



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Safety Training	
<b>Solicitation No. - N° de l'invitation</b> W010X-19J001/A	<b>Date</b> 2018-07-20
<b>Client Reference No. - N° de référence du client</b> W010X-19-J001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-309-10463	
<b>File No. - N° de dossier</b> HAL-8-81018 (309)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-09-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacNeil, Blaine A.	<b>Buyer Id - Id de l'acheteur</b> hal309
<b>Telephone No. - N° de téléphone</b> (902) 403-3918 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN ONTARIO K1A 0K2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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### **PART 1 - GENERAL INFORMATION**

1. Security Requirement

There are no security provisions associated with this requirement.

## **2. Requirement**

To establish a contract with a supplier to provide four (4) Workplace Safety Training Courses;

- Fall Arrest and Basic Rescue Practical Training and Certification
- Fall Protection Equipment Inspection Certification.
- Confined Space Entry and Basic Rescue Practical Training and Certification
- Fall Arrest and Basic Rescue Competent Trainer

Maritime Forces Atlantic (MARLANT) has an active on-going safety program, designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Confined Space Entry Program is to identify and evaluate potential confined space hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize hazards; ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may be trapped in a confined space.

The objective of the MARLANT Fall Protection Program is to maximize the safety of all civilian and military personnel who may work at height. Its purpose is to identify and evaluate potential fall hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize fall hazards; ensure the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may be left suspended in a harness after their fall has been arrested.

An important component of this program is safety training, consistent with the requirements of the Canada Labour Code Part II (CLC Pt. II), Canada Occupational Health and Safety (COHS) regulations and Canadian Standards Association (CSA) standards, where applicable.

## **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **4. Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

## **PART 2 - BIDDER INSTRUCTIONS**

### **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 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

## **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.

## **3. Enquiries - Bid Solicitation**

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

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

## **4. Applicable Laws**

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

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

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

\*Note that if your financial bid contains information relative to your technical proposal in terms of the technical evaluation, you should include an additional copy of the Financial Bid with all pricing information removed.

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

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

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

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

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

#### Section I: Technical Bid

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

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment (line item detail p. 2). The total amount of Applicable Taxes must be shown separately.

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

### **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.

#### **1.1 Technical Evaluation**

The technical evaluation will be used for Canada to assess whether the mandatory requirements are met using the information provided with a bid. The bidder is responsible for submitting sufficient, clearly understandable information demonstrating that the bid meets the obligations set forth in this tender.

Canada reserves the right to verify that all of the mandatory specifications are met prior to the award of contract.

#### **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

## **2. Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

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 may render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certification Required With the Bid**

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

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### **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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

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

### **1. Security Requirement**

There are no security provisions associated with this requirement.

### **2. Requirement**

The Contractor agrees to deliver the items and perform the work detailed in Annex A, Statement of Work.

### **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.

#### **3.1 General Conditions**

2010C (2018-06-21), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

### **4. Delivery**

#### **4.1 Delivery Date**

The contract period will be for one year. The anticipated issuance date is early September 2018 (subject to change).

Exact course dates are to be determined. See section 4.5 of the Statement of Work for monthly estimates.

## **4.2 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 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.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Blaine MacNeil  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, Nova Scotia, B3J 3C9

Telephone: 902-496-5180  
Facsimile: 902-496-5016  
E-mail address: blaine.macneil@pwgsc.gc.ca

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

### **5.2 Project Authority (named upon award of contract)**

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:

Telephone

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.



### **5.3 Contractor's Representative**

Name:

Organization:

Telephone:

Facsimile:

E-mail Address:

## **6. Payment**

### **6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified on page 2 of this document. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.2 Limitation of Price**

SACC Manual Clause C6000C (2011-05-16) Limitation of Price

## **7. Invoicing Instructions**

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.

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **8.2 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 HRSDC-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 HRSDC will constitute the Contractor in default as per the terms of the Contract.

## **9. Applicable Laws**

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

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) the Contractor's bid dated \_\_\_\_\_ and any applicable amendments

## **Annex A**

### **Statement of Work**

#### **1.0. Scope**

##### **1.1. Objective**

To establish a contract with a supplier to provide four (4) Workplace Safety Training Courses;

- Fall Arrest and Basic Rescue Practical Training and Certification
- Fall Protection Equipment Inspection Certification.
- Confined Space Entry and Basic Rescue Practical Training and Certification
- Fall Arrest and Basic Rescue Competent Trainer

##### **1.2. Background**

- 1.2.1.** Maritime Forces Atlantic (MARLANT) has an active on-going safety program, designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Confined Space Entry Program is to identify and evaluate potential confined space hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize hazards; ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may be trapped in a confined space.

