



Bid Receiving PWGSC / Réception des soumissions TPSGC
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Gatineau, Quebec, K1A 0S5

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Public Works and Government Services Canada

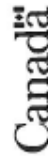
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefor.

Propositions 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation 20183174/A	Type - Genre Update - Mise à jour
Solicitation closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-26	PWGSC File No. - N° de référence de TPSGC 20183174

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Date of Solicitation - Date de l'invitation 2018-10-16		Page 1 of 56 de
Address inquiries to - Adresser toute demande de renseignements à : Jean-François Laprise Jean-Francois.Laprise@tpsgc-pwgsc.gc.ca		
Area code and Telephone No. Code régional et N° de téléphone 819-420-2902 []	Facsimile No. N° de télécopieur - -	
Destination National Capital Region		
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B. including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item. Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B. Y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.		
Delivery required - Livraison exigée	Delivery offered - Livraison proposée	
Vendor Name and Address - Raison sociale et adresse du fournisseur		
Facsimile No. - N° de télécopieur - -	Telephone No. - N° de téléphone - - []	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)		
Signature	Date	

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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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other 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 Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification, the Task Authorization Form and any other annexes.

1.2 Summary

1.2.1 This bid solicitation is being issued to satisfy the requirement of Public Works and Government Services Canada (PWGSC) [the "Client"] for the provision of Health and Safety training services. It is intended to result in the award of one (1) or more contract(s) for a period of three (3) years.

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

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 fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

A7017C (2010-05-12), Replacement of Specific Individuals
A7035T (2007-05-25), List of Proposed Subcontractors
A9068C (2010-01-11), Government Site Regulations

2.2 Submission of Bids

Bids must be submitted to Public Works and Government Services Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation **and** submitted by electronic mail to jean-francois.laprise@tpsgc-pwgsc.gc.ca. The date and time stamp of the Bid Receiving Unit will prevail the electronic submission and will be used as the official date and time receipt for this RFP.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority; jean-francois.laprise@pwgsc-tpsgc.gc.ca no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 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

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one (1) hard copy and one (1) PDF copy sent by electronic mail);
Section II: Financial Bid (one (1) hard copy and one (1) PDF copy sent by electronic mail);
Section III: Certifications not included in the Technical Bid (one (1) hard copy and one (1) PDF copy sent by electronic mail); and
Section IV: Additional Information (one (1) hard copy and one (1) PDF copy sent by electronic mail).

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

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

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

The Bidder can bid on more than one training course(s) specified in the Statement of Work, in Annex A but should submit one separate bid for each specified training course(s). Canada requests that the Bidder clearly identifies in the first pages of its bid which training course(s) it is bidding on.

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

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

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

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

Section I: Technical Bid

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

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

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

Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B. Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.7, Payment, of Part 7 of the bid solicitation.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders must provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also 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;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;
6. **for each proposed resource, the name and telephone number of a client contact who knows the candidate's work and who can be reached during the evaluation period to validate the information provided for each project.**

ATTACHMENT 1 to PART 3, PRICING SCHEDULE

- 1.0 The Bidder must complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed daily rate (in Can \$) for each of the resource categories identified.
- 2.0 The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
- 3.0 The prices included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for:
- a. The Work described in Part 7 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the National Capital Act (R.S.C., 1985, c. N-4), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/>).
 - b. travel between the successful bidder's place of business and the NCR;

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

The Bidder's all inclusive fixed price per source is as follows:				
CONTRACT PERIOD:				
			Contract Period (Date of Contract to December 31, 2021)	
Category of Personnel, Courses and Course Duration	Number of Resource(s)	Name of Proposed Instructor	Estimated number of sessions per year	All-inclusive fixed Price per Course
Health and Safety training Services Instructor – Training Course 1 - Working at Heights (1 day)	2 resources and 2 backups		8 English 5 French	\$
Health and Safety training Services Instructor – Training Course 2 - Trenching Awareness (0.5 day)	2 resources and 2 backups		1 English 1 French	\$
Health and Safety training Services Instructor – Training Course 3 - Traffic Control in Construction Work Zones (1 day)	2 resources and 2 backups		1 English 1 French	\$
Health and Safety training Services Instructor – Training Course 4 - Hoisting and Rigging Safety Awareness (2 days)	2 resources and 2 backups		2 English 1 French	\$
Health and Safety training Services Instructor – Training Course 5 - Propane in Construction (1 day)	2 resources and 2 backups		1 English 1 French	\$
Health and Safety training Services Instructor –	2 resources and 2 backups		1 English 1 French	\$

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Training Course 6 - Lift Truck Certification (2 days)				
Applicable Taxes applicable:	Insert the amount, as			GST: HST: PST:
Total Estimated Initial Contract Cost:				\$

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

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.

