



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Pacific Region

401 - 1230 Government Street
Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

| | |
|--|--|
| Title - Sujet High Voltage Training | |
| Solicitation No. - N° de l'invitation W0103-187495/A | Date 2018-05-31 |
| Client Reference No. - N° de référence du client W0103-187495 | |
| GETS Reference No. - N° de référence de SEAG PW-\$XLV-591-7519 | |
| File No. - N° de dossier XLV-8-41006 (591) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-11 | Time Zone Fuseau horaire Pacific Daylight Saving Time PDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Zwarich, Eric | Buyer Id - Id de l'acheteur xlv591 |
| Telephone No. - N° de téléphone (250) 661-2347 () | FAX No. - N° de FAX () - |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: National Defence Canada See herein | |

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

| | |
|---|-------------------------------------|
| PART 1 - GENERAL INFORMATION | 3 |
| 1.1 INTRODUCTION..... | 3 |
| 1.2 SUMMARY | 3 |
| 1.3 DEBRIEFINGS | 3 |
| PART 2 - BIDDER INSTRUCTIONS | 4 |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS | 4 |
| 2.2 SUBMISSION OF BIDS | 4 |
| 2.3 FORMER PUBLIC SERVANT..... | 4 |
| 2.4 ENQUIRIES - BID SOLICITATION..... | 5 |
| 2.5 APPLICABLE LAWS..... | 6 |
| PART 3 - BID PREPARATION INSTRUCTIONS | 7 |
| 3.1 BID PREPARATION INSTRUCTIONS | 7 |
| PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION | 9 |
| 4.1 EVALUATION PROCEDURES..... | 9 |
| 4.2 BASIS OF SELECTION | 9 |
| PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION | 11 |
| 5.1 CERTIFICATIONS REQUIRED WITH THE BID | 11 |
| 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION | 11 |
| PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... | ERROR! BOOKMARK NOT DEFINED. |
| 6.1 SECURITY REQUIREMENTS | ERROR! BOOKMARK NOT DEFINED. |
| 6.2 INSURANCE REQUIREMENTS | ERROR! BOOKMARK NOT DEFINED. |
| PART 7 - RESULTING CONTRACT CLAUSES | 13 |
| 7.1 STATEMENT OF WORK..... | 13 |
| 7.2 STANDARD CLAUSES AND CONDITIONS | 14 |
| 7.3 SECURITY REQUIREMENTS | 15 |
| 7.4 TERM OF CONTRACT | 15 |
| 7.5 AUTHORITIES | 15 |
| 7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS | 16 |
| 7.7 PAYMENT | 16 |
| 7.8 INVOICING INSTRUCTIONS | 17 |
| 7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... | 18 |
| 7.10 APPLICABLE LAWS..... | 18 |
| 7.11 PRIORITY OF DOCUMENTS | 18 |
| 7.12 INSURANCE REQUIREMENTS | 18 |
| 7.13 WORKERS COMPENSATION..... | ERROR! BOOKMARK NOT DEFINED. |
| ANNEX A - STATEMENT OF WORK | 19 |
| ANNEX B - BASIS OF PAYMENT | 20 |
| ANNEX C - TASK AUTHORIZATION FORM PWGSC-TPSGC 572 | 21 |
| ANNEX D - SECURITY REQUIREMENTS CHECK LIST | ERROR! BOOKMARK NOT DEFINED. |
| ANNEX E - INSURANCE REQUIREMENTS | ERROR! BOOKMARK NOT DEFINED. |

Solicitation No. - N° de l'invitation
W0103-187495/A
Client Ref. No. - N° de réf. du client
W0103-187495

Amd. No. - N° de la modif.
000
File No. - N° du dossier
XLV-8-41006

Buyer ID - Id de l'acheteur
XLV 591
CCC No./N° CCC - FMS No./N° VME

| | |
|--|-----------|
| ANNEX F - FINANCIAL EVALUATION | 22 |
| ANNEX G – TECHNICAL EVALUATION | 24 |
| ANNEX H - ELECTRONIC PAYMENT INSTRUMENTS..... | 29 |
| ANNEX J - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION | 30 |
| ANNEX K - BID PACKAGE CHECKLIST..... | 31 |
| ANNEX L – INTEGRITY PROVISIONS – LIST OF NAMES | 33 |

PART 1 - GENERAL INFORMATION

1.1 Introduction

- Part 1: General Information:** provides a general description of the requirement;
- Part 2: Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3: Bid Preparation Instructions:** provides Bidders with instructions on how to prepare their bid;
- Part 4: Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5: Certifications and Additional Information:** includes the certifications and additional information to be provided; and
- Part 6: Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract. Modify this paragraph and update the automatic Table of Contents, as applicable.

The Annexes include the Statement of Requirement, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

1.2 Summary

The Department of National Defence has a requirement to obtain training in high voltage (HV) safety, marine electrical propulsion theory, and practical instruction on live HV system.

The Arctic Offshore Patrol Vessels will utilize HV systems which will require theoretical, practical, and safety training that is not currently provided by the RCN.

The training required is based on the competencies associated with "High Voltage" as listed in column 1 of tables A-III/1 and A-III/2 of the Standards of Training, Certification, and Watch keeping for Seafarers Code, as amended and adopted in accordance with STCW 2010 Manila.

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 Security Requirements

There is no security requirement applicable to this Contract.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

Solicitation No. - N° de l'invitation
W0103-187495/A
Client Ref. No. - N° de réf. du client
W0103-187495

Amd. No. - N° de la modif.
000
File No. - N° du dossier
XLV-8-41006

Buyer ID - Id de l'acheteur
XLV 591
CCC No./N° CCC - FMS No./N° VME

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 British Columbia.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

"Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted."

