



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

There are security requirements associated with this requirement, consult Part 6 and Part 7.

Ce besoin comporte des exigences relatives à la sécurité, consulter la Partie 6 et la Partie 7.

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
Terrasses de la Chaudière 5th Floor  
Terrasses de la Chaudière 5e étage  
10 Wellington Street,  
10, rue Wellington,  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> Safety Vocational Training	
<b>Solicitation No. - N° de l'invitation</b> 21C51-188185/A	<b>Date</b> 2018-08-16
<b>Client Reference No. - N° de référence du client</b> 2768185	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-113-33748	
<b>File No. - N° de dossier</b> 113zh.21C51-188185	<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 2018-09-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Reynolds(zh), Diane	<b>Buyer Id - Id de l'acheteur</b> 113zh
<b>Telephone No. - N° de téléphone</b> (613) 858-8571 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein  Voir aux présentes	

**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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## TITLE

Bid solicitation # 21C51-188185/A for the provision of the following professional services: safety vocational training to federal offenders.

## PART 1 – GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- 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: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, the Certifications and Additional Information, and the Technical Criteria.

The Annexes include the Statement of Work, the Security Requirement Check List and the Task Authorization Form.

### 1.2 Summary

Correctional Service Canada is committed to providing programming to federally sentenced offenders to meet their employment needs, consistent with community standards and labour market conditions. To meet these needs, vocational training is offered to offenders serving a federal sentence.

CORCAN is an Agency of Correctional Service Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs and services that facilitate offenders' re-entry into the work force following their release. CSC's focus is to ensure that offenders who participate in CORCAN activities are fully, regularly and suitably employed in a work environment that strives to achieve private sector standards.

CSC requires the services of up to eight Contractors to provide safety vocational training and third party certification in H2S Alive, Confined Space and Traffic Control Person training programs to groups of male and female offenders at locations in Alberta including community locations (such as community based CSC or contract residential locations in Edmonton, Red Deer, Calgary and Lethbridge). The estimated number of courses for each program for each location is listed below. The minimum number of participants per course is 8 and the maximum number of participants per course is 15.

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## Alberta

- Bowden Institution (Innisfail) – up to 4 courses;
- Drumheller Institution (Drumheller) – up to 4 courses;
- Edmonton Institution for Women (Edmonton) – up to 4 courses;
- Edmonton Institution (Edmonton) – up to 4 courses;
- Grierson Centre (Edmonton) – up to 4 courses;
- Grande Cache Institution (Grande Cache) – up to 4 courses;
- Pe Sakastew (Maskwacis) – up to 4 courses;
- Community based CSC or contract residential locations in Edmonton, Red Deer, Calgary and Lethbridge - up to 12 courses total for all community locations.

Up to eight contracts may be awarded as a result of this bid solicitation, one contract for each geographical area (Edmonton, Red Deer, Calgary, Lethbridge, Innisfail, Drumheller, Grande Cache, Maskwacis).

The contract period will be from date of Contract for a period of one-year with the irrevocable option to extend the contract by two periods of one-year each.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

There are security requirements associated with this requirement. For additional information, consult Part 6 and Part 7.

The resulting contract is not to be used for the deliveries within a Comprehensive Land Claims Settlement Area (CLCSA).

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### 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 at the sole discretion of the Contracting Authority.

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## **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 (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).

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.

The 2003 standard instructions is amended as follows:

- Subsection 4 of Section 05, is deleted in its entirety and replaced with the following:  
Delete: 60 days  
Insert: 90 calendar days

### **2.2 Submission of Bids**

Bids must be submitted only to PWGSC's Bid Receiving Unit or through the epost Connect service provided by Canada Post Corporation by the date and time 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required in Attachment 2 to Part 3 - Certifications and Additional Information form 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.

### **2.4 Inquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

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

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## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid;  
Section II: Financial Bid; and  
Section III: Certifications and Additional Information.

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (four hard copies);  
Section II: Financial Bid (one hard copy); and  
Section III: Certifications and Additional Information (one hard copy).

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

This bid solicitation uses Portable Document Format (PDF) technology. To access the PDF form, bidders must have a PDF reader installed. If bidders do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

The bidder can submit a bid on more than one geographical area, Canada requests that the bidder clearly identifies in the first pages of its bid which geographical area(s) it is bidding on.

