



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre ECCC Water Survey of Canada (WSC) Occupational Health and Safety (OHS) Training of Hydrometric Technicians – Open Water</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000039067</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2018-09-12</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 2:00 P.M. on – le 2018-10-22</p>	<p>Time Zone – Fuseau horaire EDT</p>	
	<p>F.O.B – F.A.B</p>		
	<p>Address Enquiries to - Adresser toutes questions à Christina Granda Christina.Granda@canada.ca</p>		
	<p>Telephone No. – N° de téléphone 819-938-3835</p>	<p>Fax No. – N° de Fax</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2019-03-31</p>		
	<p>Destination - of Services / Destination des services Environment and Climate Change Canada Ottawa, ON</p>		
	<p>Security / Sécurité There is no security requirement associated with this solicitation.</p>		
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>			
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>		
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>			
<p>Signature</p>		<p>Date</p>	

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PART 1 - GENERAL INFORMATION

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; and

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Financial Bid Presentation Sheet, Mandatory Technical Criteria and Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, and the Schedule of Milestones.

The Appendices include the Training Objectives and the Submission of Proposals.

2. Summary

2.1 Environment Canada has a requirement for Occupation Health and Safety Training of Hydrometric Technicians – Open Water as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to **March 31, 2019**.

2.2 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.

2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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

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.

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 PWGSC [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.

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 standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”

1.1 **PWGSC SACC Manual Clauses**

A7035T (2007-05-25), List of Proposed Subcontractors

2. **Submission of Bids**

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. **Former Public Servant – Competitive Bid**

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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.

5. **Applicable Laws**

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

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 (1 soft copy) in PDF format.

Section II: Financial Bid (1 soft copy) in PDF format.

Section III: Certifications (1 soft copy) in PDF format.

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 a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3** Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 1.4** Bidders should include the following information in their financial bid:
 - (a) Their legal name; and
 - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into

communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

**ATTACHMENT 1 TO PART 3 -
FINANCIAL BID PRESENTATION SHEET**

The bidder must complete the financial bid presentation sheet and include it in its financial bid when completed. At the very least, the bidder must meet this financial bid by including this sheet in its financial bid for the periods indicated below as per the following:

Initial Contract Period – Contract Award until March 31, 2019

Professional Fees

	Course	- A - Maximum number of participants in a training group	- B - Cost per participant	- C - Extended Price C = A x B
1	Swift Water Safety Course	25		
2	Boat Operator Practical Training Course	25		
3	All-Terrain Vehicle (ATV)	25		
4	Utility Vehicle (UTV) Safety Course	25		
5	Chainsaw and Brush Cutter Safety Course	25		
6	Wilderness First Aid Course	25		
7	Wildlife Awareness and Safety Course	25		
8	Trailer Safety Course	25		
9	Winch Safety Course	25		
10	Fixed Wing Aircraft Safety Course	25		
11	Helicopter Safety Course	25		
12	Underwater Egress Training for Aircraft and or Helicopter Course	25		
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25		
Total (excluding tax)				
Tax amount				
Total (including tax)				

Travel (if required)

	Course	Estimated Total Travel Costs
1	Swift Water Safety Course	
2	Boat Operator Practical Training Course	
3	All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety Course	
4	Chainsaw and Brush Cutter Safety Course	
5	Wilderness First Aid Course	
6	Wildlife Awareness and Safety Course	

7	Trailer Safety Course	
8	Winch Safety Course	
9	Fixed Wing Aircraft Safety Course	
10	Helicopter Safety Course	
11	Underwater Egress Training for Aircraft and or Helicopter Course	
12	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	
Total		

Total for Initial Contract Period: Contract Award to March 31, 2019	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____

Option Period 1 – April 1, 2019 until March 31, 2020

Professional Fees

	Course	- A - Maximum number of participants in a training group	- B - Cost per participant	- C - Extended Price C = A x B
1	Swift Water Safety Course	25		
2	Boat Operator Practical Training Course	25		
3	All-Terrain Vehicle (ATV)	25		
4	Utility Vehicle (UTV) Safety Course	25		
5	Chainsaw and Brush Cutter Safety Course	25		
6	Wilderness First Aid Course	25		
7	Wildlife Awareness and Safety Course	25		
8	Trailer Safety Course	25		
9	Winch Safety Course	25		
10	Fixed Wing Aircraft Safety Course	25		
11	Helicopter Safety Course	25		
12	Underwater Egress Training for Aircraft and or Helicopter Course	25		
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25		
Total (excluding tax)				
Tax amount				
Total (including tax)				

Travel (if required)

	Course	Estimated Total Travel Costs
1	Swift Water Safety Course	
2	Boat Operator Practical Training Course	
3	All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety Course	
4	Chainsaw and Brush Cutter Safety Course	
5	Wilderness First Aid Course	
6	Wildlife Awareness and Safety Course	
7	Trailer Safety Course	
8	Winch Safety Course	
9	Fixed Wing Aircraft Safety Course	
10	Helicopter Safety Course	
11	Underwater Egress Training for Aircraft and or Helicopter Course	
12	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	
Total		

Total for Option Period 1: April 1, 2019 to March 31, 2020

Total Professional Fees (excluding tax) + Travel Fees

\$ _____

*Option Period 2 – April 1, 2020 until March 31, 2021***Professional Fees**

	Course	- A - Maximum number of participants in a training group	- B - Cost per participant	- C - Extended Price C = A x B
1	Swift Water Safety Course	25		
2	Boat Operator Practical Training Course	25		
3	All-Terrain Vehicle (ATV)	25		
4	Utility Vehicle (UTV) Safety Course	25		
5	Chainsaw and Brush Cutter Safety Course	25		
6	Wilderness First Aid Course	25		
7	Wildlife Awareness and Safety Course	25		
8	Trailer Safety Course	25		
9	Winch Safety Course	25		
10	Fixed Wing Aircraft Safety Course	25		
11	Helicopter Safety Course	25		
12	Underwater Egress Training for	25		

	Aircraft and or Helicopter Course			
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25		
Total (excluding tax)				
Tax amount				
Total (including tax)				

Travel (if required)

