-person meeting will be convened no more than two weeks after the contract is awarded at CCG facilities in Ottawa. At this initial meeting, the Contractor's proposed representative will present a proposed work plan and schedule to complete the scope of work; and be prepared to commence curriculum validation and identification of CCG-specific scenarios.

The curriculum validation, development of tailored scenarios and planning of training schedules will be done mostly via teleconference and email correspondence. However, a representative of the Contractor's proposed resource will need to attend one (1) one-day meeting in person at CCG's National Headquarters in Ottawa. CCG Incident Management Directorate will provide a space for this purpose.

In-class training will be provided throughout Canada in facilities easily accessible to local CCG/DFO employees and partners. The training schedule and use of the facilities will be arranged by CCG. The Contractor's proposed resources will be given advance notice and are expected to make themselves available for the dates identified.

Training delivery will require considerable travel time from the bidder's proposed resources. To reduce travel expenses, the bidder's proposed resources must be able to instruct in each of CCG's three Regions (Western Region; Central & Arctic Region [which will include CCG's National Headquarters for the purposes of this activity]; and, Atlantic Region).

The bidder's proposed resources will have 30 calendar days after each class to score the students' exams (which will be written in class) and issue printable certificates.

### **14.0 CONSTRAINTS**

The contract deliverables must be completed no later than 4 weeks after the completion of each year of the contract including any option years.

For ICS-300 and 400 Courses, if the class size is more than 12 students, CCG may request a 2<sup>nd</sup> instructor for the course.

### **15.0 CONFIDENTIALITY**

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

### **16.0 SECURITY CLEARANCE**

No security clearance is required.



## 17.0 QUALITY CONTROL

Contractors will be required to monitor the quality of the provided training sessions and document the findings. Copies of the documentation, detailing findings and remedial actions taken if required, are to be forwarded to the Technical Authority Twice annually at mid-year and at the end of the year. The Technical Authority may review this documentation and require further action should it identify any deficiencies in the performed training when measured against the contract objectives.

To ensure the quality of all instruction, at any time, the OIM;

- may have a representative monitor a course at any time,
- may follow up with trainees listed on a course roster and ask questions how the course was conducted
- will review the course evaluation forms that the trainees complete

## 18.0 OFFICIAL LANGUAGES

As Canada is bound by the [Official Languages Act](#), training will be provided in both official languages. While most of the courses will be conducted in English, at least one of the proposed resources must be capable of delivering instruction in French at the 200 level, and 2 instructors must be capable of delivering instruction in French at the 300 and 400 levels.

Contractor resources delivering English courses must operate at an advanced level in English. The resource(s) identified to deliver French courses must operate at an advanced level in French. (Language competency is considered in terms of oral, comprehension, and written skills).

Legend	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; grasp the main idea of texts about familiar topics; and,</li> <li>• read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• sustain a conversation on concrete topics; report on action taken;</li> <li>• give straightforward instructions to employees; and,</li> <li>• provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• grasp the main idea of most work-related texts;</li> <li>• identify specific details; and,</li> <li>• distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>



<b>Advanced</b>	A person speaking at this level can: <ul style="list-style-type: none"><li>• support opinions, and understand and express hypothetical and conditioned ideas.</li></ul>	A person reading at this level can: <ul style="list-style-type: none"><li>• understand most complicated details, inferences and fine points of meaning; and,</li><li>• have a good comprehension of specialized or less familiar material.</li></ul>	A person writing at this level can: <ul style="list-style-type: none"><li>• write texts where ideas are developed and presented in a coherent manner.</li></ul>
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## 19.0 WORK LOCATION

Training will be conducted in facilities provided by CCG in the city designated for the training sessions. Course preparation, report preparation and any other required activity to complete the Contractors obligations under the contract will be conducted at the contractor's facility.





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## ANNEX "B" BASIS OF PAYMENT

### 1. **PROFESSIONAL SERVICES**

The Contractor will be paid in accordance with the Basis of Payment detailed in this Annex "B" for Work performed pursuant to the Contract.

### 2. **IRREVOCABLE OFFER**

The Contractor submits the Total Estimated Tendered Price listed on the full understanding that this Total Estimated Tendered Prices represents an irrevocable offer by the Contractor. Furthermore, the Contractor hereby certifies that the tendered prices are based on the Contractor's most preferred rates.