The objective of the MARLANT Fall Protection Program is to maximize the safety of all civilian and military personnel who may work at height. Its purpose is to identify and evaluate potential fall hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize fall hazards; ensure the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may be left suspended in a harness after their fall has been arrested.

- 1.2.2.** An important component of this program is safety training, consistent with the requirements of the Canada Labour Code Part II (CLC Pt. II), Canada Occupational Health and Safety (COHS) regulations and Canadian Standards

Association (CSA) standards, where applicable.

##### **1.3. Terminology**

- 1.3.1.** Maritime Forces Atlantic (MARLANT)
- 1.3.2.** Department of National Defence/Canadian Forces (DND/CF)
- 1.3.3.** Canada Labour Code Part II (CLC Pt. II), Canada
- 1.3.4.** Canadian Occupational Health and Safety (COHS)
- 1.3.5.** Canadian Standards Association (CSA)

#### **2.0. Reference Documents**

- 2.1. MARLANT Safety and Environment Management System, Directive #S 10  
- Confined Space Entry (enclosed);
- 2.2. MARLANT Fleet Safety and Environment Management System, HAL  
SOP S8- Confined Space Entry, KIN SOP S8- Confined Space Entry and VIC SOP S8- Confined  
Space Entry.
- 2.3. MARLANT Safety and Environment Management System, Directive #S6 – Fall Protection  
(enclosed);
- 2.4. MARLANT Fleet Safety and Environment Management System, HAL SOP S5- Fall  
protection and Elevated Structures, KIN SOP S5- Fall Protection and Elevated Structures and  
VIC SOP S5- Fall Protection and Elevated Structures;
- 2.5. Canada Labour Code (CLC) Part II, Canadian Occupation Safety and Health (COSH)  
Standards (<http://lawslois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>);
- 2.6. Nova Scotia Occupational Safety General Regulations  
(<http://www.novascotia.ca/just/regulations/regs/ohsgensf.htm>)

### 3.0. **Scope**

- 3.1. The primary objective of this request is to select one (1) contractor to provide;
- up to four (4) serials per fiscal year, of a two (2) day Fall Arrest and Basic Rescue Training and Certification course;
  - one (1) serial per fiscal year, of a one (1) day Fall Protection Equipment Inspection Certification course;
  - a five (5) day Fall Arrest and Basic Rescue Competent Trainer course,(Train the Trainer) and
  - up to six (6) serials per fiscal year of a two (2) day Confined Space Entry and Basic Rescue Practical Training and Certification course per fiscal year,
- 3.2. Participants shall acquire knowledge and skills through a combination of lecture presentations, group discussions and individual and team practical exercises, and shall demonstrate their understanding of the material by successfully completing written and practical testing.
- 3.3. The project authority and contractor shall have the option to meet up to six (6) times per fiscal year, at either the project authority's location or contractor's location, to discuss course instruction and content for update based on participant and project authority feedback. The contractor shall update the content of their course material/instruction to address feedback.
- 3.4. All course training is for up to 12 participants per course, with an option to renew the contract for up to three (3) years.

### 4.0. **Requirements**

#### 4.1. **Tasks**

- 4.1.1. Fall Arrest and Basic Rescue Practical Training and Certification must include, but is not limited to: all applicable government regulations and standard setting agencies; as well as

- 4.1.1.1. reference to the MARLANT Safety and Environment Management System Fall Protection and Elevated Structures SOP;
- 4.1.1.2. reference to the ship Class SEMS Fall Protection SOP;
- 4.1.1.3. hazards of elevated work;
- 4.1.1.4. fall protection systems and the hierarchy of controls;
- 4.1.1.5. selection of anchor points;
- 4.1.1.6. types of body support;
- 4.1.1.7. means of connecting;
- 4.1.1.8. calculating fall distances;
- 4.1.1.9. harness selection and fitting;
- 4.1.1.10. horizontal and vertical lifelines;
- 4.1.1.11. self-retracting lifelines;
- 4.1.1.12. shock-absorbing lanyards;
- 4.1.1.13. body belts;
- 4.1.1.14. ladder climbing systems;
- 4.1.1.15. fall arrest winches;
- 4.1.1.16. tripod lowering / recovery systems;
- 4.1.1.17. care, maintenance and inspections of equipment; and
- 4.1.1.18. the difference between positioning, protection and arresting devices.