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; and
- 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 paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

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## 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

## Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

Bidders must submit their prices FOB destination, Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

The prices specified in the pricing schedule, when quoted by the Bidder, includes all the costs to be incurred by the Bidder to meet its obligations under the Contract.

When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4.

## Section III: Certifications and Additional Information

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any associated documentation and additional information.

- a) Bidders must complete their Certifications and Additional Information by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf;
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications; and
- c) The form should be signed.



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**ATTACHMENT 1 TO PART 3  
PRICING SCHEDULE**

The Bidder must complete this pricing schedule and include it in its financial bid once completed. Bidders must quote an all-inclusive firm unit price per session (in Cdn \$) for each period for the geographical area(s) it is bidding on.

The inclusion of volumetric data in this pricing schedule is for evaluation purposes only.

Under any resulting contract, Canada will not accept any travel and living expenses that may need to be incurred by the Contractor.

If the Bidder adds any conditions or makes changes to the pricing schedule, the Bidder's financial bid will be declared non-responsive.

See the attached Microsoft Excel spreadsheet, Attachment 1 to Part 3 - Pricing Schedule.xls

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**ATTACHMENT 2 TO PART 3  
CERTIFICATIONS AND ADDITIONAL INFORMATION**

See the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf

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## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

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that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

#### **4.2 Basis of Selection - Lowest Evaluated Price**

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. For each geographical area, the responsive bid with the lowest evaluated price will be recommended for award of a contract. If a bidder has more than one responsive bid (for different geographical areas), only one contract will be recommended for award which will combine the areas.

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**ATTACHMENT 1 to PART 4  
TECHNICAL CRITERIA**

**1.0 Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation and supporting data to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria specified below will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Number	Mandatory Technical (MT) Criterion	Bid Preparation Instructions
MT1	<p>The Bidder must have delivered a minimum of three H2S Alive training courses (classroom and application of knowledge learned in the classroom in a practical setting) within the last five years prior to the bid solicitation publication date.</p> <p>The H2S Alive training course must be a minimum of one day of instruction and include the following topics:</p> <ul style="list-style-type: none"><li>• Physical properties of H2S, how to recognize it, locations it can be found, health hazards;</li><li>• Hazard recognition and detection;</li><li>• Approved breathing apparatus, inspection and operation of self-contained breathing apparatus; and</li><li>• Response strategy and techniques.</li></ul> <p>To demonstrate experience, the Bidder must provide:</p> <ol style="list-style-type: none"><li>a) Client's name;</li><li>b) A description of the training course including an outline of the course and topics;</li><li>c) Start and end date (month/year to month/year);</li><li>d) Details of their experience delivering an H2S Alive training course.</li></ol> <p>Experience listed for a client whose time frame overlaps that of another client will only be counted once.</p>	<p>The following information should be provided for each client:</p> <ol style="list-style-type: none"><li>i. Contact Name;</li><li>ii. Telephone number of Contact;</li><li>iii. E-mail address of Contact (if available).</li></ol>

Number	Mandatory Technical (MT) Criterion	Bid Preparation Instructions
MT2	<p>The Bidder must have delivered a minimum of three confined space training courses (classroom and application of knowledge learned in the classroom in a practical setting) within the last five years prior to the bid solicitation publication date.</p> <p>The confined space training course must be a minimum of one day of instruction and include the following topics:</p> <ul style="list-style-type: none"> <li>• Confined space awareness;</li> <li>• Identifying existing and potential confined space hazards;</li> <li>• Methods to control and eliminate hazards;</li> <li>• Worker responsibilities;</li> <li>• Confined space classification;</li> <li>• Entry planning and authorization; and</li> <li>• Emergency rescue procedures.</li> </ul> <p>To demonstrate experience, the Bidder must provide:</p> <ol style="list-style-type: none"> <li>a) Client's name;</li> <li>b) A description of the training course including an outline of the course and topics;</li> <li>c) Start and end date (month/year to month/year);</li> <li>d) Details of their experience delivering confined space training course.</li> </ol> <p>Experience listed for a client whose time frame overlaps that of another client will only be counted once.</p>	<p>The following information should be provided for each client:</p> <ol style="list-style-type: none"> <li>i. Contact Name;</li> <li>ii. Telephone number of Contact;</li> <li>iii. E-mail address of Contact (if available).</li> </ol>