### 3. **DEFINITION OF A DAY/PRORATION**

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

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

### 4. **GST/HST**

- i. All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- ii. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

5. The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

### 6. **COST PROPOSAL**

The firm prices per course requested in the bid and the acceptance of certain types of services must be the total cost to perform the work, including but not limited to:

- labour
- administrative costs, tools and equipment
- overhead and profits
- instruction manuals, material, workbooks
- all other costs related to providing the service



The prices **does not include authorized travel and accommodation expenses** as described in Article 8. Below.

The price per course is based on twenty-four (24) participants in the event that the Minister requests the successful contractor to proceed with the optional requests as described in Article 10.0 of the Statement of Work, payment for the revised number of participants will be subject to negotiation based on the rates quoted in Annex “B-1”, Section “2.1.1” and authorization to proceed with the revisions will be provided by way of a formal contract amendment.

**Professional Services and Associated Costs**

The Contractor shall tender all-inclusive fixed prices for services as described in the Statement of Work. In addition, the Contractor shall provide a breakdown of the tendered all-inclusive fixed unit prices in accordance with the requirements identified in the attached Annex “B-1”.

**COST PROPOSAL - INITIAL PERIOD (Contract award to March 31, 2019)**

**6.1**

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 200</b> (One instructor & 24 participants)	Per Course	\$ _____	X 15 =	\$ _____
<b>Updates to materials to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 200</b>	Per Diem	\$ _____	X 3 =	\$ _____
			<b>TOTAL (6.1)</b>	\$ _____

**6.2**

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 300</b> (Two Instructors 24 participants)	Per Course	\$ _____	X 8 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 300</b>	Per Diem	\$ _____	X 4 =	\$ _____
			<b>TOTAL (6.2)</b>	\$ _____



6.3

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 400</b> (Two Instructors 24 participants)	Per Course	\$ _____	X 4 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 400</b>	Per Diem	\$ _____	X 4 =	\$ _____
			<b>TOTAL (6.3)</b>	\$ _____

**COST PROPOSAL - OPTION PERIOD #1 (April 01, 2019 to March 31, 2020)**

6.4

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 200</b> (One instructor & 24 participants)	Per Course	\$ _____	X 15 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 200</b>	Per Diem	\$ _____	X 3 =	\$ _____
			<b>TOTAL (6.4)</b>	\$ _____

6.5

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 300</b> (Two Instructors 24 participants)	Per Course	\$ _____	X 8 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 300</b>	Per Diem	\$ _____	X 4 =	\$ _____
			<b>TOTAL (6.5)</b>	\$ _____



6.6

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 400</b> (Two Instructors 24 participants)	Per Course	\$ _____	X 4 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 400</b>	Per Diem	\$ _____	X 4 =	\$ _____
			<b>TOTAL (6.6)</b>	\$ _____

**COST PROPOSAL - OPTION PERIOD #2 (April 01, 2020 to March 31, 2021)**

6.7

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 200</b> (One instructor & 24 participants)	Per Course	\$ _____	X 15 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 200</b>	Per Diem	\$ _____	X 3 =	\$ _____
			<b>TOTAL (6.7)</b>	\$ _____

6.8

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 300</b> (Two Instructors 24 participants)	Per Course	\$ _____	X 8 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 300</b>	Per Diem	\$ _____	X 4 =	\$ _____
			<b>TOTAL (6.8)</b>	\$ _____



**6.9**

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 400</b> (Two Instructors 24 participants)	Per Course	\$ _____	X 4 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 400</b>	Per Diem	\$ _____	X 4 =	\$ _____
			<b>TOTAL (6.9)</b>	\$ _____

**COST PROPOSAL - OPTION PERIOD #3 (April 01, 2021 to March 31, 2022)**

**6.1**

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 200</b> (One instructor & 24 participants)	Per Course	\$ _____	X 15 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 200</b>	Per Diem	\$ _____	X 3 =	\$ _____
			<b>TOTAL (6.10)</b>	\$ _____

**6.11**

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 300</b> (Two Instructors 24 participants)	Per Course	\$ _____	X 8 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 300</b>	Per Diem	\$ _____	X 4 =	\$ _____
			<b>TOTAL (6.11)</b>	\$ _____