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

Section I: Technical Bid (Three (3) hard copies)

Section II: Financial Bid (One (1) hard copies)

Section III: Certifications (One (1) hard copies)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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>). 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex D – Financial Evaluation. The total amount of applicable taxes must be show separately.

Section III: Certifications

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

3.1.1 Substantial Information

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed.

Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each mandatory criterion identified in ANNEX E- TECHNICAL EVALUATION CRITERIA.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex F Electronic Payment Instruments, to identify which ones are accepted.

If Annex F Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.13 Evaluation of Price - Canadian / Foreign Bidders

The price of the bid will be evaluated as follows:

- a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
- b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

3.1.4 Bid Submission Checklist

- c. All items listed under “Mandatory Tender Deliverable Check List” in ANNEX H- BID PACKAGE CHECKLIST must be submitted with the bid.
- d. Items listed under “Supporting Deliverable Requirements” in ANNEX H - BID PACKAGE CHECKLIST may be submitted after the bid closing date, and will be requested by the Contracting Authority in writing if required. Requested information must be delivered in accordance with the Condition indicated in the table.

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

Mandatory and point rated technical evaluation criteria are included in Annex E

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars in accordance with Annex D, the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2 Basis of Selection

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 of 635 for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 860 points.

Bids not meeting "(a) or (b) or (c)" will be declared non-responsive.

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.

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 %.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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).

Solicitation No. - N° de l'invitation
W0103-187495/A
Client Ref. No. - N° de réf. du client
W0103-187495

Amd. No. - N° de la modif.
000
File No. - N° du dossier
XLV-8-41006

Buyer ID - Id de l'acheteur
XLV 591
CCC No./N° CCC - FMS No./N° VME

| Highest Combined Rating Technical Merit (70%) and Price (30%) | | | | |
|---|-----------------------|-----------------------------|----------------------------|----------------------------|
| | | Bidder 1 | Bidder 2 | Bidder 3 |
| Overall Technical Score | | 115/135 | 89/135 | 92/135 |
| Bid Evaluated Price | | \$55,000 | \$50,000 | \$45,000 |
| Calculations | Technical Merit Score | $115/135 \times 70 = 59.63$ | $89/135 \times 70 = 46.15$ | $92/135 \times 70 = 47.70$ |
| | Pricing Score | $45/55 \times 30 = 24.55$ | $45/50 \times 30 = 27.00$ | $45/45 \times 30 = 30.00$ |
| Combined Rating | | 84.18 | 73.15 | 77.70 |
| Overall Rating | | 1st | 3rd | 2nd |

In this example, Bidder 1 would be recommended for Contract award.

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 Integrity 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 specified 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Annex G titled - Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Annex G- Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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 Statement of Work

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

6.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.2.1 Task Authorization Process

The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex C.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.

The Contractor must provide the Technical Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of the Procurement Authority limit must be authorized by the Contracting authority, and Project Authority before issuance.

6.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Maximum contract value.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3.

In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under

the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly 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; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- I. the authorized task number or task revision number(s);
- II. a title or a brief description of each authorized task;
- III. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- IV. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- V. the start and completion date for each authorized task; and
- VI. the active status of each authorized task, as applicable.

For all authorized tasks:

- I. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- II. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Security Requirements

There is no security requirement applicable to this Contract.

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from date of Contract to _____ (Date which is 2 years after Contract Award)

6.5.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) 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.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Eric Zwarich
Supply Team Leader,
Acquisitions Marine,
Procurement Branch / Pacific Region
Public Services and Procurement Canada / Government of Canada
Eric.Zwarich@pwgsc-tpsgc.gc.ca
Cel: 250-661-2347

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.

6.6.2 Project Authority

The Project Authority for the Contract is:

Name: **TBD**
Title: **TBD**
Organization: **TBD**
Address: **TBD**

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.

6.6.3 Contractor's Representative

| Contact for: | Name | Telephone | Email |
|--------------------|------|-----------|-------|
| Contracting issues | | | |
| Technical issues | | | |
| Invoicing issues | | | |

6.7 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.

6.8 Payment

6.8.1 Basis of Payment: Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the Limitation of Expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.8.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (To be determined). Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- when it is 75 percent committed, or
- four (4) months before the contract expiry date, or
- as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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.

6.8.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);

6.8.4 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

6.8.5 Taxes - Foreign-based Contractor

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

6.9 Invoicing Instructions

6.9.1 Invoice is to be made out to:

Attn: Orderly Room
Naval Personnel & Training
Group Headquarters
PO Box 17000 Station Forces
Victoria BC V9A7N2

6.9.2 Invoicing Process

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;

- b. a copy of the TA form and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.10.2 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.

6.11 Applicable Laws

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

6.12 Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions 2035(2016-04-04) Higher Complexity-Service;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C -the signed Task Authorizations (including all of its annexes, if any);
- f. the Contractor's bid dated _____, as amended on _____.

6.13 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

Solicitation No. - N° de l'invitation
W0103-187495/A
Client Ref. No. - N° de réf. du client
W0103-187495

Amd. No. - N° de la modif.
000
File No. - N° du dossier
XLV-8-41006

Buyer ID - Id de l'acheteur
XLV 591
CCC No./N° CCC - FMS No./N° VME

ANNEX A - STATEMENT OF WORK

(Statement of work begins on following Page with a total of 10 Pages.)

Statement of Requirements

High Voltage and Marine Electrical Propulsion Course

1. Scope

1.1. Purpose

Vendor must provide instruction in high voltage (HV) safety, marine electrical propulsion theory, and practical instruction on live HV system.

1.2. Background

The AOPs ships will utilize HV systems which will require theoretical, practical safety training that is not currently provided by the RCN.