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

- 4.1.2.1. casualty harness;
- 4.1.2.2. rope grabs, carabineers and other hardware;
- 4.1.2.3. ladder climbing systems;
- 4.1.2.4. tripod lowering/recovery systems;
- 4.1.2.5. rope-based retrieval system;
- 4.1.2.6. self-retracting lifelines;
- 4.1.2.7. fall arrest winches;
- 4.1.2.8. casualty lowering;
- 4.1.2.9. casualty raised using mechanical advantage haul systems;
- 4.1.2.10. anchor selection and rigging;
- 4.1.2.11. emergency response procedures; and
- 4.1.2.12. care and maintenance and use of all rescue equipment.

**4.1.3. Fall Protection Equipment Inspection Certification**

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

**4.1.4. Fall Arrest and Basic Rescue Competent Trainer**

- 4.1.4.1. all applicable government regulations and standard setting agencies;
- 4.1.4.2. reference to the MARLANT Safety and Environment Management System Fall Protection and Elevated Structures SOP;
- 4.1.4.3. reference to the ship Class SEMS Fall Protection SOP;
- 4.1.4.4. hazards of elevated work;
- 4.1.4.5. fall protection systems and the hierarchy of controls;
- 4.1.4.6. selection of anchor points;
- 4.1.4.7. types of body support;
- 4.1.4.8. means of connecting;
- 4.1.4.9. calculating fall distances;
- 4.1.4.10. harness selection and fitting;
- 4.1.4.11. horizontal and vertical lifelines;
- 4.1.4.12. self-retracting lifelines;
- 4.1.4.13. shock-absorbing lanyards;
- 4.1.4.14. body belts;
- 4.1.4.15. ladder climbing systems;
- 4.1.4.16. fall arrest winches;
- 4.1.4.17. tripod lowering / recovery systems;
- 4.1.4.18. care, maintenance and inspections of equipment; and
- 4.1.4.19. the difference between positioning, protection and arresting devices.

#### 4.1.5. Confined Space Entry and Basic Rescue Practical Training and Certification

- 4.1.5.1. all applicable federal government regulations;
- 4.1.5.2. reference to the MARLANT Safety and Environment Management System Confined Space SOP;
- 4.1.5.3. reference to the ship Class SEMS Confined Space SOP;
- 4.1.5.4. entry programs and permit systems;
- 4.1.5.5. general hazards;
- 4.1.5.6. hazard assessment of confined spaces prior to entering;
- 4.1.5.7. hazard assessment of the area outside of a confined space;
- 4.1.5.8. control measures;
- 4.1.5.9. confined space attendant responsibilities;
- 4.1.5.10. isolation and lock out procedures;
- 4.1.5.11. hot work;
- 4.1.5.12. explosion proof lighting/intrinsically safe grounding;
- 4.1.5.13. atmospheric testing and ventilation, including: ventilation and purging of a hazardous confined space; preventing the introduction of hazardous materials into the confined space area; atmospheric hazards; air monitoring and the various types of monitoring equipment used for vapour explosive limits; equipment calibration and bump tests; oxygen, carbon monoxide and organic vapours; lower explosive limits, upper explosive limits, threshold limit value-time weighted average, threshold limit-short term exposure limit, PPM and VOCs;
- 4.1.5.14. emergency procedures and equipment, including: positive pressure ventilation equipment/respiratory equipment, self-contained breathing apparatus and supplied air aspirator breathing air systems;
- 4.1.5.15. harness fitting, self-retracting lifelines, and other applicable personal protective equipment; commercial entry and retrieval equipment including: tripod and davit access and retrieval systems, rope

based retrieval systems, self-rescue techniques, non-entry rescues; spinal immobilization equipment and casualty harnesses; and communication equipment;

- 4.1.5.16. provision, use, maintenance and inspection of confined space training equipment;
- 4.1.5.17. required training and recertification; and record keeping
- 4.1.5.18. ladder climbing systems;
- 4.1.5.19. fall arrest winches;
- 4.1.5.20. tripod lowering / recovery systems;
- 4.1.5.21. care, maintenance and inspections of equipment; and
- 4.1.5.22. the difference between positioning, protection and arresting devices.