Number	Mandatory Technical (MT) Criterion	Bid Preparation Instructions
MT3	<p>The Bidder must have delivered a minimum of three traffic control person training courses (classroom and application of knowledge learned in the classroom in a practical setting) within the last five years prior to the bid solicitation publication date.</p> <p>The traffic control person training course must be a minimum of one day of instruction and include the following topics:</p> <ul style="list-style-type: none"> <li>• Techniques, equipment and legal requirements for Traffic Control Persons;</li> <li>• Traffic control devices and proper protective equipment;</li> <li>• Traffic control skills: hand signalling, stop and slow signs, flagger's position;</li> <li>• Understanding motorists;</li> <li>• Job site preparation: setting up, maintaining, and removing work zones;</li> <li>• Traffic control placement;</li> <li>• Responsibilities and authorities; and</li> <li>• Regulations and standards (Acts and legislation).</li> </ul> <p>To demonstrate experience, the Bidder must provide:</p> <ol style="list-style-type: none"> <li>a) Client's name;</li> <li>b) A description of the training course including an outline of the course and topics;</li> <li>c) Start and end date (month/year to month/year);</li> <li>d) Details of their experience delivering traffic control person training course.</li> </ol> <p>Experience listed for a client whose time frame overlaps that of another client will only be counted once.</p>	<p>The following information should be provided for each client:</p> <ol style="list-style-type: none"> <li>i. Contact Name;</li> <li>ii. Telephone number of Contact;</li> <li>iii. E-mail address of Contact (if available).</li> </ol>
MT4	<p>The Bidder must provide documentation demonstrating that the H2S Alive training course is industry certified.</p> <p>Industry certified means the training provided by the bidder will result in certification recognized by the industry. For example, provision of documentation from the industry in the form of a letter, website information, etc.) demonstrating the bidder is recognized as an official trainer to deliver training to educational, governmental, industry association or multiple industry sites. Certification that is only recognized specifically by a company or work site location does not meet this standard.</p>	

Number	Mandatory Technical (MT) Criterion	Bid Preparation Instructions
MT5	The Bidder must provide documentation demonstrating that the confined space training course is industry certified, as defined under MT4.	
MT6	The Bidder must provide documentation demonstrating that the traffic control person training course is industry certified, as defined under MT4.	
MT7	For each geographical area the Bidder is bidding on, the Bidder must propose one English Instructor for each of the three training programs.  An Instructor cannot be proposed more than once for the same geographical area.	
MT8	Each Instructor proposed for H2S Alive training in MT7 must be certified to instruct an H2S Alive training course.  The Bidder must provide for each proposed Instructor, documentation (e.g. certificate, letter(s), etc.) that demonstrates the proposed resource is certified to instruct the training that is industry certified, as defined under MT4.	
MT9	Each Instructor proposed for confined space training in MT7 must be certified to instruct a confined space training course.  The Bidder must provide for each proposed Instructor, documentation (e.g. certificate, letter(s), etc.) that demonstrates the proposed resource is certified to instruct the training that is industry certified, as defined under MT4.	
MT10	Each Instructor proposed for traffic control person training in MT7 must be certified to instruct a traffic control person training course.  The Bidder must provide for each proposed Instructor, documentation (e.g. certificate, letter(s), etc.) that demonstrates the proposed resource is certified to instruct the training that is industry certified, as defined under MT4.	