6.12

COURSE	UNIT OF MEASURE	ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)	QTY	TOTAL
<b>ICS 400</b> (Two Instructors 24 participants)	Per Course	\$ _____	X 4 =	\$ _____
<b>Updates to materials</b>	<b>UNIT OF MEASURE</b>	<b>ALL INCLUSIVE FIXED UNIT PRICE (CDN FUNDS)</b>	<b>QTY</b>	<b>TOTAL</b>
<b>ICS 400</b>	Per Diem	\$ _____	X 4 =	\$ _____
			<b>TOTAL (6.12)</b>	\$ _____

**TOTAL TENDERED PRICES:**

PERIOD	DESCRIPTION	TOTAL
<b>INITIAL PERIOD</b> (Contract award to March 31, 2019)	<b>ICS 200</b> (One instructor & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #1</b> (April 01, 2019 to March 31, 2020)	<b>ICS 200</b> (One instructor & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #2</b> (April 01, 2020 to March 31, 2021)	<b>ICS 200</b> (One instructor & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #3</b> (April 01, 2021 to March 31, 2022)	<b>ICS 200</b> (One instructor & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
	<b>TOTAL TENDERED PRICE</b>	\$ _____



PERIOD	DESCRIPTION	TOTAL
<b>INITIAL PERIOD</b> (Contract award to March 31, 2019)	<b>ICS 300</b> (Two instructors & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #1</b> (April 01, 2019 to March 31, 2020)	<b>ICS 300</b> (Two instructors & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #2</b> (April 01, 2020 to March 31, 2021)	<b>ICS 300</b> (Two instructors & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #3</b> (April 01, 2021 to March 31, 2022)	<b>ICS 300</b> (Two instructors & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
	<b>TOTAL TENDERED PRICE</b>	\$ _____

PERIOD	DESCRIPTION	TOTAL
<b>INITIAL PERIOD</b> (Contract award to March 31, 2019)	<b>ICS 400</b> (Two instructors & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #1</b> (April 01, 2019 to March 31, 2020)	<b>ICS 400</b> (Two instructors & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #2</b> (April 01, 2020 to March 31, 2021)	<b>ICS 400</b> (Two instructors & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
<b>OPTION PERIOD #3</b> (April 01, 2021 to March 31, 2022)	<b>ICS 400</b> (Two instructors & 24 participants)  <b>Updates to materials - ICS</b>	\$ _____
	<b>TOTAL TENDERED PRICE</b>	\$ _____



**For Evaluation Purposes the total of the initial period and all option years will be considered.**

All of these quantities are estimates for cost evaluation purposes only. There is no guarantee of the quantities. The actual quantities will be determined during the period of the contract by the DFO Project Authority.

Note: The level of effort required to update each module will be further determined and confirmed following the award of the contract. The Contract awarded as a result of this Request for Proposal will include a Provisional Cost Allowance to cover authorized update services.

**8. Optional Modifications**

In the event that the Minister requests the successful contractor to proceed with the optional requests as described in the Statement of Work, payment for the additional work will be subject to negotiation based on the rates quoted in Annex "B-1" and authorization to proceed with the additional work will be provided by way of a formal contract amendment.

**8. Travel Expenses**

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

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

The Contract awarded as a result of this Request for Proposal will include a Provisional Cost Allowance to cover authorized travel and living expenses, if required.





**ANNEX “B-1” – Course Delivery - ICS 200/300/400 - INITIAL PERIOD (Contract award to March 31, 2019)**

**Bidders shall provide a breakdown of the Fixed Price(s) quoted in this Annex in accordance with the following requirements.**

**2.1.1 Professional Services (rates to include overhead, profit, etc.)**

<u>Instructor(s)</u> <u>ICS 200</u>	<u>Per Diem</u> <u>Rates</u>	<u>No. of Days</u> <u>Assigned</u>	<u>Total</u> <u>Amount</u>
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<u>Instructor(s)</u> <u>ICS 300</u>	<u>Per Diem</u> <u>Rates</u>	<u>No. of Days</u> <u>Assigned</u>	<u>Total</u> <u>Amount</u>
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<u>Instructor(s)</u> <u>ICS 400</u>	<u>Per Diem</u> <u>Rates</u>	<u>No. of Days</u> <u>Assigned</u>	<u>Total</u> <u>Amount</u>
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**2.1.2 Associated Costs (long distance telephone, reproduction costs, etc.)**

**NOTE:** The above cost breakdown is required to provide an indication of the level of effort and other activities proposed by the bidder, and may be used to facilitate the change to the number of participants. The breakdown is provided solely in support of the tendered all-inclusive fixed price(s) for Professional Services and Associated Costs. The tendered all-inclusive fixed price(s) will prevail in the event of any discrepancies between the two.”