	Course	Estimated Total Travel Costs
1	Swift Water Safety Course	
2	Boat Operator Practical Training Course	
3	All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety Course	
4	Chainsaw and Brush Cutter Safety Course	
5	Wilderness First Aid Course	
6	Wildlife Awareness and Safety Course	
7	Trailer Safety Course	
8	Winch Safety Course	
9	Fixed Wing Aircraft Safety Course	
10	Helicopter Safety Course	
11	Underwater Egress Training for Aircraft and or Helicopter Course	
12	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	
Total		

Total for Option Period 2: April 1, 2020 to March 31, 2021	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____

Option Period 3 – April 1, 2021 until March 31, 2022

Professional Fees

	Course	- A - Maximum number of participants in a training group	- B - Cost per participant	- C - Extended Price C = A x B
1	Swift Water Safety Course	25		
2	Boat Operator Practical Training Course	25		
3	All-Terrain Vehicle (ATV)	25		
4	Utility Vehicle (UTV) Safety Course	25		
5	Chainsaw and Brush Cutter Safety Course	25		

6	Wilderness First Aid Course	25		
7	Wildlife Awareness and Safety Course	25		
8	Trailer Safety Course	25		
9	Winch Safety Course	25		
10	Fixed Wing Aircraft Safety Course	25		
11	Helicopter Safety Course	25		
12	Underwater Egress Training for Aircraft and or Helicopter Course	25		
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25		
Total (excluding tax)				
Tax amount				
Total (including tax)				

Travel (if required)

	Course	Estimated Total Travel Costs
1	Swift Water Safety Course	
2	Boat Operator Practical Training Course	
3	All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety Course	
4	Chainsaw and Brush Cutter Safety Course	
5	Wilderness First Aid Course	
6	Wildlife Awareness and Safety Course	
7	Trailer Safety Course	
8	Winch Safety Course	
9	Fixed Wing Aircraft Safety Course	
10	Helicopter Safety Course	
11	Underwater Egress Training for Aircraft and or Helicopter Course	
12	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	
Total		

Total for Option Period 3: April 1, 2021 to March 31, 2022

<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
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Total Contract Value:

Total for Initial Contract Period: Contract Award to March 31, 2019	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
Total for Option Period 1: April 1, 2019 to March 31, 2020	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
Total for Option Period 2: April 1, 2020 to March 31, 2021	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
Total for Option Period 3: April 1, 2021 to March 31, 2022	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
Total Contract Value of All Periods (excluding tax)	\$ _____

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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

1.2. Financial Evaluation

1.2.1 Evaluation of Price

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

2. Basis of Selection

Basis of Selection - Highest Combined Rating of Technical Merit and Price (2012-07-16) A0027T

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 50 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 70 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations	$115/135 \times 70 = 59.63$ $89/135 \times 70 = 46.15$ $92/135 \times 70 = 47.70$		
Technical Merit Score			
Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating	84.18	73.15	77.70
Overall Rating	1st	3rd	2nd

**ATTACHMENT 1 TO PART 4,
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

Please see Appendix B for your reference.

Mandatory Criteria:

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

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

	Mandatory Criteria	Cross Reference to Proposal (Bidding Company to Insert Page #)	Met/Not Met	Comments (Client to Insert at Evaluation)
M1	The Bidding Company must provide a suggested overall training agenda that respects the business requirements (e.g. time off and other limits)			
M2	The Bidding Company must provide an outline explaining how each training course will be delivered, with details about specific methodologies when relevant.			
M3	The Bidding Company must demonstrate with detailed training course outlines that its services will meet all of Water Survey of Canada enabling objectives listed in Appendix A.			
M4	The Bidding Company must provide two reference letters from organizations to which relevant training was provided within the last 2 years			
M5	The Bidding Company must provide a description of the company's experience in managing and coordinating groups and activities similar to what is outlined in the Statement of Work			
M6	The Bidding Company must present a resume for each proposed instructor demonstrating teaching experience in the last two years for the training courses where their participation is identified. The proposed instructor's resume should clearly indicate the number of related courses taught			

	within those years.			
M7	The Bidding Company must provide recognized certifications, accreditations or equivalent documentation for training courses for key staff where their participation is identified in training delivery			

Technical Rated Criteria:

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

			Cross Reference to Proposal (Bidding Company to Insert Page #)	Maximum Points Possible	Score Received (Client to Insert at Evaluation)	Comments (Client to Insert at Evaluation)
Training Location						
R1.	The Bidding Company should clearly identify in their proposal two (2) general destinations where the bidder would be delivering the training sessions	<ul style="list-style-type: none"> • 10 points if both are an ideal location • 5 points if both within 3 hours from an ideal location • 0 if both destinations are not in an ideal location <p>*Please note, as per the Statement of Work, ECCC views ideal locations for this training to be: Vancouver, Edmonton, Winnipeg, and/or Ottawa.</p>		10		
Suggested Overall Training Agenda						
R2.	The Bidding Company should clearly identify the overall training duration in	<ul style="list-style-type: none"> • 0 points if the duration is less than 16 days, or more than 19 days • 10 points if the duration is between 16 and 		10		

	days.	19 days				
R3.	The Bidding Company should provide a course schedule	<ul style="list-style-type: none"> 10 points if the course schedule includes all courses within an appropriate duration (as per R2) 		10		
Course Outline						
R4.	The Bidding Company should clearly demonstrate in their course outline that WSC's enabling objectives have been met for each course	<ul style="list-style-type: none"> 20 points if all enabling objectives for each course have been accounted for <ul style="list-style-type: none"> 1 point will be lost for each enabling objective not accounted for 0 points will be awarded if 20 or more enabling objectives have not been accounted for in the proposed course outline 		20		
R5.	The Bidding Company should clearly demonstrate the minimum number of hours (days) for each course.	<ul style="list-style-type: none"> 10 points if all courses respect the minimum number of hours expected. <ul style="list-style-type: none"> 2 points will be lost for each course that has a proposed duration less than the minimum number of hours expected 		10		

		<ul style="list-style-type: none"> 0 points will be awarded if 5 or more courses do not respect the minimum number of hours 				
Experience						
R6.	The Bidding Company should clearly demonstrate the number of times each course was taught by the proposed instructor(s) within the last 2 years.	1 point will be awarded for each identified course where the proposed instructor(s) has taught that course at least twice in the last two years, up to a maximum of 10 points overall.		10		
Total				70		

An overall minimum score of 50/70 is required for the Bidding Company to be deemed compliant for the Technical Rated Criteria.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

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.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (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.