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 56/70 points (80%), for each training course the bidder would like to be considered for award of a contract, for the technical evaluation criteria which are subject to point rating.
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 80% for the technical merit and 20% 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 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		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	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA

1. Training Course 1 – Working at Heights

Mandatory Technical 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.

The Bid Preparation Instructions are provided to assist bidders in preparing their bid. It is the Bidder's responsibility to determine if any additional information is required to demonstrate how they meet the criteria.

Item Number	Mandatory Technical Criteria	Proposal Reference page number
MT1	<p>The Bidder must propose a minimum of two (2) instructors to deliver the training described in Annex A " Statement of Work – Health and Safety Training Courses", in both official languages (English and French)* .</p> <p>The Bidder must submit a detailed resume of the following proposed resource demonstrating that he/she has a minimum of 120 training days within the last 3 years in instructing in the identified subject area.</p> <p>A detailed resume would include, at a minimum:</p> <ul style="list-style-type: none"> • The name of the proposed resource; • The resource applicable language of instruction; • A chronological work description of relevant project experience (including years/months of engagement with start/end dates) • Specific experience – including where, when and how the experience was obtained. • Education/professional attainment in relation to training delivery, including all training listed in chronological order by course/program title and duration (days/months/years) with start/end dates <p>It is the responsibility of the Bidder to ensure that the proposed resources' resumes are sufficiently detailed to enable a full evaluation.</p>	
MT2	<p>Working at Heights training providers shall be approved by the Chief Prevention Officer, Ontario Ministry of Labour, as meeting the Working at Heights Training Program Standard (see https://www.labour.gov.on.ca/english/hs/pubs/wah/index.php) and Working at Heights Training Provider Standard Training programs (see https://www.labour.gov.on.ca/english/hs/pubs/wah_prov/index.php) will be delivered by the provider in accordance with the</p>	

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	requirements of the Ontario Ministry of Labour's Working at Heights Training Program Standard). (see https://www.labour.gov.on.ca/english/hs/pubs/wah/index.php) A proof of approval from the Chief Prevention Officer of the Ontario Ministry of Labour for the training to be delivered by the bidder must be provided.	
MT3	The bidder must be a recognized training provider by the Ontario Ministry of Labour and the Workplace Safety Insurance Board for applicable courses .	
MT4	The bidder must provide a list of qualified backup resources for each training course(s) it is bidding on.	

* Either two (2) bilingual instructors **OR** one (1) English and one (1) French instructor may be proposed. If the Bidder is proposing one (1) English and one (1) French instructor, one (1) English and one (1) French backup must also be proposed.

If required, the backup resources will be evaluated at the Task Authorization stage.

Point Rated Technical Criteria

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

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.

Point rated criteria is used to establish the minimum requirements by setting a passing mark that a response must meet to be considered a valid and responsive response.

For each of the point rated requirements listed below, details should be provided regarding the qualifications, relevant experience and expertise of the proposed resource. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, the dollar value and the client.

For each of the point rated requirements listed below, the Bidder should clearly demonstrate its proposed resource experience by using project descriptions which include:

- a) Project description;
- b) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 – 12 months);
- c) Objective and outcome of the project;
- d) Name and description of client organization;
- e) Name and phone number of client reference;
- f) Scope and size in dollars; and
- g) Contribution of the proposed resource to the project.

Note: The month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example, Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002. The total month of experience for these two referenced projects is seven (7) months. Bidders are encouraged to insert in brackets the exact numbers of months claimed for the cited project whose timeframe overlap with another project.

Training Course 1 – Working at Heights

Point Rated Technical Criteria (RT) and Scores	Maximum Number of Points Available	Cross Reference to Proposal
<p>Each instructor proposed in MT1 should have successfully participated to at least 1 facilitation/animation program.</p> <p>A copy of the certificate (confirming the instructors successfully participated to at least 1 facilitation/animation program) for each proposed instructor in MT1 should, as a minimum, be provided.</p> <p><u>Points:</u></p> <p><u>Instructor 1</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p> <p><u>Instructor 2</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p> <p>Maximum 30 pts</p>	Up to /30	
<p>Instructors proposed in MT1 should have a minimum of 36 months of experience each working in the field of occupational health and safety on construction sites or as a training provider in the field of occupational health and safety.</p> <p>The following information should be provided: 1. Description of the experience; 2. Length of services rendered (number of years).</p> <p><u>Points:</u></p> <p>36 months = 5 pts 48-60 months = 10 pts 72-96 months= 15 pts Over 108 months = 20 pts</p> <p>Maximum 20 pts</p>	Up to /20	
<p>Instructors should have provided a minimum of 20 training sessions in the last three (3) years to classroom participants.</p> <p>The following information should be provided: 1. Course description 2. The delivery dates (i.e. month/year to month/years);</p>	Up to /20	