#### **4.2.** Deliverables and Acceptance Criteria

- 4.2.1. The Contractor must provide wallet-sized cards for all participants who successfully complete the training. All wallet-sized cards must indicate the name of the training organization, instructor's name, participant's name and rank, course qualification and course completion date. If it is not possible to provide attendees with cards immediately upon course completion, cards must be delivered to the Project Authority or Unit Representative within five business days following course completion
- 4.2.2. The Contractor shall deliver, or have delivered, all completed evaluation forms to the Project Authority at the address/location provided no more than five (5) business days following course completion. Only original evaluation forms shall be provided.
- 4.2.3. The Contractor shall deliver, or have delivered, the completed nominal role to the Project Authority at the address/location provided no more than five (5) business days following each course completion. Only the original nominal role shall be provided.

#### **4.3.** Constraints

- 4.3.1. The contractor and/or course instructor must meet with the Project Authority and/or Unit Representative (who shall be identified upon contract award) prior to the delivery of training to discuss the relevant DND policies.
- 4.3.2. All training must be conducted at the vendor's location and shall be provided within a fifteen (15) kilometer radius of HMC Dockyard.
- 4.3.3. The vendor must have the ability to provide hands on experience with the use of a structure designed to simulate real world situations.
- 4.3.4. Course instruction shall be provided in English.
- 4.3.5. The contractor must provide the participants with all training materials, including PPE (such as harnesses and lanyards), any books and software the contractor feels is necessary for studying/reference purposes, as well as, other learning aids required to complete the course.
- 4.3.6. Equipment and tools shall be Canadian Standards Association (CSA) approved.

- 4.3.7. The contractor shall submit to an inspection of all PPE and safety equipment at any time upon request by a representative of DND.
- 4.3.8. Participants must successfully complete written and practical testing in order to receive course certification.
- 4.3.9. The contractor must ensure there will be staff available to fill in and instruct the course in the event the primary instructor is not available for any reason.

4.4. Client Support

NA

4.5. Timeframe and Delivery Dates

- 4.5.1. Exact dates and times must be negotiated with the Project Authority upon contract award; however,
  - Fall Arrest and Basic Rescue Practical Training and Certification to be scheduled for Sept, Oct, Nov and Jan.
  - Fall Arrest Equipment Inspection Certification training to be scheduled for Oct.
  - Confined Space Entry and Basic Rescue Practical Training and Certification to be scheduled for June, Sept, Oct, Nov, Jan and Feb
  - Fall Arrest and Basic Rescue Competent Trainer to be scheduled for Feb
- 4.5.2. Each course should be scheduled to include instruction between 0800 and 1600, with two 15-minute breaks and at least 30-minutes for lunch daily

4.6. Contractor Qualifications The Contractor's proposed instructor shall:

- 4.6.1. be fully qualified to instruct the subject material;
- 4.6.2. have at least five (5) years of experience certifying participants;
- 4.6.3. have an in-depth knowledge of Fall Arrest and Basic Rescue Training in a naval and/or marine environment and within a heavy industrial setting. Note, in-depth knowledge consists of a minimum of two (2) years of experience teaching courses which incorporates Fall Arrest and Basic Rescue Training in a naval and/or marine environment;
- 4.6.4. have an in-depth knowledge of Fall Protection Equipment Inspection in a naval and/or marine environment. Note, in-depth knowledge consists of a minimum of two (2) years hands-on experience in Fall Protection Equipment Inspection Certification in a naval and/or marine environment, or through two (2) years of experience teaching courses which incorporates Fall Protection Equipment Inspection Certification in a naval and/or marine environment; and
- 4.6.5. have at least five (5) years of experience teaching courses which meet Federal Regulations.
- 4.6.6. The contractor shall distribute evaluation forms to all course attendees following course completion to ensure course attendees have the opportunity to rate the following:
  - 4.6.6.1. instructor's subject matter knowledge;
  - 4.6.6.2. course material;
  - 4.6.6.3. course duration;