**ANNEX “B-1” – Course Delivery - ICS 200/300/400 - OPTION PERIOD #1 (April 01, 2019 to March 31, 2020)**

**Bidders shall provide a breakdown of the Fixed Price(s) quoted in this Annex in accordance with the following requirements.**

**2.1.1 Professional Services (rates to include overhead, profit, etc.)**

<u>Instructor(s)</u> <u>ICS 200</u>	<u>Per Diem</u> <u>Rates</u>	<u>No. of Days</u> <u>Assigned</u>	<u>Total</u> <u>Amount</u>
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<u>Instructor(s)</u> <u>ICS 300</u>	<u>Per Diem</u> <u>Rates</u>	<u>No. of Days</u> <u>Assigned</u>	<u>Total</u> <u>Amount</u>
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<u>Instructor(s)</u> <u>ICS 400</u>	<u>Per Diem</u> <u>Rates</u>	<u>No. of Days</u> <u>Assigned</u>	<u>Total</u> <u>Amount</u>
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**2.1.2 Associated Costs (long distance telephone, reproduction costs, etc.)**

**NOTE:** The above cost breakdown is required to provide an indication of the level of effort and other activities proposed by the bidder, and may be used to facilitate the change to the number of participants. The breakdown is provided solely in support of the tendered all-inclusive fixed price(s) for Professional Services and Associated Costs. The tendered all-inclusive fixed price(s) will prevail in the event of any discrepancies between the two.”



**ANNEX “B-1” – Course Delivery - ICS 200/300/400 - OPTION PERIOD #2 (April 01, 2020 to March 31, 2021)**

**Bidders shall provide a breakdown of the Fixed Price(s) quoted in this Annex in accordance with the following requirements.**

**2.1.1 Professional Services (rates to include overhead, profit, etc.)**

<u>Instructor(s)</u>	<u>Per Diem</u>	<u>No. of Days</u>	<u>Total</u>
<u>ICS 200</u>	<u>Rates</u>	<u>Assigned</u>	<u>Amount</u>

<u>Instructor(s)</u>	<u>Per Diem</u>	<u>No. of Days</u>	<u>Total</u>
<u>ICS 300</u>	<u>Rates</u>	<u>Assigned</u>	<u>Amount</u>

<u>Instructor(s)</u>	<u>Per Diem</u>	<u>No. of Days</u>	<u>Total</u>
<u>ICS 400</u>	<u>Rates</u>	<u>Assigned</u>	<u>Amount</u>

**2.1.2 Associated Costs (long distance telephone, reproduction costs, etc.)**

**NOTE:** The above cost breakdown is required to provide an indication of the level of effort and other activities proposed by the bidder, and may be used to facilitate the change to the number of participants. The breakdown is provided solely in support of the tendered all-inclusive fixed price(s) for Professional Services and Associated Costs. The tendered all-inclusive fixed price(s) will prevail in the event of any discrepancies between the two.”



**ANNEX “B-1” – Course Delivery - ICS 200/300/400 - OPTION PERIOD #3 (April 01, 2021 to March 31, 2022)**

**Bidders shall provide a breakdown of the Fixed Price(s) quoted in this Annex in accordance with the following requirements.**

**2.1.1 Professional Services (rates to include overhead, profit, etc.)**

<u>Instructor(s)</u>	<u>Per Diem</u>	<u>No. of Days</u>	<u>Total</u>
<u>ICS 200</u>	<u>Rates</u>	<u>Assigned</u>	<u>Amount</u>

<u>Instructor(s)</u>	<u>Per Diem</u>	<u>No. of Days</u>	<u>Total</u>
<u>ICS 300</u>	<u>Rates</u>	<u>Assigned</u>	<u>Amount</u>