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	<p>3. Title of the courses. <u>Points:</u> 20 to 25 sessions = 5 pts 26 to 30 sessions = 10 pts 31 to 35 sessions = 15 pts Over 35 sessions = 20 pts Maximum 20 pts</p>		
Minimum Pass Mark		56	
Overall Score		70	

To be eligible for evaluation, Bidders must meet to the stated requirements. It is intended to result in the award of one (1) or more contract(s) for a period of three (3) years.

It is understood by the parties submitting proposals that, to qualify, Bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 80% of the bid and cost at 20%.

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the cost component to establish a total percentage score:

Technical: 80%
Cost: 20%

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 80\% \quad \text{Cost Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 20\%$$

Total Score = Technical Score + Cost Score

The proposal will be awarded to the highest total technical and cost score.

The responsive bid with the highest combined rating of technical merit and cost will be recommended for award of the contract. In the event that two or more responsive bids have the same combined rating for technical merit and cost, the responsive bid that obtained the highest overall score for all the point-rated technical merit will be recommended for award of the contract.

2. Training Course 2 – Trenching Awareness

Mandatory Technical 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.

The Bid Preparation Instructions are provided to assist bidders in preparing their bid. It is the Bidder's responsibility to determine if any additional information is required to demonstrate how they meet the criteria.

Item Number	Mandatory Technical Criteria	Proposal Reference page number
MT1	<p>The Bidder must propose a minimum of two (2) instructors to deliver the training described in Annex A “ Statement of Work – Health and Safety Training Courses”, in both official languages (English and French)* .</p> <p>The Bidder must submit a detailed resume of the following proposed resource demonstrating that he/she has a minimum of 120 training days within the last 3 years in instructing in the identified subject area.</p> <p>A detailed resume would include, at a minimum:</p> <ul style="list-style-type: none"> • The name of the proposed resource; • The resource applicable language of instruction; • A chronological work description of relevant project experience (including years/months of engagement with start/end dates) • Specific experience – including where, when and how the experience was obtained. • Education/professional attainment in relation to training delivery, including all training listed in chronological order by course/program title and duration (days/months/years) with start/end dates <p>It is the responsibility of the Bidder to ensure that the proposed resources' resumes are sufficiently detailed to enable a full evaluation.</p>	
MT2	<p>The bidder must be a recognized training provider by the Ontario Ministry of Labour and the Workplace Safety Insurance Board for applicable courses.</p>	
MT3	<p>The bidder must provide a list of qualified backup resources for each training course(s) it is bidding on.</p>	

* Either two (2) bilingual instructors **OR** one (1) English and one (1) French instructor may be proposed. If the Bidder is proposing one (1) English and one (1) French instructor, one (1) English and one (1) French back up must also be proposed.

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If required, the backup resources will be evaluated at the Task Authorization stage.

Point Rated Technical Criteria

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

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.

Point rated criteria is used to establish the minimum requirements by setting a passing mark that a response must meet to be considered a valid and responsive response.

For each of the point rated requirements listed below, details should be provided regarding the qualifications, relevant experience and expertise of the proposed resource. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, the dollar value and the client.

For each of the point rated requirements listed below, the Bidder should clearly demonstrate its proposed resource experience by using project descriptions which include:

- a) Project description;
- b) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 – 12 months);
- c) Objective and outcome of the project;
- d) Name and description of client organization;
- e) Name and phone number of client reference;
- f) Scope and size in dollars; and
- g) Contribution of the proposed resource to the project.

Note: The month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example, Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002. The total month of experience for these two referenced projects is seven (7) months. Bidders are encouraged to insert in brackets the exact numbers of months claimed for the cited project whose timeframe overlap with another project.