Number	Mandatory Technical (MT) Criterion	Bid Preparation Instructions
MT11	<p>Each Instructor proposed for H2S Alive training in MT7 must have instructed a minimum of three H2S Alive training courses that is a minimum of one day of instruction within the last three years prior to the bid solicitation publication date.</p> <p>To demonstrate experience, the Bidder must provide for each proposed Instructor details of the courses they have facilitated that meet MT11 including:</p> <ul style="list-style-type: none"> <li>a) Client's name;</li> <li>b) Type of certificate (type of industry recognition); and</li> <li>c) Start and end date (month/year to month/year).</li> </ul>	<p>The following information should be provided for each client:</p> <ul style="list-style-type: none"> <li>i. Contact Name;</li> <li>ii. Telephone number of Contact;</li> <li>iii. E-mail address of Contact (if available).</li> </ul>
MT12	<p>Each Instructor proposed for confined space training in MT7 must have instructed a minimum of three confined space training courses that is a minimum of one day of instruction within the last three years prior to the bid solicitation publication date.</p> <p>To demonstrate experience, the Bidder must provide for each proposed Instructor details of the courses they have facilitated that meet MT12 including:</p> <ul style="list-style-type: none"> <li>a) Client's name;</li> <li>b) Type of certificate (type of industry recognition); and</li> <li>c) Start and end date (month/year to month/year).</li> </ul>	
MT13	<p>Each Instructor proposed for traffic control person training in MT7 must have instructed a minimum of three traffic control person training courses that is a minimum of one day of instruction within the last three years prior to the bid solicitation publication date.</p> <p>To demonstrate experience, the Bidder must provide for each proposed Instructor details of the courses they have facilitated that meet MT13 including:</p> <ul style="list-style-type: none"> <li>a) Client's name;</li> <li>b) Type of certificate (type of industry recognition); and</li> <li>c) Start and end date (month/year to month/year).</li> </ul>	

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## **PART 5 – CERTIFICATIONS**

Bidders should 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.

Bidders must complete their certifications required under Part 5 by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf

## **PART 6 – SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

Before award of a contract, the following conditions must be met:

- a) The Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b) The Bidder's resources requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c) As indicated in Attachment 2 to Part 3, the Bidder must provide the organization security information;
- d) As indicated in Attachment 2 to Part 3, the Bidder must provide the security information for each proposed resource; and
- e) For additional information on security requirements, bidders should refer to the Security requirements for contracting with the Government of Canada web site (<http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>).

If the information for paragraphs (c) and (d) above is not provided in or with the bid, 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.

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## PART 7 – RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization

7.1.1.1 Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

7.1.1.2 With respect to the Work mentioned under 7.1.1.1 of this clause,

- a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
- b) the TA Authority and limit will be determined in accordance with 7.1.1.3 of this clause;
- c) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
- d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
- e) the TA, inclusive of any revisions, will be authorized under the Contract in writing by e-mail or using Annex C, Task Authorization Form.

#### 7.1.1.3 TA Authority and Limit

The Project Authority or authorized delegate may authorize individual TAs inclusive of any revisions up to a limit of \$100,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized using Annex C, Task Authorization Form and must be authorized by the Contracting Authority before issuance to the Contractor.

7.1.1.4 The authority specified under 7.1.1.3 of this clause is granted subject to the sum specified in the Contract under clause 7.6.2, Canada's Total Liability - Cumulative Total of All Authorized TAs, not being exceeded.

#### 7.1.1.5 TA Process

For each task or revision of a previously authorized task, the TA Authority will provide the Contractor with a request to perform a task in writing by e-mail or by using Annex C, Task Authorization Form, containing as a minimum: the contract number, the TA number, the TA revision number (if applicable), the task or revised task description of the Work required, including the details of the activities or revised activities to be performed.

7.1.1.6 Within five calendar days of its receipt of the request, the Contractor must provide the TA Authority with a response in writing by e-mail or with a signed and dated response prepared and submitted using the TA form received from the TA Authority, containing as a minimum:

- a) The total estimated cost proposed for performing the task or, as applicable, revised task;
- b) A breakdown of that cost in accordance with Contract clause 7.6.1, Firm Unit Price TA; and
- c) For each resource proposed by the Contractor for the performance of the Work required:
  - i. the name of the proposed resource;
  - ii. the resume of the proposed resource; and
  - iii. a demonstration that the proposed resource meets the Contract security requirements and the minimum mandatory qualifications in section 9.0 of Annex A.

#### 7.1.1.7 TA Authorization

- a) The TA Authority will authorize the TA based on the request submitted to the Contractor pursuant to 7.1.1.5 of this clause; and
- b) The TA Authority will authorize the TA provided that each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under 7.1.1.6 of this clause; and
- c) The authorized TA will be issued to the Contractor in writing by e-mail or as an email attachment in PDF format.