2. Additional Certifications Required 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.

2.1 Status and Availability of Resources

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

Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.2 Education and Experience

PWGSC SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

Compliance with the certifications 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 or 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.

PART 6 - RESULTING CONTRACT

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

Title: (to be disclosed at contract award)

1. Statement of Work

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

2.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ **(to be disclosed at contract award)**

3. Security Requirement

3.1 There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

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

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 (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christina Granda
Procurement and Contracting Officer
Environment and Climate Change Canada
Procurement and Contracting Division
200 Sacre-Coeur Blvd., Gatineau, QC K1A 0H3

Telephone: 819-938-3835
E-mail address: Christina.Granda@canada.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 Technical Authority **(to be disclosed at contract award)**

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical 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 **(to be disclosed at contract award)**

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ **(to be disclosed at contract award)**. Customs duties are included and Applicable Taxes are extra.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$_____ **(to be disclosed at contract award)**. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) 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.

8. Invoicing Instructions

8.1 Milestone Payments

8.1.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex C of the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) all such documents have been verified by Canada;
- (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

9. Certifications

9.1 Compliance

Compliance with the certifications 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 or 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.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. **(to be disclosed at contract award)**

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010B General Conditions [- Professional Services \(Medium Complexity\)](#) (2018-06-21) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Schedule of Milestones;
- (f) Appendix A, Training Objectives;
- (g) Appendix B, Submission of Proposals; and
- (h) the Contractor's bid dated _____ **(to be disclosed at contract award)**

ANNEX A STATEMENT OF WORK

ECCC Water Survey of Canada (WSC) Occupational Health and Safety (OHS) Training of Hydrometric Technicians – Open Water

Statement of Work

Purpose

The purpose of this contract is to deliver specific Occupational Health and Safety (OHS) training to Water Survey of Canada (WSC) staff to meet objectives included in Appendix A (list of training courses required with their associated enabling objectives). Environment and Climate Change Canada (ECCC) intends to contract services from one company (subcontractors allowed) capable of delivering professional training services that meet the established WSC training requirements.

Background

The WSC is the national authority responsible for the collection, interpretation and dissemination of standardized water resource data and information in Canada. In partnership with the provinces, territories and other agencies, WSC operates over 2,200 active hydrometric gauges across the country. The operation of this network requires extensive field work in a variety of conditions and the use of many different types of equipment.

WSC ensures OHS training addresses three objectives:

1. Meet legal obligations and licensing requirements;
2. Raise awareness about task hazards and safe work practices; and
3. Provide instructions and practical experience on the use of specific equipment.

Objective

The contractor must provide training recognized by the safety community and the WSC for the identified training requirements. The contractor must be willing to negotiate multiple sessions per year.

Description and Scope of Work

The contractor may be requested to deliver at least one training session per contract year as required by WSC that includes all of the courses listed in Appendix A. Customization of the training agenda for the session will be negotiated between the contractor and the Project Authority. The contractor must obtain approval on the training agenda from the Project Authority before commencing any training.

The list of courses and enabling objectives required to fulfill the contract are identified in Appendix A. ECCC Enabling Objectives may be subject to minor changes during the life of the contract. Notification of these changes will be provided at least 60 days prior to the negotiated training dates.

The training requires theoretical and practical instruction to provide both the knowledge of key occupational health and safety concepts and the skills necessary to operate safely under prescribed conditions.

Business and/or Technical Environment

WSC trainees have a standard work day of 7.5 hours (for example 8am to 4pm with half an hour for lunch) and the contractor should consider this when developing the overall training agenda. However, the trainees are available for up to a maximum additional 3.0 hours/day if, due to unforeseen circumstances, the contractor requires additional time to complete the training. Additional time requires prior approval by the Project Authority. Approval is negotiated during configuration of the training agenda.

The overall training agenda duration should be no longer than 19 days which will include 2 travel days and required days off during the session. Union requirements and WSC management require that employees do not work more than 6 days in a row, a day off must then be provided.

Language of Work

Training will be delivered in English.

Deliverables

Deliverable 1: The contractor must provide all of the OHS Training Modules as per the “OHS Training at WSC” document (List of courses and descriptions as per Appendix A). The following is the minimum expected training duration for each training course:

	Course	Expected, Minimum Training Duration <i>(in hours [days])</i>
1	Swift Water Safety	15 [2]
2	Boat Operator Practical Training	15 [2]
3	All-Terrain Vehicle (ATV) Safety	7.5 [1]
4	Utility Vehicle (UTV) Safety	7.5 [1]
5	Chainsaw and Brush Cutter Safety	15 [2]
6	Wildlife Awareness and Safety	7.5 [1]
7	Trailer Safety	3.75 [0.5]
8	Winch Safety	3.75 [0.5]
9	Wilderness First Aid	22.5 [3]
10	Fixed Wing Aircraft Safety	3.75 [0.5]
11	Helicopter Safety	3.75 [0.5]
12	Underwater Egress Training	7.5 [1]
13	Restricted Radio Operator	3.75 [0.5]
	Total	116.25 [15.5]

A standard work day is defined in the **Business and/or Technical Environment** section above.

Specified Personal Protective Equipment (PPE) will be supplied by Environment and Climate Change Canada - details and exceptions identified in Appendix A.

Deliverable 2: The contractor must provide WSC with the following services in cooperation with and subject to the approval of the identified WSC Project Authority. Note, if the contractor does not have all the required expertise or capability for any part of the contract, the sub-contracted elements must be clearly identified in the proposal.

Services to be provided by the contractor must also include an overall session agenda (training schedule) that will permit the efficient but effective delivery of all specified elements required.

1. The agenda presented must include:
 - i. All of the training courses identified in Appendix A.
 - ii. Specific location of training sessions and if necessary, expected travel time associated with changes in training location.
 - iii. Total number of days required for each course.

These agendas are subject to the review and acceptance of the Project Authority at least 5 business days before the course is delivered.