Training Course 2 – Trenching Awareness

Point Rated Technical Criteria (RT) and Scores		Maximum Number of Points Available	Cross Reference to Proposal
RT1	Each instructor proposed in MT1 should have successfully participated to at least 1 facilitation/animation program.	Up to /30	
	A copy of the certificate (confirming the instructors successfully participated to at least 1 facilitation/animation program) for each proposed instructor in MT1 should, as a minimum, be provided.		
	<u>Points:</u> <u>Instructor 1</u> 0-6 month program = 5 pts 7-11 month program = 10 pts		

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	<p>1-3 year program = 15 pts</p> <p><u>Instructor 2</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p> <p>Maximum 30 pts</p>		
RT2	<p>Instructors proposed in MT1 should have a minimum of 36 months of experience each working in the field of occupational health and safety on construction sites or as a training provider in the field of occupational health and safety.</p> <p>The following information should be provided: 1. Description of the experience; 2. Length of services rendered (number of years).</p> <p><u>Points:</u> 36 months = 5 pts 48-60 months = 10 pts 72-96 months= 15 pts Over 108 months = 20 pts</p> <p>Maximum 20 pts</p>	<p>Up to /20</p>	
RT3	<p>Instructors should have provided a minimum of 20 training sessions in the last three (3) years to classroom participants.</p> <p>The following information should be provided: 1. Course description 2. The delivery dates (i.e. month/year to month/years); 3. Title of the courses.</p> <p><u>Points:</u> 20 to 25 sessions = 5 pts 26 to 30 sessions = 10 pts 31 to 35 sessions = 15 pts Over 35 sessions = 20 pts</p> <p>Maximum 20 pts</p>	<p>Up to /20</p>	
Minimum Pass Mark		56	
Overall Score		70	

To be eligible for evaluation, Bidders must meet to the stated requirements. It is intended to result in the award of one (1) or more contract(s) for a period of three (3) years.

It is understood by the parties submitting proposals that, to qualify, Bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has

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been established whereby technical merit will be valued at 80% of the bid and cost at 20%.

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the cost component to establish a total percentage score:

Technical: 80%

Cost: 20%

Technical Score = $\frac{\text{Bidder's Points} \times 80\%}{\text{Maximum Points}}$ **Cost Score** = $\frac{\text{Lowest Bid} \times 20\%}{\text{Bidder's Cost}}$

Total Score = Technical Score + Cost Score

The proposal will be awarded to the highest total technical and cost score.

The responsive bid with the highest combined rating of technical merit and cost will be recommended for award of the contract. In the event that two or more responsive bids have the same combined rating for technical merit and cost, the responsive bid that obtained the highest overall score for all the point-rated technical merit will be recommended for award of the contract.

3. Training Course 3 – Traffic Control in Construction Work Zones

Mandatory Technical 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.

The Bid Preparation Instructions are provided to assist bidders in preparing their bid. It is the Bidder's responsibility to determine if any additional information is required to demonstrate how they meet the criteria.

Item Number	Mandatory Technical Criteria	Proposal Reference page number
MT1	<p>The Bidder must propose a minimum of two (2) instructors to deliver the training described in Annex A “ Statement of Work – Health and Safety Training Courses”, in both official languages (English and French)* .</p> <p>The Bidder must submit a detailed resume of the following proposed resource demonstrating that he/she has a minimum of 120 training days within the last 3 years in instructing in the identified subject area.</p> <p>A detailed resume would include, at a minimum:</p> <ul style="list-style-type: none"> • The name of the proposed resource; • The resource applicable language of instruction; • A chronological work description of relevant project experience (including years/months of engagement with start/end dates) • Specific experience – including where, when and how the experience was obtained. • Education/professional attainment in relation to training delivery, including all training listed in chronological order by course/program title and duration (days/months/years) with start/end dates <p>It is the responsibility of the Bidder to ensure that the proposed resources' resumes are sufficiently detailed to enable a full evaluation.</p>	
MT2	<p>The bidder must be a recognized training provider by the Ontario Ministry of Labour and the Workplace Safety Insurance Board for applicable courses.</p>	
MT3	<p>The bidder must provide a list of qualified backup resources for each training course(s) it is bidding on.</p>	

* Either two (2) bilingual instructors **OR** one (1) English and one (1) French instructor may be proposed. If the Bidder is proposing one (1) English and one (1) French instructor, one (1) English and one (1) French backup must also be proposed.

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If required, the backup resources will be evaluated at the Task Authorization stage.

Point Rated Technical Criteria

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

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.

Point rated criteria is used to establish the minimum requirements by setting a passing mark that a response must meet to be considered a valid and responsive response.

For each of the point rated requirements listed below, details should be provided regarding the qualifications, relevant experience and expertise of the proposed resource. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, the dollar value and the client.