#### 7.1.1.8 Minimum Work Guarantee - All the Work - Authorized TAs

- a) "Maximum Contract Value" means the sum specified in Contract clause 7.6.2, Canada's Total Liability - Cumulative Total of All Authorized TAs; and "Minimum Contract Value" means a fixed amount of \$25,000.00;
- b) 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 (c) of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority;
- c) 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 cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada; and
- d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

## 7.2 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 (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).

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### 7.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.2.2 Supplemental General Conditions

4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### 7.2.3 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 7.3 Security Requirement

7.3.1 The following security requirement check list (SRCL) and related clauses applies and form part of the Contract:

- a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by PWGSC's Contract Security Program;
- b) The Contractor's personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of Reliability Status, granted or approved by PWGSC's Contract Security Program;
- a) Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of PWGSC's Contract Security Program; and
- b) The Contractor must comply with the provisions of the:
  - i. SRCL, attached at Annex B; and
  - ii. *Industrial Security Manual* (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract for a period of one-year.

### 7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 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.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Diane Reynolds  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Procurement Directorate  
Terrasses de la Chaudière  
10 Wellington, 5th Floor  
Gatineau, Quebec, K1A 0S5  
Telephone: 613-858-8571  
Facsimile: 819-956-2675  
E-mail: Diane.Reynolds@tpsgc-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.

### 7.5.2 Project Authority

The Project Authority for the Contract is:

*To be identified at time of Contract award*

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 Project 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.

### 7.5.3 Contractor's Representative

*To be identified at time of Contract award*

## 7.6 Payment

### 7.6.1 Firm Unit Price TA

- a) In consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the all-inclusive firm unit price indicated below. Customs duties are included and Applicable Taxes are extra; and
- b) Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

Geographical Area <i>To be identified at time of Contract award</i>	Training Program <i>To be identified at time of Contract award</i> Firm unit price per session
Contract Period	\$ <i>To be identified at time of Contract award</i>
Option Period 1	\$ <i>To be identified at time of Contract award</i>
Option Period 2	\$ <i>To be identified at time of Contract award</i>

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### 7.6.2 Canada's Total Liability - Cumulative Total of All Authorized TAs

- a) Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of *\$to be identified at time of Contract award*. Customs duties are included and the Applicable Taxes are extra.
- b) 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.
- c) The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
  - i. when it is 75% committed, or
  - ii. four months before the Contract expiry date, or
  - iii. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions.whichever comes first.
- d) 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.

### 7.6.3 Method of Payment

H1008C (2008-05-12), Monthly Payment

### 7.6.4 SACC Manual Clauses

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

### 7.6.5 Electronic Payment of Invoices - Contract (if applicable)

The Contractor accepts to be paid using the following Electronic Payment Instrument: Direct Deposit (Domestic and International).

## 7.7 Invoicing Instructions

- a) 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; and
- b) Invoices must be distributed as follows:
  - i. the original must be forwarded to the Project Authority for certification and payment; and
  - ii. one soft copy must be forwarded by email to the Contracting Authority identified under the section entitled "Authorities" of the Contract at the following email address: [tpsgc.facturation-zh.zh-invoicing.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.facturation-zh.zh-invoicing.pwgsc@tpsgc-pwgsc.gc.ca). The contract number and Contracting Authority must be entered in the subject line of the email.

## 7.8 Certifications and Additional Information

### 7.8.1 Compliance

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



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## 7.8.2 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 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 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 website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 7.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

## 7.10 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 supplemental general conditions 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
- c) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- d) Annex A, Statement of Work;
- e) Annex B, SRCL;
- f) the signed TAs (including all of its annexes, if any); and
- g) the Contractor's bid dated *insert date at time of Contract award*.

## 7.11 Foreign Nationals

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor) OR  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor) *to be determined at time of Contract award*

## 7.12 Insurance

G1005C (2016-01-28), Insurance

## 7.13 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

## 7.14 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>), 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 (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/2012-2.html>).

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## ANNEX A

### STATEMENT OF WORK

Correctional Service Canada is committed to providing programming to federally sentenced offenders to meet their employment needs, consistent with community standards and labour market conditions. To meet these needs, vocational training is offered to offenders serving a federal sentence.

#### 1.0 Background

CORCAN is an Agency of the Correctional Service of Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs and services that facilitate offenders' re-entry into the work force following their release. Our focus is to ensure that offenders who participate in CORCAN activities are fully, regularly and suitably employed in a work environment that strives to achieve private sector standards.

To facilitate reintegration of offenders to the community and to support their opportunities for obtaining employment, it is necessary to deliver vocational training programs. It is important to ensure that vocational certifications are recognized in the labour market and relevant to community employment, therefore, accessing third party certifiers that issue certifications that meet community standards is imperative.