- 4.6.6.4. organization of material;
  - 4.6.6.5. increase/decrease in knowledge of subject matter before and after training; and
  - 4.6.6.6. if the training requirements are met.
- 4.6.7. The contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the contract, in an amount usual for a contract of this nature, but not less than \$2 million per accident or occurrence and in annual aggregate.
- 4.6.8. The Contractor shall be responsible for ensuring all course attendees complete a nominal roll. The nominal roll must include the following information
  - 4.6.8.1. name of course;
  - 4.6.8.2. date of training;
  - 4.6.8.3. location of training;
  - 4.6.8.4. instructor's full name;
  - 4.6.8.5. attendee's last name, first name and middle initials;
  - 4.6.8.6. attendee's rank;
  - 4.6.8.7. attendee's unit;
  - 4.6.8.8. attendee's position title; and
  - 4.6.8.9. attendee's signature.

## **ANNEX B**

### **EVALUATION CRITERIA**

**Note to bidders: Below, when the bidder is required to submit sufficient information with a bid: this is mandatory. If sufficient information is not provided for any of the applicable items, the bid will be considered non-compliant and will not be considered for contract award.**

#### **Items #1 and #2**

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

**MARLANT Safety and Environment  
Maritime Forces Atlantic**

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

#### **1. Requirement**

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

**Comply \_\_\_\_\_**

**Do not Comply \_\_\_\_\_**

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

#### **2. Background**

2.1. MARLANT has an active on-going safety program designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Fall Protection Program is to maximize the safety of all civilian and military personnel who may work at height. Its purpose is to identify and evaluate potential fall hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize fall hazards; ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may be left suspended in a harness after their fall has been arrested.

2.2. An important component of this program is safety training consistent with the requirements of the Canada Labour Code Part II (CLC Pt. II), Canada Occupational Health and Safety (COHS) regulations and Canadian Standards Association (CSA) Standards, where applicable.

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

2.3. References:

2.3.1. C-02-040-009/AG-001 DND General Safety Program, General Safety Standards, Chapters 6 & 14 (available upon request);

2.3.2. MARLANT Safety and Environment Management System, Directive #S6 – Fall Protection (enclosed);

2.3.3. Canada Labour Code (CLC) Part II, Canadian Occupational Safety and Health (COSH) Standards (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>);

2.3.4. Nova Scotia Occupational Safety General Regulations (<http://www.novascotia.ca/just/regulations/regs/ohsgensf.htm>); and

2.3.5. any applicable unit-specific directives, orders and instructions.

**Comply** \_\_\_\_\_ (2.3.1 to 2.3.5)

**Do not Comply** \_\_\_\_\_

### 3. Scope

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

### 4. Tasks

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

4.2.1. all applicable government regulations and standard setting agencies;

4.2.2. hazards of elevated work;

4.2.3. fall protection systems and the hierarchy of controls;

4.2.4. selection of anchor points;

4.2.5. types of body support;

4.2.6. means of connecting;

4.2.7. calculating fall distances;

4.2.8. harness selection and fitting;

- 4.2.9. horizontal and vertical lifelines;
- 4.2.10. self-retracting lifelines;
- 4.2.11. shock-absorbing lanyards;
- 4.2.12. body belts;
- 4.2.13. ladder climbing systems;
- 4.2.14. fall arrest winches;
- 4.2.15. tripod lowering / recovery systems;
- 4.2.16. care, maintenance and inspections of equipment; and
- 4.2.17. the difference between positioning, protection and arresting devices.

**Comply \_\_\_\_\_ (4.2.1 to 4.2.17) Do not Comply \_\_\_\_\_**

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

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

**Comply \_\_\_\_\_ (4.3.1 to 4.3.12) Do not Comply \_\_\_\_\_**

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

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

**Comply \_\_\_\_\_ (4.4.1 to 4.4.4) Do not Comply \_\_\_\_\_**

## **5. Instructor Qualifications**

5.1. The Contractor's proposed instructor shall:

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

(2) years of experience teaching courses which incorporates Fall Protection Equipment Inspection Certification in a naval and/or marine environment; and

5.1.5. have at least five (5) years of experience teaching courses which meet Federal Regulations.