2. Applicable documents

2.1. References

Documents 2.1.1 & 2.1.2 reference the current Transport Canada and Standards of Training, Certification, and Watch keeping for Seafarers Code.

2.1.1. Competencies associated with “High Voltage” as listed in column 1 of tables A-III/1 and A-III/2 of the Standards of Training, Certification, and Watch keeping for Seafarers Code, as amended and adopted in accordance with STCW 2010 Manila.

3. Requirements

3.1. The teaching points in appendix A are the minimum requirements to be taught on any marine electrical propulsion and HV course;

3.2. Any institution which delivers course material must include practical live HV demonstrations;

3.3. The course must conform to but not necessarily provide a certificate for the following international standards:

3.3.1. Competencies associated with “High Voltage” as listed in column 1 of tables A-III/1 and A-III/2 of the Standards of Training, Certification, and Watch keeping, Manila amendments.

3.4. The institution must allow two Canadian Armed Forces Quality Assurance Training Representatives to audit the courses and evaluate the training. This visit will be conducted once each year for 4 days, 1 day for facilities, 2 days for instruction review and 1 day for meeting with

Training facility staff. The Representatives will be subject to the same deliverables for meals and accommodations.

4. Deliverables

- 4.1. The training must be ready to be delivered by July 2018 in order to prepare the acceptance crew of the AOPs ships prior to ship delivery in 2019;
- 4.2. Teaching points IAW annex A which may be in excess of STCW;
- 4.3. Contractor to provide meals and accommodations for each student for the duration of training in accordance with Appendix B;
- 4.4. Contractor must provide daily transportation to and from training facility/accommodations, if required;
- 4.5. Course cost is required to be on a per student basis. Contractor is also required to submit a minimum and maximum number of students per course serial;
- 4.6. Estimated number of students per year is 20 over two intakes. Number of students per year is dependent on RCN requirements;
- 4.7. Course duration must not exceed 15 training days;
- 4.8. Training duration will consist of a 2 year contract, followed by 3, one year extension options.

APPENDIX A – Minimum Teaching Points

Material

The Contractor must provide to the TA by e-mail no later than 15 working days after Contract award, a detailed training plan in Microsoft Word. This plan must include the use of the instructional materials as outlined in the following clauses.

8.1 Lesson Plans

The Contractor must provide lesson plans (LPs) to instruct the course content specified in accordance with Appendix A-1, Lesson Plan Writing Guide. LPs must include, as a minimum:

- a) Clearly defined learning objectives for both the knowledge and skill areas of the lesson;
- b) An outline of the presentation section (e.g. safety items, skill procedures, practice, guides, etc.);
- c) A skill demonstration for every skill taught;
- d) A description of the student practice session and the steps to be taken to ensure that the student
achieves the expected level of skill mastery during the practice session; and
- e) The method and process for testing the level of skill mastery achieved by the students.

8.2 Training Aids

LPs must include, as a minimum, the recommended training aids referred to in the above-referenced EOs (2.4.5) such as the following:

- a) Charts;
- b) Slides (presentation software);
- c) Real equipment; and
- d) Mock-up equipment or models.

| Marine Electrical Propulsion | |
|------------------------------|--|
| 1 | Electrical foundation principles A. Current, voltage, resistance B. Power calculations |
| 2 | Electric circuit foundation principles A. Physical circuit elements a. Capacitors, resistors, inductors b. Parallel, series, RLC circuit analysis c. Voltage regulation d. Electronic device symbology B. Circuit calculations |
| 3 | Physical and electric forces A. Maxwell's equation B. Units of force and potential |
| 4 | Transformer theory A. Rectifier a. Silicone controlled rectifier theory and operations b. Pulse width modulation B. Inverter C. Synchro-converter, cylco-converter |

| | |
|---------------------|--|
| 5 | HV Current flow through mediums A. Flow through liquid/gas/solid B. HV cabling specifications C. AWG specifications D. AWG calculations |
| 6 | HV control instrumentation |
| 7 | RC shunt and choke circuits |
| 8 | Time current curves (TCC) |
| 9 | Electric motor controls A. Resistive temperature devices B. Capacitance theory, time constants and HV application/hazards |
| 10 | Motor theory A. AC motors a. Construction b. Demonstration B. DC motors a. Construction b. Demonstration C. Harmonics D. HV Electrical Motor controllers |
| High Voltage Safety | |
| 11 | Human interaction with HV A. Effect of AC/DC B. Safety limits (500 ohm safety limits) C. First aid |
| 12 | International standards for HV safety |
| 13 | Personal protective equipment |
| 14 | HV grounding theory and practice A. Arc flash B. Circuit protection devices C. Testing |
| 15 | Safe work A. Guiding regulations B. Lock out/tag out C. Mechanical/electrical interlocks D. Work plans a. Accident analysis |
| 16 | Practical working on HV A. Cables B. Bus C. Breakers a. Maintenance b. Operation |

Appendix 1
Lesson Plan Writing Guide
WRITING LESSON PLANS

1.0 General

The suggested lesson plan (LP) format below has been widely used by Department of National Defence (DND) as a standard structure for the development of LP's. The Contractor may change the format names, sequence or add content, however, each LP must contain the information below in some form as a minimum requirement. DND reserves the right to share copyright privileges for all LP's produced by the Contractor.

2.0 Suggested LP Format

2.1 Introduction, build student interest and motivation by:

- a. Review – if applicable;
- b. Objective(s) – What is/are the lesson objective(s);
- c. Importance – Why is/are the objective(s) important;
- d. Applicability – Where does the lesson fit in the course and/or on the job; and
- e. Approach – How will the lesson be conducted.