#### 2.0 Objective

To provide safety vocational training and third party certification in H2S Alive, Confined Space, and Traffic Control Person training programs to groups of male and female offenders at the locations in section 5.0 and at community locations (such as community based CSC or contract residential locations in Edmonton, Red Deer, Calgary and Lethbridge (<http://www.csc-scc.gc.ca/facilities-and-security/001-0005-eng.shtml>)).

Training for each program must be a minimum of one day of instruction and may include, but is not limited to:

##### H2S Alive

- Physical properties of Hydrogen Sulphide (H2S), how to recognize it, locations it can be found, health hazards;
- Hazard recognition and detection;
- Approved breathing apparatus, inspection and operation of self-contained breathing apparatus;
- Response strategy and techniques; and
- Practical training.

##### Confined Space

- Confined space awareness;
- Identifying existing and potential confined space hazards;
- Methods to control and eliminate hazards;
- Worker responsibilities;
- Confined space classification;
- Entry planning and authorization; and
- Emergency rescue procedures.

##### Traffic Control Person

- Techniques, equipment and legal requirements for Traffic Control Persons;
- Traffic control devices and proper protective equipment;
- Traffic control skills: hand signalling, stop and slow signs, flagger's position;

- 
- Understanding motorists;
  - Job site preparation: setting up, maintaining, and removing work zones;
  - Traffic control placement;
  - Responsibilities and authorities; and
  - Regulations and standards (Acts and legislation).

### 3.0 Requirements

The Contractor must provide a certified Instructor to deliver H2S Alive and/or Confined Space and/or Traffic Control Person training, as well as training that includes classroom and application of knowledge learned in the classroom in a practical setting. Training must be provided within each geographical area (Edmonton, Red Deer, Calgary, Lethbridge, Innisfail, Drumheller, Grande Cache, Maskwacis) and within 50 km of each geographical area. The same resource may be used at multiple locations within a geographical area provided that acceptable deliverables and course delivery are met for scheduling. The Contractor must provide all manuals, handouts, materials and necessary equipment for the Contractors' Instructor and participants. This includes the responsibility for transportation of instructors and all course materials/equipment to and from the location. For each location including each community location, the Project Authority will provide a list of each Designated Manager to the Contractor within 10 working days of contract award.

### 4.0 Tasks

- a) The Contractor must provide the curriculum required to provide certified H2S Alive and/or Confined Space and/or Traffic Control Person training to participants at the identified locations in section 5.0 or at community locations identified in the Task Authorization (TA) within the geographical areas of Edmonton, Red Deer, Calgary and Lethbridge;
- b) The Contractor must provide provisions for partial completions and training plans in the event that a participant is required to re-take component(s) of the course to obtain a successful completion of the course;
- c) The Contractor must provide training during the available location operational hours (Monday to Friday, 8:00 am to 4:00 pm);
- d) Specific times may vary slightly (start a bit later, end a bit earlier) at each location and will be identified in the TA;
- e) All locations will have a 30 to 90 minute shut down period during lunch for operational reasons. The shut down period for lunch will be identified in the TA;
- f) The Contractor's Instructors must:
  - Visit each location prior to the delivery of each course as per section 10.0;
  - Work with the Designated Manager at each location to determine course dates;
  - Arrive, at least, 30 to 45 minutes prior to the start time of the course to allow time to get cleared by the principal entrance security and resolve any logistical issue, set up and be ready for arrival of participants;
  - Have all materials prepared for the course and seek assistance from CSC personnel when needed for practical training as identified in section 10.0; and
  - Ensure area of work is searched at the end of each day and any tool control, attendance management and security procedures are followed as identified in section 10.0.

### 5.0 Estimated Volume

The estimated number of courses for each program for each location is listed below. The following estimated course requirement does not constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location.

The minimum number of participants per course is 8 and the maximum number of participants per course is 15.

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## Alberta

- Bowden Institution (Innisfail) – up to 4 courses;
- Drumheller Institution (Drumheller) – up to 4 courses;
- Edmonton Institution for Women (Edmonton) – up to 4 courses;
- Edmonton Institution (Edmonton) – up to 4 courses ;
- Grierson Centre (Edmonton) – up to 4 courses;
- Grande Cache Institution (Grande Cache) – up to 4 courses;
- Pe Sakastew (Maskwacis) – up to 4 courses;
- Community based CSC or contract residential locations in Edmonton, Red Deer, Calgary and Lethbridge - up to 12 courses total for all community locations.