**Comply \_\_\_\_\_ (5.1.1 to 5.1.5) Do not Comply \_\_\_\_\_**

**Bidders must provide proof in their management proposal that they meet articles 5.1.1 to 5.1.5. Resume(s) must be included in a bid.**

## **6. Participant Qualifications**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

## **7. Constraints**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

7.3. Course instruction shall be provided in English.

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

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

**Comply** \_\_\_\_\_ **(7.8.1 to 7.8.6)** **Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

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

**Comply** \_\_\_\_\_ **(7.10.1 to 7.10.9)** **Do not Comply** \_\_\_\_\_

## **8. Schedule**

8.1. Exact dates and times must be negotiated with the Project Authority upon contract award. See section 4.5 of the Statement of Work for basic estimates.

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

## **9. Deliverables**

9.1. The Contractor must provide wallet-sized cards for all participants who successfully complete the training. All wallet-sized cards must indicate the name of the training organization, instructor's name,

participant's name and rank, course qualification and course completion date. If it is not possible to provide attendees with cards immediately upon course completion, cards must be delivered to the Project Authority or Unit Representative within five business days following course completion.

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

### **Item #3**

#### **Fall Arrest and Basic Rescue Competent Trainer**

#### **MARLANT Safety and Environment Maritime Forces Atlantic**

##### **1. Requirement**

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

##### **2. Background**

2.1. MARLANT has an active on-going safety program designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Fall Protection Program is to maximize the safety of all civilian and military personnel who may work at height. Its purpose is to identify and evaluate potential fall hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize fall hazards; ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may left suspended in a harness after their fall has been arrested.

2.2. An important component of this program is safety training consistent with the requirements of the Canada Labour Code Part II (CLC Pt. II), Canada Occupational Health and Safety (COHS) regulations and Canadian Standards Association (CSA) standards, where applicable.

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

2.3. References:

2.3.1. C-02-040-009/AG-001 DND General Safety Program, General Safety Standards, Chapters 6 & 14 (available upon request);

2.3.2. MARLANT Safety and Environment Management System, Directive #S6 – Fall Protection (enclosed);

2.3.3. Canada Labour Code (CLC) Part II, Canadian Occupational Safety and Health (COSH) Standards (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>);

2.3.4. Nova Scotia Occupational Safety General Regulations (<http://www.novascotia.ca/just/regulations/regs/ohsgensf.htm>); and

2.3.5. any applicable unit-specific directives, orders or instructions.

**Comply** \_\_\_\_\_ **(2.3.1 to 2.3.5)**

**Do not Comply** \_\_\_\_\_

##### **3. Scope**



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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

#### **4. Tasks**

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

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

**Comply** \_\_\_\_\_ **(4.2.1 to 4.2.18)** **Do not Comply** \_\_\_\_\_

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

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

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

**Comply \_\_\_\_\_ (4.3.1 to 4.3.12) Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

## **5. Instructor Qualifications**

5.1. The Contractor's proposed instructor shall:

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

**Comply \_\_\_\_\_ (5.1.1. to 5.1.4) Do not Comply \_\_\_\_\_**

**Bidders must provide proof in their management proposal that they meet articles 5.1.1 to 5.1.4. Resume(s) must be included in a bid.**

## **6. Participant Qualifications**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

## **7. Constraints**

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

**Comply \_\_\_\_\_ Do not Comply \_\_\_\_\_**

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

7.3. Course instruction shall be provided in English.

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

7.8.1. instructor's subject matter knowledge;

7.8.2. course material;

7.8.3. course duration;

7.8.4. organization of material;

7.8.5. increase/decrease in knowledge of subject matter before and after training; and

7.8.6. if the training requirements are met.

**Comply** \_\_\_\_\_(7.8.1 to 7.8.6)

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

7.10.1. name of course;

7.10.2. date of training;

7.10.3. location of training;

- 7.10.4. instructor's full name;
- 7.10.5. attendee's last name, first name and middle initials;
- 7.10.6. attendee's rank;
- 7.10.7. attendee's unit;
- 7.10.8. attendee's position title; and
- 7.10.9. attendee's signature.

**Comply** \_\_\_\_\_ (7.10.1 to 7.10.9)

**Do not Comply** \_\_\_\_\_

## **8. Schedule**

8.1. Exact dates and times must be negotiated with the Project Authority upon contract award. See section 4.5 of the Statement of Work for basic estimates.