2.2 Body, present main topics and teaching points (TP):

- a. Introduction – Briefly introduce lesson stages if applicable, i.e. paragraphs b, c and d below;
- b. Teaching Points – Present each TP clearly, accurately and using the most appropriate instructional method and training aids;
- c. Student Participation – Because wet pressurized escape training (WPET) and skill sets are the focus, concentrate students' time on practising and performing skills. Interaction through discussion and questions at certain intervals is also encouraged; and
- d. Confirmation – Provide more practice to confirm skill mastery if necessary.

2.3 End of Lesson Progress Test, confirm student's mastery of TPs by:

- a. Direct Observation of Skill – Make a plan on how to manage and observe skills that must be mastered; and
- b. Base Testing on lesson objective, checking critical TPs.

2.4 Conclusion, summarize key points and state links to future lessons:

- a. Summary – Review TPs and base depth of summary on student's mastery of skills and objectives. In other words, keep summary brief if objectives were achieved successfully, or re-emphasize all points that students had difficulty learning;
- b. Closing Statement – Inform students of links to future lessons; and
- c. Re-motivating Statement – Re-emphasize the importance of the lesson.

APPENDIX B - Meals and Accommodations:

Training Facilities

The Contractor's training facility must accommodate the required trainer(s)/simulator(s); all training support equipment; classrooms, lunch and break area; lockers, showers and washrooms for both male and female students.

15.1 Class Size Accommodations

The Contractor's training facility must accommodate a maximum class size of 12 students. The optimum class size is 10 students and the minimum class size is six students.

15.2 Change Facilities
The Contractor's training facility must provide separate change rooms with lockers, showers and washrooms for both male and female students.

15.3 Lunch Facilities

The Contractor's training facility must provide an area for lunch and breaks.

15.4 The training facility must be within 10 minutes walking distance from the dining room and accommodations.

Meals

22.1 For the duration of each serial, the Contractor must provide the students and DND's PA with three freshly prepared meals per day, one evening snack between 2000 hrs and 2100 hrs per day, and refreshments when required. Dining room hours must be available as a minimum from 0630 hrs to 0730hrs for breakfast, from 1200 hrs to 1300 hrs for lunch, and from 1730 hrs to 1830 hrs for dinner. Night snacks must be available in the dining room until 2100 hrs.

22.2 The Contractor must, upon request, provide special dietary meals due to allergies and/or religious beliefs. Special dietary meal requirements will be provided to the Contractor at least five calendar days prior to the start of the serial.

22.3 As a minimum, the Contractor must abide by the following:

- a) Standard Meal Item Availability, Table 22.3.1;
- b) Portion Size Standard, Table 22.3.2
- c) Standard Meal Entitlement Pattern, Table 22.3.3; and
- d) Night Snack Food List, Table 22.3.4.

Table 22.3.1 - Standard Meal Item Availability

| |
|--|
| Breakfast |
| Citrus fruit and fruit/vegetable juice (3 varieties). Cereal, one cooked and three ready-to-eat (bulk) or assortment packs for individual servings. Eggs any style and one breakfast entrée (e.g. pancakes). Two kinds of breakfast meat plus cheese or yogurt. One kind of vegetable (e.g. baked beans, fried potato). One freshly baked product and two kinds of bread products with accompaniments. At least two hot and three cold beverages, including milk. |
| Lunch |
| Soup. 1 freshly prepared hot main protein dish with appropriate condiments. 1 hot sandwich or similar item (e.g. pizza, hamburger, hot dog, tacos, burritos, etc. on a rotating basis). 1 cold sandwich (up to 4 varieties of fillings). 2 starch choices (one of which is not fried). 1 other hot vegetable. Selection of salads as per the Salad Bar Menu. 4 prepared dessert items, 3 fresh fruit choices and ice cream or yogurt. Bread and rolls (3 varieties). At least two hot and three cold beverages, including milk. |
| Dinner |
| Soup. 2 freshly prepared hot protein dishes with appropriate accompaniments, at least 1 is to be solid meat, fish or poultry (e.g. roast, cutlet, steak, chop, fillet, chicken breast). 1 meatless protein dish (which includes ingredients such as legumes, tofu, nuts, etc.). -one of the three above is to be a healthy choice (leaner meat or alternate prepared with little or no fat). 2 starch choices (one of which is not fried). 2 other cooked vegetables. Selection of salads as per the Salad Bar Menu. 4 prepared desert items, 3 fresh fruit choices and ice cream or yogurt. Bread and rolls (3 varieties). At least two hot and three cold beverages, including milk. |
| Salad Bar Menu |
| Each lunch and dinner must have a salad bar and offer as a minimum, the following choices: Coleslaw: vary mixture from meal to meal by changing ingredients added to cabbage such as raisins, apples, carrots, etc. Green salad: vary mixture from meal to meal. Ingredients may include lettuce, fresh spinach, slice radishes, onion rings, slice cucumber, tomato wedges, diced green peppers, etc. Salad dressings are to be served separately. Vegetables: radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini or chilled canned tomatoes, etc. Five selections are to be available per meal. Starch or bean salad: one per meal. |