### 6.0 Deliverables

For each course, the Contractor must provide:

- a) Training materials, written, practical exercises and testing as required for the completion of the applicable course;
- b) Outline of course;
- c) All necessary materials which would include: manuals, handouts, materials and other necessary equipment;
- d) Delivery of all materials/equipment to the location prior to start of course (materials/equipment will be stored on site at the location during the course);
- e) A list of successful participants to the Designated Manager;
- f) Hard copy of certificates for successful participants within 21 days of course completion, delivered to the Designated Manager (can be delivered by email or mail); and,
- g) To the Project Authority and the Contracting Authority, the dates of training, the location of training and number of participants within 21 days of completion of each course.

For each course, CSC (CORCAN) must provide:

- a) Selection of participants with a confirmed number of participants for the course to be provided to the Contractor two working days prior to the course commencement date;
- b) Training facilities of delivery, including classroom and any equipment required for use during classroom instruction (note that all types of media utilized for delivery of the training is subject to pre-approval by the Project Authority and the type of media will be identified in the TA);
- c) At each location, sufficient space for practical training; and
- d) At each location, sufficient space and access (dependent on site protocols) for the Contractor's Instructor to this space, to store all of the Contractor's materials and necessary equipment for the duration of each course.

### 7.0 Travel and Living

The Contractor's Instructors may be required to travel for the site visit and in order to deliver training. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work.

### 8.0 Language of Work

The Contractor's Instructors must deliver the courses (read, communicate orally and in writing) in English. Canada reserves the right to evaluate the language proficiency of the resources throughout the period of the Contract. Should the evaluation determine that a resource does not meet the language requirement, the Contractor must immediately replace this resource at no additional cost and in accordance with the Contract.

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## 9.0 Resources

At time of TA issuance, the Contractor must demonstrate that proposed resources meet the following minimum mandatory qualifications:

- a) Each proposed Instructor must be certified to instruct the training program he/she is being proposed for that is industry certified. Industry certified means the training provided by the bidder will result in certification recognized by the industry. For example, provision of documentation from the industry in the form of a letter, website information, etc.) demonstrating the bidder is recognized as an official trainer to deliver training to educational, governmental, industry association or multiple industry sites. Certification that is only recognized specifically by a company or work site location does not meet this standard; and
- b) For the training program he/she is being proposed for, each Instructor must have instructed a minimum of three training courses that is a minimum of one day of instruction within the last three years prior to TA issuance.

## 10.0 Site Visit Prior to Course Delivery

Within the week prior to commencing each course (date acceptable to the Contractor and Delegated Manager), the Contractor's Instructor must visit the location to receive a briefing on the policies and procedures including security procedures, delivery and storage of materials/equipment, review any logistical questions and other information necessary prior to course commencement including practical training. This site visit may last up to three hours (may be shorter if it is not the first course the Instructor has delivered at the location).

## 11.0 Meetings

The Project Authority may call a meeting at any time to resolve urgent matters, and/or resolve any issues or concerns. The location, date and time will be agreed upon between the Project Authority and Contractor.

## 12.0 Constraints

- a) Courses are delivered to federally sentenced offenders who are incarcerated at federal institutions (including minimum, medium and maximum security inmates) and to offenders under community supervision at community based locations. Policies related to security classification determination and federal institutions can be found on the following CSC website: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca);
- b) Participants may exhibit difficult or resistant behaviour;
- c) There may be delays entering the location. All items brought into the location must be inspected, x-rayed and may be tested for contraband;
- d) Individuals entering the location may also be subject to search procedures (for example dog search, ion scan, walk through metal detector, etc.);
- e) Courses may be delayed due to operational requirements at the location. For example, scheduling conflicts, institutional shut downs, emergency situations which may modify the course schedule in part or in whole); and
- f) The Delegated Manager will work with the Contractor's Instructor to determine exact course dates.

Solicitation No. - N° de l'invitation  
**21C51-188185/A**

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
**113zh**

Client Ref. No. - N° de réf. du client  
**2768185**

File No. - N° du dossier  
**113zh.21C51-188185**

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX B**

### **SECURITY REQUIREMENTS CHECK LIST**

See the attached form.