2. Provide and describe a contingency plan for potential training deferral in case of extreme weather or sudden illness of an instructor. These plans are subject to the review and acceptance of the Project Authority at least 5 business days before the course is delivered.
3. Provide a course outline for each course listed in Appendix A. These outlines will be used to evaluate whether the proposed training services will meet the requirements of this contract. These outlines are subject to the review and acceptance of the Project Authority at least 5 business days before the course is delivered.

The final training schedule will be developed by the contracted agency in cooperation with the WSC Project Authority.

Contractor Resource Requirements and Qualifications

The contractor will have experience in managing and coordinating groups and activities as required by the complexity of the proposed training agenda.

The contractor will provide instructors qualified to teach the training identified for each course in Appendix A.

The contractor will provide instructors recognized training documentation and certification for subjects covered by them.

Scheduling / Milestones

The training will be delivered during agreed upon dates. Delivery will be scheduled dependent on the requirements of WSC staff and the availability of the contractor. Course dates are to be agreed upon between the contractor and the Project Authority at least 30 business days prior to the course delivery.

Approach and Methodology

Finalization of course participants and agenda approval will be given to the contractor at a minimum of

30 days prior to the course. Cancellation of the training by either party requires 30 days notification.

The ratio of participants per trainer must be specified in the bid and should reflect practices recognized by the safety community in the delivery of each specific course subject matter. The contractor must demonstrate that there will be adequate supervision of participants during the training courses identified in Appendix A.

	Course	Maximum Students per Trainer
1	Swift Water Safety	4 to 1
2	Boat Operator Practical Training	4 to 1
3	All-Terrain Vehicle (ATV) Safety	10 to 1
4	Utility Vehicle (UTV) Safety	10 to 1
5	Chainsaw and Brush Cutter Safety	10 to 1
6	Wildlife Awareness and Safety	20 to 1
7	Trailer Safety	10 to 1
8	Winch Safety	10 to 1
9	Wilderness First Aid	10 to 1
10	Fixed Wing Aircraft Safety	20 to 1
11	Helicopter Safety	20 to 1
12	Underwater Egress Training	6 to 1
13	Restricted Radio Operator	20 to 1

The contractor must ensure that equipment and field training sites required for theoretical and practical training are adequate and available.

Performance Standards and Quality Assurance

The contractor is responsible for the quality of all training provided, including services provided by their sub-contractors. If services provided do not meet contract specifications, it will be the responsibility of the contracted company to ensure that proper remediation steps are taken. A senior WSC staff member may attend the training to observe and report to the Project Authority on contractor performance and quality.

The contractor is responsible to ensure that its personnel and sub-contractors are operating at all times in accordance with all applicable legislation, regulations, codes and policies.

Reporting and Communications

The contractor must coordinate with the WSC Project Authority to work out details pertaining to the delivery of the training.

The contractor must issue certificates for each course to participants that complete the course requirements. The contractor must also provide an evaluation of each participant's performance against expectations of each course. The contractor must not provide certification to participants that cannot complete the course requirements and must provide written notification of deficiencies to the Project Authority.

If the contractor has any reservations of the participant's abilities to apply the acquired skills from any of the training courses, a written assessment must be provided to the Project Authority.

Certificates must not have expiry dates if not required by legislation. Certificates must reflect the date of the training completion, not the date the certificates were massed produced, where required.

The contractor is required to provide a report detailing the hours spent training by each trainee on a day by day basis upon completion of the training.

ECCC Input

ECCC shall provide the following:

- a) Vehicle transportation for participants to and from the training locations.
- b) PPE for trainees as identified in Appendix A.
- c) Provide the contractor with the ECCC or WSC documents that pertain to the identified activities.

Location of Work and Travel

ECCC views ideal locations for this training to be: Vancouver, Edmonton, Winnipeg, Ottawa.

During the training session, there may be a requirement for participants to change training location. This will only be accepted when training is 2 or more days in length and cannot be more than 3 hours away from the primary training location.

Total daily travel time between the participants' accommodations and the course training locations must be less than an hour.

**ANNEX B
BASIS OF PAYMENT**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ **(to be disclosed at contract award)**. Customs duties are included and Applicable Taxes are extra.

Initial Contract Period – Contract Award until March 31, 2019

Professional Fees

	Course	- A - Maximum number of participants in a training group	- B - Cost per participant	- C - Extended Price C = A x B
1	Swift Water Safety Course	25		
2	Boat Operator Practical Training Course	25		
3	All-Terrain Vehicle (ATV)	25		
4	Utility Vehicle (UTV) Safety Course	25		
5	Chainsaw and Brush Cutter Safety Course	25		
6	Wilderness First Aid Course	25		
7	Wildlife Awareness and Safety Course	25		
8	Trailer Safety Course	25		
9	Winch Safety Course	25		
10	Fixed Wing Aircraft Safety Course	25		
11	Helicopter Safety Course	25		
12	Underwater Egress Training for Aircraft and or Helicopter Course	25		
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25		
Total (excluding tax)				

Travel (if required)

	Course	Estimated Total Travel Costs
1	Swift Water Safety Course	
2	Boat Operator Practical Training Course	
3	All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety Course	
4	Chainsaw and Brush Cutter Safety Course	
5	Wilderness First Aid Course	
6	Wildlife Awareness and Safety Course	
7	Trailer Safety Course	
8	Winch Safety Course	

9	Fixed Wing Aircraft Safety Course	
10	Helicopter Safety Course	
11	Underwater Egress Training for Aircraft and or Helicopter Course	
12	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	
Total		

Total for Initial Contract Period: Contract Award to March 31, 2019	\$ _____
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	

*Option Period 1 – April 1, 2019 until **March 31, 2020***

Professional Fees

	Course	- A - Maximum number of participants in a training group	- B - Cost per participant	- C - Extended Price C = A x B
1	Swift Water Safety Course	25		
2	Boat Operator Practical Training Course	25		
3	All-Terrain Vehicle (ATV)	25		
4	Utility Vehicle (UTV) Safety Course	25		
5	Chainsaw and Brush Cutter Safety Course	25		
6	Wilderness First Aid Course	25		
7	Wildlife Awareness and Safety Course	25		
8	Trailer Safety Course	25		
9	Winch Safety Course	25		
10	Fixed Wing Aircraft Safety Course	25		
11	Helicopter Safety Course	25		
12	Underwater Egress Training for Aircraft and or Helicopter Course	25		
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25		
Total (excluding tax)				