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

## **9. Deliverables**

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

**Item #4**

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

**MARLANT Safety and Environment  
Maritime Forces Atlantic**

**1. Requirement**

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**2. Background**

2.1. Maritime Forces Atlantic (MARLANT) has an active on-going safety program designed to meet the requirements of the Department of National Defence/Canadian Forces (DND/CF) policies, orders and directives. The objective of the MARLANT Confined Space Entry Program is to identify and evaluate potential confined space hazards to which workers will be exposed; ensure that workers are adequately trained to recognize and minimize hazards; ensure that the appropriate equipment and systems are identified, used correctly, serviceable and inspected; and provide for the timely rescue of a worker that may be trapped in a confined space.

2.2. An important component of this program is safety training consistent with the requirements of the Canada Labour Code Part II (CLC Pt. II), Canada Occupational Health and Safety (COHS) regulations and Canadian Standards Association (CSA) standards, where applicable.

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

2.3. References:

2.3.1. MARLANT Safety and Environment Management System, Directive #S10 – Confined Space Entry (enclosed);

2.3.2. Canada Labour Code (CLC) Part II, Canadian Occupation Safety and Health (COSH) Standards (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>);

2.3.3. Nova Scotia Occupational Safety General Regulations (<http://www.novascotia.ca/just/regulations/regs/ohsgensf.htm>); and

2.3.4. any applicable unit-specific directives, orders or instructions.

**Comply** \_\_\_\_\_ **(2.3.1 to 2.3.4)**

**Do not Comply** \_\_\_\_\_

**3. Scope**

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

#### **4. Tasks**

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

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

**Comply** \_\_\_\_\_ **(4.2.1 to 4.2.16)**

**Do not Comply** \_\_\_\_\_

#### **5. Instructor Qualifications**

5.1. The Contractor's proposed instructor shall:

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

**Comply \_\_\_\_\_(5.1.1 to 5.1.4)**

**Do not Comply \_\_\_\_\_**

**Bidders must provide proof in their management proposal that they meet articles 5.1.1 to 5.1.5. Resume(s) must be included in a bid.**

## **6. Constraints**

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

**Comply \_\_\_\_\_**

**Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_**

**Do not Comply \_\_\_\_\_**

6.3. Course instruction shall be provided in English.

**Comply \_\_\_\_\_**

**Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_**

**Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_**

**Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_**

**Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_**

**Do not Comply \_\_\_\_\_**

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

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

**Comply \_\_\_\_\_ (6.8.1 to 6.8.6)                      Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_    Do not Comply \_\_\_\_\_**

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

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

**Comply \_\_\_\_\_ (6.10.1 to 6.10.9)                      Do not Comply \_\_\_\_\_**

## **7. Schedule**

7.1. Exact dates and times must be negotiated with the Project Authority upon contract award. See section 4.5 of the Statement of Work for basic estimates.

**Comply \_\_\_\_\_    Do not Comply \_\_\_\_\_**

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

**Comply \_\_\_\_\_    Do not Comply \_\_\_\_\_**

## **8. Deliverables**

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



possible to provide attendees with cards immediately upon course completion, cards must be delivered to the Project Authority or Unit Representative within five business days following course completion.

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

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

**Comply** \_\_\_\_\_

**Do not Comply** \_\_\_\_\_

## ANNEX C

### BASIS OF PAYMENT

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

Column A x Column B = Column C

Est. Serials x Firm Unit Price = Extended Total Cost

#### Item #1

Fall Arrest and Basic Rescue Practical Training and Certification (2 day course)	4	\$ _____	\$ _____
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#### Item #2

Fall Protection Equipment Inspection Certification (1 day course)	1	\$ _____	\$ _____
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#### Item #3

Fall Arrest and Basic Rescue Competent Trainer (5 day course)	1	\$ _____	\$ _____
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#### Item #4

Confined Space Entry and Basic Rescue Practical Training and Certification (2 day course)	4	\$ _____	\$ _____
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**Total Estimated Cost for items 1 to 4**      \$ \_\_\_\_\_

The estimated quantities provided are for the sole purpose of establishing an evaluation tool and are based only on best estimates and in no way reflect any commitment on the part of the Crown. The estimated quantities are for one year. Contract unit prices for training session will increase by 2.5% per year after the initial year.

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

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

## ANNEX D

### INSURANCE

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the [\*Department of Justice Act\*](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

## ANNEX E

### INFORMATION FOR CODE OF CONDUCT CERTIFICATION

***[SHOULD BE COMPLETED BY BIDDER WITH BID SUBMISSION]***

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

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

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

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

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

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