<u>Instructor(s)</u>	<u>Per Diem</u>	<u>No. of Days</u>	<u>Total</u>
<u>ICS 400</u>	<u>Rates</u>	<u>Assigned</u>	<u>Amount</u>

**2.1.2 Associated Costs (long distance telephone, reproduction costs, etc.)**

**NOTE:** The above cost breakdown is required to provide an indication of the level of effort and other activities proposed by the bidder, and may be used to facilitate the change to the number of participants. The breakdown is provided solely in support of the tendered all-inclusive fixed price(s) for Professional Services and Associated Costs. The tendered all-inclusive fixed price(s) will prevail in the event of any discrepancies between the two.”



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## ANNEX "C"

### EVALUATION CRITERIA

#### Provision of Required Services for Canadian Coast Guard Incident Command System Training

- 1) Proposals received from prospective bidders in response to the Statement of Work will be evaluated according to the mandatory requirements and rated requirements specified in Appendix B, the Evaluation Grid.
- 2) Only those proposals meeting the mandatory requirements shall be considered for further evaluation using the rated elements outlined at Appendix B.
- 3) Bidders are required to address each mandatory requirement in sufficient detail, including a description of abilities, skills, knowledge and/or certifications related to the requirements being considered. A failure to provide sufficient detail could result in a proposal being evaluated as non-compliant.
- 4) Experience gained through formal education shall not be considered work experience. All requirements for work experience must be demonstrated through employment in a legitimate work environment as opposed to an educational setting.
- 5) In addition to the mandatory requirements, as noted above, there are also rated requirements in the Evaluation Grid that will serve to assess the bidder's degree of compliance to the proposal. These rated elements will form the basis of selection amongst multiple compliant bidders.
- 6) In addition to the supporting materials required to demonstrate the fulfillment of the mandatory and rated requirements The following must be submitted for each proposed resource:
  - I. a complete resume
  - II. all ICS certification
  - III. an evaluation grid for each of the bidders proposed resources
- 7) Instructor Requirements for application:  
Completion of the following ICS training with ICS Canada or a CCG recognized equivalent.
  - I. ICS 200: Successful completion of ICS I-100, I-200 and I-300 Courses
  - II. ICS 300: Successful completion of ICS I-100, I-200, I-300 and I-400 Courses
  - III. ICS 400: Successful completion of ICS I-100, I-200, I-300 and I-400 Courses
- 8) The winning bidder will be selected on a "best value" basis, determined through the following evaluation process:
  - a) An assessment to confirm that all mandatory requirements are met;
  - b) A 70% weighing factor will be used in determining a score for rated requirements (Bidder – Rated Requirements Score);
  - c) A 30% weighing factor will be used in determining a score based on estimated per diem total, estimated training materials costs, and
  - d) The determination of a total score based on the weighing factors.



### EVALUATION GRID

Provision of Required Services for Canadian Coast Guard Incident Command System Training 200, 300, and 400 level

Company Name: \_\_\_\_\_  
Proposed Resource: \_\_\_\_\_

**Notes:**

1. A submitted proposal must meet all the mandatory requirements.
2. If all mandatory requirements are not met, a proposal will be deemed non-compliant and will not be given further consideration.
3. Bidder's proposal is to include clear and concise supporting information for each mandatory and rated requirement listed below.
4. For the purpose of this public tender the term Maritime Domaine is defined as: Everything on, under, related to, adjacent to, or bordering a sea, ocean or other navigable waterway.
5. For the purpose of the public tender CCG recognizes the following as equivalents to ICS Canada: National Wildfire Coordinating Group, Federal Emergency Management Agency, US Coast Guard, Canadian Interagency Forest Fire Centre, National Fire Academy and United States Department of Agriculture