Travel (if required)

	Course	Estimated Total Travel Costs
1	Swift Water Safety Course	
2	Boat Operator Practical Training Course	
3	All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety Course	

4	Chainsaw and Brush Cutter Safety Course	
5	Wilderness First Aid Course	
6	Wildlife Awareness and Safety Course	
7	Trailer Safety Course	
8	Winch Safety Course	
9	Fixed Wing Aircraft Safety Course	
10	Helicopter Safety Course	
11	Underwater Egress Training for Aircraft and or Helicopter Course	
12	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	
Total		

Total for Option Period 1: April 1, 2019 to March 31, 2020	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____

Option Period 2 – April 1, 2020 until March 31, 2021

Professional Fees

	Course	- A - Maximum number of participants in a training group	- B - Cost per participant	- C - Extended Price C = A x B
1	Swift Water Safety Course	25		
2	Boat Operator Practical Training Course	25		
3	All-Terrain Vehicle (ATV)	25		
4	Utility Vehicle (UTV) Safety Course	25		
5	Chainsaw and Brush Cutter Safety Course	25		
6	Wilderness First Aid Course	25		
7	Wildlife Awareness and Safety Course	25		
8	Trailer Safety Course	25		
9	Winch Safety Course	25		
10	Fixed Wing Aircraft Safety Course	25		
11	Helicopter Safety Course	25		
12	Underwater Egress Training for Aircraft and or Helicopter Course	25		
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25		
Total (excluding tax)				

Travel (if required)

	Course	Estimated Total Travel Costs
1	Swift Water Safety Course	
2	Boat Operator Practical Training Course	
3	All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety Course	
4	Chainsaw and Brush Cutter Safety Course	
5	Wilderness First Aid Course	
6	Wildlife Awareness and Safety Course	
7	Trailer Safety Course	
8	Winch Safety Course	
9	Fixed Wing Aircraft Safety Course	
10	Helicopter Safety Course	
11	Underwater Egress Training for Aircraft and or Helicopter Course	
12	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	
Total		

Total for Option Period 2: April 1, 2020 to March 31, 2021	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____

Option Period 3 – April 1, 2021 until March 31, 2022

Professional Fees

	Course	- A - Maximum number of participants in a training group	- B - Cost per participant	- C - Extended Price C = A x B
1	Swift Water Safety Course	25		
2	Boat Operator Practical Training Course	25		
3	All-Terrain Vehicle (ATV)	25		
4	Utility Vehicle (UTV) Safety Course	25		
5	Chainsaw and Brush Cutter Safety Course	25		
6	Wilderness First Aid Course	25		
7	Wildlife Awareness and Safety Course	25		
8	Trailer Safety Course	25		
9	Winch Safety Course	25		
10	Fixed Wing Aircraft Safety Course	25		
11	Helicopter Safety Course	25		
12	Underwater Egress Training for Aircraft and or Helicopter Course	25		

13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25		
Total (excluding tax)				

Travel (if required)

	Course	Estimated Total Travel Costs
1	Swift Water Safety Course	
2	Boat Operator Practical Training Course	
3	All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety Course	
4	Chainsaw and Brush Cutter Safety Course	
5	Wilderness First Aid Course	
6	Wildlife Awareness and Safety Course	
7	Trailer Safety Course	
8	Winch Safety Course	
9	Fixed Wing Aircraft Safety Course	
10	Helicopter Safety Course	
11	Underwater Egress Training for Aircraft and or Helicopter Course	
12	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	
Total		

Total for Option Period 2: April 1, 2021 to March 31, 2022	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____

Total Contract Value:

Total for Initial Contract Period: Contract Award to March 31, 2019	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
Total for Option Period 1: April 1, 2019 to March 31, 2020	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
Total for Option Period 2: April 1, 2020 to March 31, 2021	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
Total for Option Period 3: April 1, 2021 to March 31, 2022	
<i>Total Professional Fees (excluding tax) + Travel Fees</i>	\$ _____
Total Contract Value of All Periods (excluding tax)	\$ _____

**ANNEX C
SCHEDULE OF MILESTONES**

Training Course dates are to be decided between the Contractor and the Technical Authority

Initial Contract Period – Contract Award until March 31, 2019

	Course	Maximum number of participants in a training group
1	Swift Water Safety Course	25
2	Boat Operator Practical Training Course	25
3	All-Terrain Vehicle (ATV)	25
4	Utility Vehicle (UTV) Safety Course	25
5	Chainsaw and Brush Cutter Safety Course	25
6	Wilderness First Aid Course	25
7	Wildlife Awareness and Safety Course	25
8	Trailer Safety Course	25
9	Winch Safety Course	25
10	Fixed Wing Aircraft Safety Course	25
11	Helicopter Safety Course	25
12	Underwater Egress Training for Aircraft and or Helicopter Course	25
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25

Option Period 1 – April 1, 2019 until March 31, 2020

	Course	Maximum number of participants in a training group
1	Swift Water Safety Course	25
2	Boat Operator Practical Training Course	25
3	All-Terrain Vehicle (ATV)	25
4	Utility Vehicle (UTV) Safety Course	25
5	Chainsaw and Brush Cutter Safety Course	25
6	Wilderness First Aid Course	25
7	Wildlife Awareness and Safety Course	25
8	Trailer Safety Course	25
9	Winch Safety Course	25

10	Fixed Wing Aircraft Safety Course	25
11	Helicopter Safety Course	25
12	Underwater Egress Training for Aircraft and or Helicopter Course	25
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25

Option Period 2 – April 1, 2020 until March 31, 2021

	Course	Maximum number of participants in a training group
1	Swift Water Safety Course	25
2	Boat Operator Practical Training Course	25
3	All-Terrain Vehicle (ATV)	25
4	Utility Vehicle (UTV) Safety Course	25
5	Chainsaw and Brush Cutter Safety Course	25
6	Wilderness First Aid Course	25
7	Wildlife Awareness and Safety Course	25
8	Trailer Safety Course	25
9	Winch Safety Course	25
10	Fixed Wing Aircraft Safety Course	25
11	Helicopter Safety Course	25
12	Underwater Egress Training for Aircraft and or Helicopter Course	25
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25