Table 22.3.2 - Portion Size Standard

| Breakfast | |
|--|------------------------------------|
| Eggs, medium | 2 each |
| Toast | 2 slices |
| Ham | 45 g |
| Bacon | 3 slices |
| Sausages | 2 each |
| Hot cakes | 3 each (4" diameter) |
| French Toast | 2 slices |
| Syrup | As required |
| Muffins | 1 each |
| Juice | 250 ml |
| Milk (2% white, skim or chocolate) | 500 ml |
| Cereal | |
| - Hot | - 175 ml (cooked) |
| - cold | - Individual package or 30g bulk |
| Lunch and Dinner | |
| Soup | 250 ml |
| Boneless meat | 180 g (raw) |
| Steaks and chops (bone in) | 300 g (raw) |
| Fish (steaks, fillet) | 180 g (raw) |
| Fish (battered) | 150 g (cooked) |
| Roast poultry (boneless) | 125 g (cooked) |
| Chicken pieces (bone in) | 300 g (raw) |
| Casserole dishes | 250 g (cooked) |
| Stews | 250 g (cooked) |
| Three decker sandwich | 1 each |
| Hamburger | 2 each (120g raw patty) |
| Hot dog | 2 each |
| Submarine (8" long) | 1 each |
| Sandwich | 1 each |
| Sandwich filling – salad | 85 g |
| Sandwich filling – sliced meat | 60 g |
| Potatoes | 125 g (cooked) |
| Vegetables | 125 ml |
| Milk (2% white, 1% white, skim or chocolate) | 250 ml |
| Hot and cold beverages | 250 ml |
| Salad items | 6" bowl |
| Canned fruit | 126 ml |
| Fresh fruit | 1 each |
| Fresh grapes/berries | 125 ml |
| Pudding | 125 ml |
| Jello | 125 ml |
| Ice Cream | 125 ml |
| Fruit Yogurt | 125 ml |
| Cake | 1 piece (2.5" x 2.5" x 2.5") |
| Pie | 1 piece (1/8 of a 9" diameter pie) |
| Squares (2" x 2") | 1 each |
| Cookies (2" diameter) | 2 each |
| Cookies (3" diameter) | 1 each |
| Doughnuts | 1 each |
| Dinner roll | 1 each |

Table 22.3.3 - Standard Meal Entitlement Pattern

| Regular Meals | |
|---|--|
| Breakfast | |
| Juice or fruit Cereal with milk or breakfast entrée/egg dish Breakfast meat or cheese or yogurt Breakfast vegetable (e.g. potato, baked beans) Toast or baked product Two Beverages Condiments (e.g. salt/pepper, jam, butter, syrup) | |
| Lunch | |
| Soup Sandwich Starch item Salad bar (6" plate) Dessert item Two beverages Condiments | Soup Luncheon protein dish Starch item Cooked vegetable Salad bar (6" plate) Dessert item Two beverages Bread Product Condiments |
| Dinner | |
| Soup Main protein dish Starch item Cooked vegetable Salad bar (6" plate) Bread product Dessert item Two Beverages Condiments. | |

Table 22.3.4 - Night Snack Food List

| All of the following food and/or beverage items must be available as a night snack: |
|--|
| Coffee or tea, plus cream or milk, plus sugar |
| Hot chocolate beverage mix |
| Iced tea mix |
| Milk |
| Fruit juice |
| Soup, and soda crackers |
| Bread, spreads (e.g. peanut butter, cheese spread, jam, etc.) |
| Fresh fruit (e.g. orange, apple, pear, banana, etc.) |
| Pastries |

22.4 The dining room must be within 10 minutes walking distance from the training facility and accommodations.

ACCOMMODATIONS:

- 23.3 Access to the sleeping accommodations must be available on a 24/7 basis. Access to the accommodations assigned must be only accessible to the students/DND's PA.
- 23.4 The Contractor must provide clean linen. The Contractor must provide additional clean linen as requested in case of an emergency.
- 23.5 The Contractor must provide as a minimum separate washroom facilities for males and female within the accommodation facilities in accordance with the following:
- Male Washroom Facilities:
 - A minimum of one shower per 10 students;
 - A minimum of one toilet per 12 students;
 - In addition to 23.4(a)(ii), a minimum of one toilet and/or urinal per 12 students; and
 - A minimum of one sink per 7 students.

- b) Female Washroom Facilities
 - i. A minimum of one shower per 10 students;
 - ii. A minimum of one toilet per 12 students; and
 - iii. A minimum of one sink per 7 students.
 - c) All showers must be individual shower stalls.
 - d) The Contractor must ensure that the washroom facilities are adequately cleaned at least twice a week.
- 23.6 The Contractor must post within the assigned accommodation areas an emergency exit plan detailing exits and actions in the event of evacuation, fire, flood, environmental hazard, or any other threat requiring an emergency response.
- 23.7 The accommodations must be within 10 minutes walking distance from the training facility and dining room.

ANNEX B - BASIS OF PAYMENT

B.1. Prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Contractor will be paid on completion of each Task Authorization, in accordance with the deliverables contained in the Statement of Work.

| | Column | A | B | C | D |
|------|--|--|------------------------------|------------------------------|------------------------------|
| ITEM | Description All Pricing is in _____ (Currency) | Rate for initial two (2) year contract period | Rate for Option Year 1 | Rate for Option Year 2 | Rate for Option Year 3 |
| 1. | Price per Candidate per Course (as specified in Annex A.) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

B.2. Notes

B.2.1: The "Price per Candidate for Training" is an all-inclusive price which includes all training material, class room instruction, hands on training, meals, accommodations, and transportation to and from accommodations/meals and the training facility.

B.2.2: The "Price per Candidate for Training" is based on a minimum of ____ (TBD) Candidates per Course and a maximum of ____ (TBD) per Course.

Solicitation No. - N° de l'invitation
W0103-187495/A
Client Ref. No. - N° de réf. du client
W0103-187495

Amd. No. - N° de la modif.
000
File No. - N° du dossier
XLV-8-41006

Buyer ID - Id de l'acheteur
XLV 591
CCC No./N° CCC - FMS No./N° VME

ANNEX C - TASK AUTHORIZATION FORM PWGSC-TPSGC 572

(Annex C begins on following Page with a total of 4 Pages.)