**MANDATORY REQUIREMENTS**

No.	Mandatory Requirements	Meets Criteria (✓)	Proposal Page No.
M1	<p><b>Understanding the Objective.</b> The bidder must include a project overview plan that shows an outline with a methodology, timeline, and milestones to satisfy the requirements identified under section 5 – Scope of Services</p>		
M2	<p><b>Experience delivering ICS Courses.</b> The bidder must demonstrate that <u>each</u> of the proposed resources has experience delivering ICS Standardized Courses</p>		
M3	<p><b>Language.</b> The bidder must demonstrate at least one (1) of the proposed resources can operate at an advanced level in English and one (1) of the proposed resources can operate at an advanced level in French <i>for all ICS 200 level courses.</i></p> <p>The bidder must demonstrate at least two (2) of the proposed resources can operate at an advanced level in English and two (2) of the proposed resources can operate at an advanced level in French <i>for all ICS 300 and 400 level courses.</i></p> <p><i>Note: for the purpose of this M3, advanced level is measured in terms of oral, comprehension, and written skills as per chart at paragraph 17.0 - Official Languages.</i></p>		
M4	<p><b>Experience as an adult instructor.</b> The bidder must demonstrate that the proposed resources <u>each</u> have a minimum of five years of experience as an adult instructor in a professional setting and therefore possesses the demonstrated ability to act as an adult instructor to deliver Incident Command System (ICS) training to the Canadian Coast Guard and its partners.</p>		



**RATED REQUIREMENTS PER RESOURCE & COST EVALUATION**

Note: A combined score will be calculated based on the score achieved by each resource proposed.

No.	Rated Requirements	Maximum Score	Proposal Page No.
R1	<p><b>Experience in applying the principles and features of ICS in an ICS-managed all-hazard incident, planned event or exercise.</b> The bidder's proposed resources should have experience, in the past five (5) years, in applying the principles and concepts of ICS in a maritime environment. [Two (2) points will be awarded for each example to a maximum of ten (10) points. An additional point will be awarded for each example that pertains to incidents, planned events or exercises in the Maritime domain to a maximum of five (5)]</p> <p><i>Note: For the purpose of R1, exercise scenarios designed and facilitated as part of ICS training courses do not constitute acceptable project examples for the purposes of this requirement. Acceptable exercise examples include discussion-based exercises (such as seminars, workshops and tabletop exercises) and operations-based exercises (such as drills, functional exercises and full-scale exercises) whose length was at least one day.</i></p>	/15	
R2	<p><b>Experience in interdepartmental, inter-organization and/or international collaboration.</b> The bidder's proposed resources should have experience in interdepartmental, inter-organization and/or international collaboration. [One (1) point will be awarded for each example to a maximum of five (5) points.]</p>	/5	
R3	<p><b>Experience in developing and facilitating all hazard incident response scenarios for training purposes.</b> The bidder's proposed resources should have experience in developing scenarios to achieve objectives related to training delivery. [One (1) point will be awarded for each example to a maximum of five (5) points.]</p>	5/	
R4	<p><b>Experience with written examinations to support ICS certification.</b> The bidder's proposed resources should have experience in administering and/or scoring written examinations in a professional setting.[One (1) point will be awarded for each example up to a maximum of three (3) points.]</p>	/3	
R5	<p><b>Experience adapting standardized core course materials to meet clients' needs.</b> The Bidder should demonstrate that the proposed resource has experience adapting standardized course materials to meet clients' requirements without jeopardizing the integrity of the standards outlined by ICS Canada. [One (1) point will be awarded for each example up to a maximum of four (4)]</p>	/4	



No.	Rated Requirements	Maximum Score	Proposal Page No.
R6	<b>Endorsement as a qualified ICS Canada Instructor.</b> The bidder should demonstrate that of the proposed resources is recognized as a qualified ICS instructor by an Authority Having Jurisdiction in a province or territory, or by an Agency Authority Having Jurisdiction. A copy of a letter, certification or other proof issued by the appropriate authority should be attached to the proposal.[Three (3) point will be awarded]	/3	
R7	<b>Experience instructing ICS Canada Course materials (or equivalent).</b> The bidder should demonstrate that the proposed resource has experience instructing Standardized ICS Canada course materials or equivalent. [One (1) point will be awarded per year of instruction up to a maximum of five (5) points.]	/5	
<b>Rated Requirements Raw Score</b>		<b>/40</b>	
<b>The resource must receive a score of 60% or more to pass.</b>			

**Combined Resources Score**

Score	Raw	Percentage	Met	Unmet
Resource 1	/40	___%		
Resource 2	/40	___%		
Resource 3	/40	___%		
<b>Total</b>	<b>/120</b>	___%		

**Combined resource score /70**