Option Period 3 – April 1, 2021 until March 31, 2022

	Course	Maximum number of participants in a training group
1	Swift Water Safety Course	25
2	Boat Operator Practical Training Course	25
3	All-Terrain Vehicle (ATV)	25
4	Utility Vehicle (UTV) Safety Course	25
5	Chainsaw and Brush Cutter Safety Course	25
6	Wilderness First Aid Course	25
7	Wildlife Awareness and Safety Course	25
8	Trailer Safety Course	25
9	Winch Safety Course	25
10	Fixed Wing Aircraft Safety Course	25

11	Helicopter Safety Course	25
12	Underwater Egress Training for Aircraft and or Helicopter Course	25
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course	25

APPENDIX A TRAINING OBJECTIVES

PPE's (Personal Protective Equipment) will be supplied by Environment and Climate Change Canada (details and exceptions to be included in training elements specific section)

Swift Water Safety

Participant will know dangers inherent to working in and around water, the use of safety equipment, self-rescue and rescue techniques, and emergency care in a water environment.

Enabling Objectives: Participants must be able to:

- Identify and explain hazards in and around swift water, including:
 1. Keepers (recirculation, e.g. below a low head dam)
 2. Strainers and Sweepers
 3. Entrapments
 4. Deep pools
 5. Soft bottoms
 6. Tides
 7. Waves
 8. Cold water
 9. Shock (hitting objects)
 10. Effect of swimming with loose clothing, including waders
 11. Lack of buoyancy associated with white water
- Describe accident prevention strategies, including: equipment, risk assessment, emergency planning and scene management.
- Illustrate various methods to ensure clear communication, both for prevention and with endangered people.
- Demonstrate the safe and effective use of a throw bag in still and moving water situations.
- Demonstrate ability to tie and use appropriate knots for expected and potential scenarios (i.e. use of prussic during a rope rescue)
- Demonstrate self-rescue skills, including swimming and river exit strategies in a Class II rapid.
- Demonstrate self-rescue techniques while swimming with waders in swift water.
- Demonstrate shore or boat rescue techniques to help a work partner.
- Understand risks involved while trying to rescue others and strategies that can be used to circumvent or mitigate those risks.
- Demonstrate safety and control in rescue situations.

Notes:

1. Swift water survival and rescue courses must include at least one day of field practice.
2. Trainees are required to only possess basic swimming abilities defined as the capacity to propel themselves while using a personal floatation device.

Environment and Climate Change Canada Input
Approved PFD (Personal Floatation Device)
Appropriate Footwear Appropriate Clothing
Sun glasses

Contractor Responsibilities

Wet or Dry suit and helmet for each participant

*Note: Specifications for these items will be dependent on the training location and will be negotiated between the contractor and the Project Authority prior to the training date

Boat Operator Practical Training

Participants will acquire the practical experience required to be comfortable while executing maneuvers related to the conditions of deployment within work operations.

Enabling Objectives: Participants will demonstrate the following knowledge and abilities:

Safety/Emergency

- Filing a sail plan/itinerary;
- Pre-trip planning to include checking weather forecasts and river conditions.
- Wearing PPE;
- Location and operation of:
 - o Marine Emergency First Aid kit, fire extinguisher, bailer or manual pump; and
 - o Distress equipment (flashlight or 3 pyrotechnic distress signals);
- The recognition of dangers, reactions to alarms, and dealing with emergencies;
- Role of the secondary operator in an emergency situation;
- Distress signals;
- Response to fire and abandonment emergency situations;
- Procedures to respond to emergencies such as a breakdown, hull leak, capsizing, person in the water or rescuing a person fallen overboard or throwing a lifeline;
- Skills to upright an over-turned boat
- Search and rescue resources available in inland waters;
- Marine SAR(Search and Rescue) coordination system in the operational area;
- Be familiar with standard marine navigational terms; and
- Towing another boat.

Navigation

- Navigation lights for small vessels including masthead light, sidelights and the stern light;
- The role and use of all-round navigation lights;
- System of coordinates and cartography instruments (true north and magnetic north);
- Vessel course and heading, the ability to steer the boat while anticipating external influences that may affect its direction;
- Finding position by dead reckoning;
- Plotting position by observation;
- GPS (Global Positioning System) or radar; and
- Visibility and speed.

Operating the Vessel

- Vessel stability (warning signs, precautions, effects of movement of crew);
- How to start an outboard motor with a cord to avoid falling overboard;
- Potentially hazardous situations in the marine area;
- The hazards associated with icy conditions;
- Operating a vessel in sheltered waters under normal operating conditions including darkness and restricted visibility;
- The importance of maintaining watertight integrity;
- Controlling the vessel and allowing for drift;
- Basic knots and rigging;
- Anchoring the boat;
- The procedures for riding at anchor;
- How to properly weigh and stow the anchor;
- Basic maneuvering (how to launch, casting off and arriving at a wharf or on shore);
- Safe speed;
- Steering in a swell;
- Demonstrate how to navigate a channel marked by lateral buoys;
- Demonstrate how to navigate a waterway marked by day beacons;
- Explain fairway, bifurcation, cautionary, isolated and special purpose buoys;
- Explain how cardinal buoys indicate the preferred passage;
- Explain the significance of scuba diving buoys and the diver's flag;
- Deadhead flag (sunk log beneath the water surface);
- Demonstrate maneuvering alongside and casting off a dock, including the vessel's turning circle;
- Explain small vessel operating procedures in bad weather;
- Changes in water conditions depending on body of water;
- Demonstrate the procedures for operating in good and reduced visibility; and
- Demonstrate the precautions when meeting head-on, and passing or overtaking another craft (collision avoidance, how to keep a proper lookout, recognition of signs, lights and shapes carried by vessels encountered in the area of operation, distress signals and actions to be taken in sight or out of sight of other vessels (i.e. in good visibility or reduced visibility)).
- Working knowledge of hull interaction with swift water boat hazards.
- Demonstrate boat maneuvers in swift waters of class 1 or less, including but not limited to:
 - eddying in and out; going around objects; and
 - ferrying,

All boat operators must be able to clearly demonstrate:

- Fueling;
- Engine maintenance and troubleshooting;
- Elementary motor fault diagnosis;
- Spark plug cleaning and replacement;
- Repair of throttle linkage;
- Dealing with a broken starter cord; and
- Troubleshooting.