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat
W0103-187495

| | |
|--|--|
| Contractor's Name and Address - Nom et l'adresse de l'entrepreneur | Task Authorization (TA) No. - N° de l'autorisation de tâche (AT) |
| | Title of the task, if applicable - Titre de la tâche, s'il y a lieu |
| | Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$ |

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐

No - Non

☒

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



For Revision only - Aux fins de révision seulement

| | | |
|--|--|---|
| TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu | Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$ | Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$ |
|--|--|---|

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

| | |
|---|--|
| A.Task Description of the Work required - Description de tâche des travaux requis | See Attached - Ci-joint <input type="checkbox"/> |
| B. Basis of Payment - Base de paiement | See Attached - Ci-joint <input type="checkbox"/> |
| C. Cost of Task - Coût de la tâche | See Attached - Ci-joint <input type="checkbox"/> |
| D. Method of Payment - Méthode de paiement | See Attached - Ci-joint <input type="checkbox"/> |

Contract Number - Numéro du contrat
W0103-187495

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

ANNEX D - FINANCIAL EVALUATION

Bidder's Instructions

The Bidder must fill out the pricing schedule below in Table D.1 Pricing Matrix and include it in their Financial Bid.

The Pricing provided in the successful Bid will be incorporated into the resulting Basis of Payment of the Contract. The estimated quantities used herein are included for the purpose of evaluation only, and are not a guarantee of work.

The totals, as laid out in Table – D.2 Total Price Evaluation will be used for the bid evaluation as detailed in PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.

Table D.1 Pricing Matrix

| | Column | A | B | C | D |
|------|---|---|------------------------|------------------------|------------------------|
| ITEM | Description All Pricing is in _____ (Currency) Minimum Number of Candidates per Course: _____ Maximum number of Candidates per Course: _____ | Rate for initial two (2) year contract period | Rate for Option Year 1 | Rate for Option Year 2 | Rate for Option Year 3 |
| 1. | Price per Candidate for Training (Tuition Only) | \$_____ | \$_____ | \$_____ | \$_____ |
| 2. | Accommodations: Price per Candidate, per Day | \$_____ | \$_____ | \$_____ | \$_____ |
| 3. | Meals: Price Per Candidate, per Day | \$_____ | \$_____ | \$_____ | \$_____ |
| 4. | Transportation: Price per Candidate, per Day | \$_____ | \$_____ | \$_____ | \$_____ |
| 5. | Number of Days per Course: | _____ | _____ | _____ | _____ |
| 6. | Accommodations: Price Per Candidate, Per Course (Item 2 x Item 5) | \$_____ | \$_____ | \$_____ | \$_____ |
| 7. | Meals: Price Per Candidate, Per Course (Item 3 X Item 5) | \$_____ | \$_____ | \$_____ | \$_____ |
| 8. | Transportation: Price Per Candidate, Per Course (Item 4 x Item 5) | \$_____ | \$_____ | \$_____ | \$_____ |
| 9. | Price per Candidate per Course (Item 1 + Item 6 + Item 7 + Item 8) | \$_____ | \$_____ | \$_____ | \$_____ |

D.1.1: The “Price per Candidate for Training” is an all-inclusive price for the training in accordance with Annex A and includes all training material, classroom instruction, and hands on training.

D.1.2: The “Accommodations: Price per Candidate, per Day” is an all-inclusive cost for accommodations, for each day, provided to course candidates in accordance with Annex A, Including use of sheets, blankets, pillows, and pillowcases.

D.1.3: The “Meals: Price Per Candidate, per Day” is an all-inclusive cost for meals, for each day, provided to course candidates in accordance with Annex A, including breakfast, lunch, dinner, and snacks.

D.1.4: The “Transportation: Price per Candidate, per Day” is an all-inclusive cost for transportation on a per Candidate basis, for each day, to transport candidates to and from the training facility and the accommodations/meals location(s) broken down to a per Candidate cost. If this cost is based on a minimum number and/or maximum number of Candidates, the Bidder is requested to express what those minimum and maximum values are in their bid submission.

D.2 Total Price Evaluation

The values entered into the following table are the results of values in tables F.2 and F.3 above.

Table – D.2 Total Price Evaluation

| | Column | A | B | C | D |
|------|--|--|------------------------------|------------------------------|------------------------------|
| ITEM | Description All Pricing is in _____ (Currency) | Rate for initial two (2) year contract period | Rate for Option Year 1 | Rate for Option Year 2 | Rate for Option Year 3 |
| 1 | Price per Candidate per Course (Item 9 Table D1) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 2 | Number of Candidates per Course | 12 | 12 | 12 | 12 |
| 3 | Number of Courses per year | 3 | 3 | 3 | 3 |
| 4 | Number of Years being Evaluated | 2 | 1 | 1 | 1 |
| 5 | Sub Totals (Item 1 x Item 2 x Item 3 x Item 4) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 6 | Total Price Evaluation Item 5 (Column A + Column B + Column C + Column D) | | | | \$ _____ |

ANNEX E – TECHNICAL EVALUATION

E-1 GENERAL

- E-1.1** The general requirement for the Bidder's Technical Bid is stated at Part 3 of the Bid Solicitation.
- E-1.2** The Evaluation Procedure is stated at Part 4 of the Bid Solicitation. The evaluation procedure indicates the composition of the evaluation team. This Annex gives the detailed Technical Evaluation Criteria and Scoring Procedure.
- E-1.3** In order that a complete technical evaluation of the Bid can be conducted, the Bid must be compliant with all of the bid deliverable requirements, which are summarized under Part 3 of the Bid Solicitation. It is the Bidder's responsibility to clearly demonstrate their capabilities and capacity to complete all of the Work and other requirements stated in the Bid Solicitation, the Statement of Work and other attachments. Bidders should describe their capabilities, how they will comply with mandatory requirements, and how they will deliver any other requested goods and/or services.
- E-1.4** It is requested at Article 3.1 that the Bidder present topics in the order of these evaluation criteria and under the same headings and numbering scheme. Alternatively, the Bidder should include in their Technical Bid an applicability matrix wherein they identify, by page number, where each of the criteria is addressed in their Bid.