## ANNEX C

### TASK AUTHORIZATION FORM

<b>Contract Number - Numéro du contrat</b>		21C51-188185/XXX/ZH
<b>Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)</b>		
<b>Contractor's Name and Address - Nom et adresse de l'entrepreneur</b>		
<b>Original Authorization - Autorisation originale</b>		
Total Estimated Cost of Task (Applicable taxes extra) before any revisions: Coût estimatif total de la tâche (Taxes applicables en sus) avant toutes révisions :		\$
<b>TA Revisions Previously Authorized (as applicable) – Révisions de l'AT autorisées précédemment (s'il y a lieu)</b>		
Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc.). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT : les révisions autorisées précédemment doivent être présentées par ordre croissant des numéros de révision attribués (la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite). Si aucune augmentation ou diminution n'a été autorisée, inscrire 0.00\$. Au besoin, ajouter des rangées.		
TA Revision No.: - N° de Révision de l'AT :		Authorized Increase or Decrease (Applicable taxes extra): Augmentation ou réduction autorisée (Taxes applicables en sus) : \$
TA Revision No.: - N° de Révision de l'AT :		Authorized Increase or Decrease (Applicable taxes extra): Augmentation ou réduction autorisée (Taxes applicables en sus) : \$
TA Revision No.: - N° de Révision de l'AT :		Authorized Increase or Decrease (Applicable taxes extra): Augmentation ou réduction autorisée (Taxes applicables en sus) : \$
<b>New TA Revision (as applicable) - Nouvelle révision de l'AT (s'il y a lieu)</b>		
Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT : la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite. Si aucune augmentation ou diminution n'est autorisée, inscrire 0.00\$.		
TA Revision No. - N° de Révision de l'AT :		Authorized Increase or Decrease (Applicable taxes extra): Augmentation ou réduction autorisée (Taxes applicables en sus) : \$
Total Estimated Cost of Task (Applicable taxes extra) after this revision: Coût estimatif total de la tâche (Taxes applicables en sus) après cette révision :		\$
<b>Contract Security Requirements (as applicable) - Exigences du contrat relatives à la sécurité (s'il y a lieu)</b>		
This task includes security requirements. - Cette tâche comprend des exigences relatives à la sécurité. Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract. Oui. Voir l'annexe du contrat comprenant la Liste de vérification des exigences relatives à la sécurité (LVERS).		

Solicitation No. - N° de l'invitation  
21C51-188185/A  
Client Ref. No. - N° de réf. du client  
2768185

Amd. No. - N° de la modif.  
File No. - N° du dossier  
113zh.21C51-188185

Buyer ID - Id de l'acheteur  
113zh  
CCC No./N° CCC - FMS No./N° VME

#### Required Work - Travaux requis

*The content of sections A, B and C below must be in accordance with the Contract.  
Le contenu des sections A, B et C ci-dessous doit être conforme au contrat.*

#### SECTION A - Task Description of the Work required - Description de tâche des travaux requis

#### SECTION B - Applicable Basis of Payment - Base de paiement applicable

Firm unit price per session \$ \_\_\_\_\_

Prix unitaire ferme par session \_\_\_\_\_ \$

#### SECTION C - Applicable Method of Payment - Méthode de paiement applicable

Monthly payment.

Paielement mensuel.

#### Authorization - Authorization

**By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify(ies) that the content of this TA is in accordance with the Contract.**

**En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de TPSGC ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.**

Name of Project Authority - Nom du chargé de projet \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of PWGSC Contracting Authority -  
Nom de l'autorité contractante de TPSGC \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### 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 \_\_\_\_\_





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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Correctional Service Canada	2. Branch or Directorate / Direction générale ou Direction CORCAN	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To provide vocational training and third party certification in H2S Alive, Confined Space, and Flag Person training programs to groups of men and women offenders at various sites including all federal correctional institutions in the province of Alberta and community locations		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui <i>RW</i>		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui <i>RW</i>		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
N/A <i>RW</i> Canada <input type="checkbox"/> NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/> N/A		
Restricted to: / Limité à: <input type="checkbox"/> <i>RW</i>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada





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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
N/A RW																
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).