Notes:

1. The Enabling Objectives stated above are based on the Environment and Climate Change Canada Small Boat Safety Program.
2. Training should be conducted in flowing water of Class 1 or less.
3. The training provider should have knowledge of Water Survey of Canada (WSC) work environments.

Environment and Climate Change Canada Input
Appropriate Footwear
Approved PFD

Contractor Responsibilities

Wet or Dry suit and helmet for each participant

*Note: Specifications for these items will be dependent on the participant and will be prearranged with the Project Authority prior to the training date.

Boats – must be less than 8 meters in length

Train staff on boats similar to those used by WSC:

Environment and Climate Change Canada participants must be trained on both:

- 16 foot aluminum boat with 25 horsepower motor
- 14 foot inflatable boat with 25 horsepower motor

All-Terrain Vehicle (ATV) and Utility Vehicle (UTV)

Safety Participants can safely and efficiently operate an

ATV and UTV. **Enabling Objectives:** Participant must

demonstrate:

- How to load and unload off-road vehicles from a trailer / truck.
- Knowledge of the rules and regulations for operating off-road vehicles (ATV and UTV), where applicable.
- How to fuel and load an off-road vehicle.
- How to safely operate/drive an off-road vehicle.
- How to transport people and equipment (hauling/pulling sleds or trailers behind ATV and UTV).
- How to maintain an off-road vehicle and trouble shoot problems (accidents and mechanical failures)
- How to use the required protective clothing (helmet, goggles, gloves, boots)
- Competency while executing maneuvers related to the conditions of deployment within work operations.

Environment and Climate Change Canada Input

CSA (Canadian Standards Association) approved helmet with face shield or goggles (well ventilated to prevent fogging up)

Protective clothing, gloves, boots

Contractor Responsibilities

ATV or UTV for each participant, however, participants must have exposure to both

types of vehicles during the training.

Chainsaw and Brush Cutter Safety

Participant can safely operate chainsaws and brush-cutters and perform basic servicing and maintenance.

Enabling Objectives: Participant must:

- Identify the different types and sizes of chainsaws and brush-cutters and their purpose.
- Identify the working parts of a chainsaw and/or brush-cutter and explain the mechanics of how they operate.
- Be able to demonstrate the use of Personal Protective Equipment required for safe operation.
- Be able to explain and demonstrate proper maintenance procedures.
- Demonstrate safe operating techniques, including handling, starting, carrying, grip and stance.
- Describe causes of kickback and explain how to avoid it.
- Describe how to assess a felling area, listing the various felling hazards and detailing how to safely complete the felling process.
- List and describe the different cuts involved in tree felling.
- List and describe the various notching and back cutting techniques. Explain the circumstances of use for each technique.
- Explain special felling techniques for problem sites and trees.
- Explain proper limbing and bucking procedures.

Environment and Climate Change Canada Input

CSA approved high visibility hard hat

Hearing protection with attenuation of at least 110 dBA (A-weighted decibels)

CSA approved safety glasses, goggles or face shield

CSA approved work boots

Work gloves

Contractor Responsibilities

Provide adequate number of Chainsaws and Brush Cutters for training

Access to trees / logs for practical exercises

*Note: Number of Chainsaws will be based on class size, Instructor to determine amount required for adequate training.

Wilderness First Aid

Participant will be able to provide effective first aid to self and fellow employees under remote conditions.

Enabling Objectives: Candidates must demonstrate by written examination and realistic scenarios that they can use sound first aid principles under the following conditions:

- More than 2 hours from medical aid (assuming that medical assistance will arrive in 24 hours).
- Have to deal with one adult casualty
- Have to deal with worst case scenarios, including but not limited to:
 1. Traumatic injury
 2. Shock
 3. Hypothermia
 4. Medical conditions
- Adverse weather conditions with non-standard or limited equipment.
- Communication protocols at WSC ("Call in" procedures, simulation of their use, levels of response to emergencies, etc.)

Notes:

1. The Enabling Objectives stated above are based on the Canada Occupational Health and Safety Regulations, Part XVI –First Aid, the ECCO Safety Check In Directive and the WSC Check In Procedures.

Contractor Responsibilities

Materials required for practical training e.g. bandages, splints, etc

Wildlife Awareness and Safety

Participant will be able to identify wildlife dangers, and apply necessary safety precautions.

Enabling Objectives: Participants must be able to:

- Identify potentially dangerous animals, plants, and insects which may be encountered within Canada.
- Identify habitat types in which the various species are most likely to be encountered.
- Describe situations which may lead to an encounter (e.g. feeding grounds, den site, etc.)
- Discuss techniques to minimize wildlife encounters.
- Describe what to do in the event of an encounter.
- Describe wildlife behavior which may alert you of potential danger (e.g. hunger, bears with cubs, rutting Elk, nesting birds, injured animals).
- Discuss the various diseases and reactions which may be contracted (e.g. rabies, Lyme disease, Hantavirus, West Nile Virus, allergies, rash). Describe sources of contact, the symptoms of each, and treatment required.
- Describe various deterrent and protective equipment, and how and when to use it (e.g. bear bangers, insect repellent, etc).

Trailer Safety

Participant will be knowledgeable in techniques for driving and controlling a vehicle towing a trailer.

Enabling Objectives: Candidates must demonstrate the following:

- Pre-trip inspection of tires, brake cables, bearing checks, safety brake functionality from the outside and underside of the trailer
- Vehicle and trailer preparation and maintenance
- Traction for all road conditions
- Regular inspection of tires and rigging
- Hitching up trailer including:
 - a. Proper ball size and height
 - b. Connecting safety chains and signal lights
 - c. Load distribution and securing the load
 - d. General inspection
- Driving and maneuvering with a load in tow:
 - a. Backing up a trailer
 - b. Cornering techniques
 - c. Slalom
 - d. Accident avoidance
 - e. Hand signals
- Understanding and practical exercise (as conditions dictate) of braking with a load in tow including the following:
 - a. Four wheel lock-up
 - b. No wheel lock-up
 - c. Pumping pedal
 - d. ABS(anti-lock braking system)
 - e. Snow bank braking
 - f. Controlling trailer sway
 - g. Increased stopping distance
 - h. Increased passing distance
 - i. Changes in handling characteristics
- Understanding of skid control with a load in tow with emphasis on:
 - a. Front wheel skid
 - b. Rear wheel skid
 - c. Steering during skidding

Contractor Responsibilities

Provide adequate number of vehicles with class 3 hitches with either a 1 7/8" or 2" ball and trailers for training

Winch Safety

Participant will be knowledgeable in safe and efficient operation of various winching devices (this includes the use of winches, come-a-longs, jacks and pulleys).