E2 MANDATORY TECHNICAL CRITERIA

- E-2.1** The Mandatory Technical Criteria are detailed in **Table E-1 Mandatory Criteria**. Mandatory Criteria will be assigned either a Pass or Fail by the evaluation team. Any Bid which fails to comply with any Mandatory Criterion will be declared non-responsive. Some (or all) of the Mandatory Criteria may also be point rated, for their technical merit, in accordance with **Table E-2 – Point-Rated Technical Criteria**.
- E-2.2** The Bidder should provide, as part of its Technical Proposal, all documents essential to clearly demonstrate compliance with each technical mandatory requirement, including, without limitation, course materials, photographs, statements, resumes and, other such evidence.
- E-2.3** The Bidder should provide, as part of its Technical Proposal, a Bidder filled out **Table – E-1 Mandatory Criteria** providing references by page and section, to their Technical Proposal where each requirement is addressed.

E-3 POINT-RATED TECHNICAL CRITERIA

- E-3.1** The Point-Rated Technical Criteria are detailed in **Table E-2 – Point-Rated Technical Criteria**.
- E-3.2** Point rating of Criteria, for their technical merit, will be conducted in accordance with Scoring Procedure given under Part 4 of the bid solicitation
- E-3.3** The Bidder should provide, as part of its Technical Proposal, a Bidder filled out **Table E-2 – Point-Rated Technical Criteria** providing references by page and section, to their Technical Proposal where each requirement is addressed.

Table E-1 Mandatory Technical Criteria

| MANDATORY Criteria | | | | |
|---------------------------|--|-------------------|-------------|--|
| Description | | Pass/Fail? | | Where in your proposal is this information? |
| | | Pass | Fail | |
| 1 | Vendor must meet competencies associated with "High Voltage" as listed in column 1 of tables A-III/1 and A-III/2 of the Standards of Training, Certification, and Watch keeping for Seafarers Code, as amended and adopted in accordance with STCW 2010 Manila. Vendor must submit written documentation supporting above competency. | | | |
| 2 | Training Facility must be certified by a government regulating body such as Transport Canada or United States Coast Guard. Bidder must submit written documentation supporting certification. | | | |
| 3 | Instructors must be certified by a government regulating body such as Transport Canada or United States Coast Guard. Bidder must submit written documentation supporting certification. | | | |
| 4 | Vendor must be able to deliver training by Aug 2018. Vendor will confirm their ability to run first course in Aug 2018 by summing a letter which clearly indicates bidder's capability to be able to deliver training in Aug 2018. | | | |

Table E-2 – Point-Rated Technical Criteria

| POINT RATED TECHNICAL Criteria | | | | |
|---------------------------------------|--|------------------|-------------------|--|
| Description | | Points | | Where in your proposal is this information? |
| | | Max Score | Your Score | |
| | Training Material Bidder should submit their training material curriculum and lesson plans for assessment. | | | |
| 1 | The vendor's training material will be compared and assessed to Appendix A Table 1. Each section of Table 1 that the vendor's training material is equivalent to will be awarded a score of 20 points. A maximum of 320 can be awarded. Each section of Table 1 that the vendor's training material is <u>NOT</u> equivalent to will be awarded a score of 0 points. | 320 | | |
| 2 | The Vendor's lesson plans will be compared and assessed to Appendix A-2 section 2.0. The vendor will be awarded 10 points for lessons that are meeting each of the 4 sub sections of 2.0. A total of 40 points can be awarded. Each sub-section of Appendix A-2 section 2.0 that the vendor's training material is <u>NOT</u> equivalent to will be awarded a score of 0 points. | 40 | | |
| | Training Facility Bidder should submit pictures and lesson plans of live high voltage training. | | | |
| 3 | Live high voltage training demonstrations will be graded and assessed a score based on the comprehensiveness of the training and the availability of hands on equipment. 200 points will be awarded a. Bidders utilizing realistic hands on and live high voltage training equipment will be giving 200 points. If <u>no</u> realistic hands on and live high voltage training equipment is to be utilized the vendor will be assessed a score of 0. b. Each unique live high voltage student training scenario that students will participate in will be awarded a score 25 for a maximum of 100 points. If students <u>will not</u> be participating in any live high voltage student training scenarios the vendor will be assessed a score of 0. | 300 | | |
| | Meals and Accommodation | | | |
| 4 | Bidder should submit their intended meal plan for a 5 day period. The meal plan should include a breakdown of breakfast, lunch, and supper (incl. salad options). The meal plan will be compared with Appendix B - table 22.3.1 and assessed a score out of 100 based on the following: | 100 | | |