Enabling Objectives: Participants must be able to:

- Understand winching devices load capacity
- Understand inherent dangers from possible breakage of lines and backlash
- Know the safe zones around winching devices and winched objects
- Secure/anchor winching devices
- Properly connect/tying or otherwise securing winch cable to objects
- Properly winching / jacking of objects such as vehicles, equipment and personnel
- Apply proper braking action

Notes:

1. Equipment covered are winches fixed to vehicles, boats, ATV's and portable winches as well as come-a-longs, jacks and pulleys.

Contractor Responsibilities

Provide adequate number and types of winching devices (specified in above notes) for training.

Fixed Wing Aircraft Safety

Participants will be able to safely conduct work in and around fixed wing aircrafts.

Enabling Objectives: Participants must be able to:

- Describe the respective roles and responsibilities of the pilot and the passenger(s).
- Describe aircraft safety features, contents and use of first aid kit, survival gear and ELT (emergency locator transmitter).
- Assist and conduct loading and unloading of aircraft
- Understand how to safely enter and exit various aircraft during seasonal variations (weather, equipment, geographical location and whether on floats, skis, or wheels)
- Identify and explain the proper use of personal protective equipment typically available (e.g., eye, ear, head, body protection)
- Understand limitations placed on pilots for flying under certain conditions

Flight not required however a ground tour of an aircraft is essential

Helicopter Safety

Participant will be able to safely conduct work in and around helicopters.

Enabling Objectives: Participants must be able to:

- Describe the respective roles and responsibilities of the pilot and the passenger(s).
- Describe helicopter safety features, contents and use of first aid kit, survival gear and ELT (emergency locator transmitter).
- Assist and conduct loading and unloading of helicopter and assist in slinging operations (hook up and release of loads, danger of static electricity)

- Understand how to safely enter and exit various helicopters during seasonal variations (weather, equipment, geographical location and whether on floats, skis, high and low skids and or wheels)
- Identify and explain the proper use of personal protective equipment typically available (e.g., eye, ear, head, body protection)
- Understand limitations placed on pilots for flying under certain conditions (example: when flying over open water, the need to fly at an elevation that can facilitate safe auto rotation onto land in case of engine failure)

Contractor Responsibilities

Flight not required however a ground tour of a helicopter is essential.

Underwater Egress Training for Aircraft and or Helicopter

The training will increase the participant's chances of survival in the event of a rotary or fixed wing aircraft crash.

Enabling Objectives: Participants must be able to:

- Apply escape techniques from a submerged fixed wing aircraft or helicopter (example: helicopter roll over escape)
 1. Hazards to aircraft and personnel during over water operations
 2. Safety and survival equipment requirements and utilization
 3. Pre-ditching considerations and procedures
 4. Emergency ditching and evacuation procedures
 5. Smoke in the cockpit/cabin
 6. Upright emergency evacuation (practical)
 7. Survival and rescue water skills (practical)
 8. Off angle emergency evacuation (practical)

Note: This training must include practice in a simulator.

Environment and Climate Change Canada Input

Each participant will be prepared to train in the water

Contractor Responsibilities

Underwater Egress simulator and appropriate facilities for training.

Radio Operator, Restricted, Certificate Aeronautical (ROC-A)

Participant will be able to adequately conduct communication using VHF (very high frequency) radios onboard fixed wing aircraft and helicopters.

Enabling Objectives: Participants must be able to:

- Operate radio / communication devices on board fixed wing aircraft and helicopters.

- Explain what happens after a distress call is initiated;
- Explain the spoken distress, urgency and routine prefixes on VHF radio and basic operating instructions for a VHF radio (frequencies, etc.) and satellite telephone.

Contractor Responsibilities

Proper examination that will be submitted to Industry Canada for certification

APPENDIX B SUBMISSION OF PROPOSALS

Bidders must provide the following information in their proposal:

1. Two general destinations near which the bidder would be ready to deliver training sessions,
2. For each general destination, costs broken down for 1 training session as:
 - a. Cost per participant per course
 - Based on a maximum group size of 25
 - Including costs related to:
 - Equipment required for all training courses, as defined by Appendix A
 - Classrooms, facilities and field training sites
 - Staff and instructor salary, including for travel days
 - Insurance desirable or required by contractor for the training activities
 - b. Travel and meal costs per instructor
 - Based on Treasury Board daily rates for meals Travel costs based on identified training location(s).
3. Agenda and Course Outline
 - a. Suggested overall training agenda, including
 - Length in hours (convert to days using 7.5 hours as a full day)
 - Course schedule
 - Travel days and time off
 - b. For each training course, an outline explaining how the contractor plans to deliver the training must be provided. It should contain:
 - Details about specific methodologies
 - The number of hours required, above and beyond minimum expected
 - The number of hours of overtime required
 - The location and description of classrooms, facilities and field training sites suggested
 - The total daily travel time expected to reach the training location
 - The equipment that will be provided by the contractor
 - The ratio of participants per instructor
 - The name of instructors that will provide training
 - Whether any expertise will be sub-contracted or not, as well as identifying what work will be sub-contracted (if applicable)
 - A suggested contingency plan, for unforeseen conditions such as illness or bad weather
4. Qualifications and relevant experience
 - a. The contractor must provide:
 - Two reference letters from organizations, other than ECCC, to which relevant training was provided within the last 2 years
 - A description of the company's experience in managing and coordinating groups and activities similar to what is expected from the statement of work
 - b. Key professional staff (including for any sub-contracted personnel) must provide:
 - Recognized certifications, accreditations or equivalent documentation for training courses where their participation is identified

A resume demonstrating a minimum of 2 years of experience in the training courses where their participation is identified. It should clearly indicate the number of related courses taught within those years.