| | | | | |
|---|--|-----|--|--|
| | <p>a) If the vendor confirms that all meals will be prepare fresh daily they will be awarded 50 points. If the vendor confirms that not all meals will be prepare fresh daily they will be awarded 0 points.</p> <p>b) If the vendor's breakfast/lunch/supper meal plans meet 100% of table 22.3.1 they will be awarded 50 points.</p> <p>c) If the vendor's breakfast/lunch/supper meal plans meet 75% of table 22.3.1 they will be awarded 40 points.</p> <p>d) If the vendor's breakfast/lunch/supper meal plans meet 50% of table 22.3.1 they will be awarded 30 points.</p> <p>e) If the vendor's breakfast/lunch/supper meal plans meet less than 50% of table 22.3.1 they will be awarded 0 points.</p> | | | |
| 5 | <p>Bidders should submit their intended accommodation plan that will include pictures of the rooms and washrooms as well as a document describing how they meet Appendix B – Accommodations. The accommodations will be compared with Appendix B – Accommodations and assessed a score out of 100 based on the following:</p> <p>a) If the vendor confirms that the rooms and washrooms are clean and in good repair by providing pictures they will awarded 50 points. If the vendor's show that the rooms and washrooms are <u>NOT</u> clean or <u>NOT</u> in good repair they will be awarded 0 points.</p> <p>b) The vendor will be awarded 10 points by meeting section 23.3 of Appendix B – Accommodations. If the vendor does not meet section 23.3 of Appendix B – Accommodations they will be awarded 0 points.</p> <p>c) The vendor will be awarded 10 points by meeting section 23.4 of Appendix B – Accommodations. If the vendor does not meet section 23.4 of Appendix B – Accommodations they will be awarded 0 points.</p> <p>d) The vendor will be awarded 10 points by meeting section 23.5 of Appendix B – Accommodations. If the vendor does not meet section 23.5 of Appendix B – Accommodations they will be awarded 0 points.</p> <p>e) The vendor will be awarded 10 points by meeting section 23.6 of Appendix B – Accommodations. If the vendor does not meet section 23.6 of Appendix B – Accommodations they will be awarded 0 points.</p> <p>f) The vendor will be awarded 10 points by meeting section 23.7 of Appendix B – Accommodations. If the</p> | 100 | | |

Solicitation No. - N° de l'invitation
W0103-187495/A
Client Ref. No. - N° de réf. du client
W0103-187495

Amd. No. - N° de la modif.
000
File No. - N° du dossier
XLV-8-41006

Buyer ID - Id de l'acheteur
XLV 591
CCC No./N° CCC - FMS No./N° VME

| | | | | |
|--|---|--|--|--|
| | vendor does not meet section 23.7 of Appendix B – Accommodations they will be awarded 0 points. | | | |
|--|---|--|--|--|

| Minimal Point Requirements | |
|---|----------------|
| If a bidder does not meet any of the minimal point values below their bid will not be considered. | |
| Section | Minimal Points |
| Training Material #1 | 260 |
| Training Material #2 | Nil |
| Training Facility #3 | 225 |
| Meals #4 | 80 |
| Accommodations #5 | 70 |

Solicitation No. - N° de l'invitation
W0103-187495/A
Client Ref. No. - N° de réf. du client
W0103-187495

Amd. No. - N° de la modif.
000
File No. - N° du dossier
XLV-8-41006

Buyer ID - Id de l'acheteur
XLV 591
CCC No./N° CCC - FMS No./N° VME

ANNEX F - ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2 Electronic Payment of Invoices – Bid, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ Direct Deposit;
- ☐ Electronic Data Interchange;

ANNEX G- FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX H - BID PACKAGE CHECKLIST

H1.1 Mandatory Tender Deliverables Checklist

Notwithstanding deliverable requirements specified anywhere else within this bid solicitation and its associated Requirement (Annex A), mandatory deliverables that must be submitted with the Bidder's tender to be deemed responsive, are summarized below.

The Bidder must submit a completed Annex H.

The following are mandatory and the Bidder's submission will be evaluated against the requirement as defined herein. The Bidder must be determined to be compliant on each item to be considered responsive.

| No | Solicitation Part | Reference | Description | Document provided |
|----|-------------------|---------------------------------|---|--------------------------|
| 1 | Front page | Front page | <u>Request for Proposal</u> document part 1 page 1 completed and signed; | <input type="checkbox"/> |
| 2 | 3 | Article 3.1 Section I, Annex E | Technical Bid Submission | <input type="checkbox"/> |
| 3 | 3 | Article 3.1 Section II, Annex D | Financial Bid Evaluation Sheet, completed | <input type="checkbox"/> |
| 4 | 5 | Article 5.1.1 | Integrity Provisions - Declaration of Convicted Offences - If Applicable | <input type="checkbox"/> |

H1.2 Supporting Deliverable Requirements

If the following information which supports the bid is not submitted with the Bid; it may be requested by the Contracting Authority, and it must be provided within the indicated conditions on written request:

| No | Solicitation Part | Reference | Description | Condition | Document provided |
|----|-------------------|-------------------------|---|-----------------------------|--------------------------|
| 1 | Part 7 | 7.10 | Applicable Laws if not British Columbia | 48 hours of written request | <input type="checkbox"/> |
| 2 | 7 | Articles 7.5.4, Annex K | Contractor's Representatives, table completed | 48 hours of written request | <input type="checkbox"/> |
| 3 | Annex F | 3.1.2 | Electronic Payment Instruments | 48 hours of written request | <input type="checkbox"/> |
| 4 | Annex J | 5.2.1 | Integrity Provisions – List of Names, completed | 48 hours of written request | <input type="checkbox"/> |
| 5 | Annex G | 5.2.2 | Federal Contractors Program for Employment Equity - Bid Certification | 48 hours of written request | <input type="checkbox"/> |
| 6 | 5 | 5.2.3.3 | Workers' Compensation Certification – Letter of Good Standing | 10 Days of written request | <input type="checkbox"/> |
| 7 | 5 | 5.2.3.4 | TC Certified Course Curriculum | 10 Days of written request | <input type="checkbox"/> |
| 8 | 6 | 6.1 | Security Clearance | 10 Days of written request | <input type="checkbox"/> |
| 9 | 6 | 6.2, Annex D | Insurance Requirements | 48 hours of written request | <input type="checkbox"/> |
| 10 | Annex D | Table D.1 | Maximum and Minimum Candidates indicated on table | 48 hours of written request | <input type="checkbox"/> |

ANNEX I – INTEGRITY PROVISIONS – LIST OF NAMES

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

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

2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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

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

5. For an individual - the full name of the person