For each of the point rated requirements listed below, the Bidder should clearly demonstrate its proposed resource experience by using project descriptions which include:

- a) Project description;
- b) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 – 12 months);
- c) Objective and outcome of the project;
- d) Name and description of client organization;
- e) Name and phone number of client reference;
- f) Scope and size in dollars; and
- g) Contribution of the proposed resource to the project.

Note: The month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example, Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002. The total month of experience for these two referenced projects is seven (7) months. Bidders are encouraged to insert in brackets the exact numbers of months claimed for the cited project whose timeframe overlap with another project.

Training Course 3 – Traffic Control in Construction Work Zones

Point Rated Technical Criteria (RT) and Scores		Maximum Number of Points Available	Cross Reference to Proposal
RT1	Each instructor proposed in MT1 should have successfully participated to at least 1 facilitation/animation program.	Up to /30	
	A copy of the certificate (confirming the instructors successfully participated to at least 1 facilitation/animation program) for each proposed instructor in MT1 should, as a minimum, be provided.		
	<u>Points:</u> <u>Instructor 1</u> 0-6 month program = 5 pts 7-11 month program = 10 pts		

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	<p>1-3 year program = 15 pts</p> <p><u>Instructor 2</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p> <p>Maximum 30 pts</p>		
RT2	<p>Instructors proposed in MT1 should have a minimum of 36 months of experience each working in the field of occupational health and safety on construction sites or as a training provider in the field of occupational health and safety.</p> <p>The following information should be provided: 1. Description of the experience; 2. Length of services rendered (number of years).</p> <p><u>Points:</u> 36 months = 5 pts 48-60 months = 10 pts 72-96 months= 15 pts Over 108 months = 20 pts</p> <p>Maximum 20 pts</p>	<p>Up to /20</p>	
RT3	<p>Instructors should have provided a minimum of 20 training sessions in the last three (3) years to classroom participants.</p> <p>The following information should be provided: 1. Course description 2. The delivery dates (i.e. month/year to month/years); 3. Title of the courses.</p> <p><u>Points:</u> 20 to 25 sessions = 5 pts 26 to 30 sessions = 10 pts 31 to 35 sessions = 15 pts Over 35 sessions = 20 pts</p> <p>Maximum 20 pts</p>	<p>Up to /20</p>	
Minimum Pass Mark		56	
Overall Score		70	

To be eligible for evaluation, Bidders must meet to the stated requirements. It is intended to result in the award of one (1) or more contract(s) for a period of three (3) years.

It is understood by the parties submitting proposals that, to qualify, Bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has

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been established whereby technical merit will be valued at 80% of the bid and cost at 20%.

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the cost component to establish a total percentage score:

Technical: 80%

Cost: 20%

Technical Score = $\frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 80\%$ **Cost Score** = $\frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 20\%$

Total Score = Technical Score + Cost Score

The proposal will be awarded to the highest total technical and cost score.

The responsive bid with the highest combined rating of technical merit and cost will be recommended for award of the contract. In the event that two or more responsive bids have the same combined rating for technical merit and cost, the responsive bid that obtained the highest overall score for all the point-rated technical merit will be recommended for award of the contract.

4. Training Course 4 – Hoisting and Rigging Safety Awareness

Mandatory Technical 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.

The Bid Preparation Instructions are provided to assist bidders in preparing their bid. It is the Bidder's responsibility to determine if any additional information is required to demonstrate how they meet the criteria.

Item Number	Mandatory Technical Criteria	Proposal Reference page number
MT1	<p>The Bidder must propose a minimum of two (2) instructors to deliver the training described in Annex A “ Statement of Work – Health and Safety Training Courses”, in both official languages (English and French)* .</p> <p>The Bidder must submit a detailed resume of the following proposed resource demonstrating that he/she has a minimum of 120 training days within the last 3 years in instructing in the identified subject area.</p> <p>A detailed resume would include, at a minimum:</p> <ul style="list-style-type: none"> • The name of the proposed resource; • The resource applicable language of instruction; • A chronological work description of relevant project experience (including years/months of engagement with start/end dates) • Specific experience – including where, when and how the experience was obtained. • Education/professional attainment in relation to training delivery, including all training listed in chronological order by course/program title and duration (days/months/years) with start/end dates <p>It is the responsibility of the Bidder to ensure that the proposed resources' resumes are sufficiently detailed to enable a full evaluation.</p>	
MT2	<p>The bidder must be a recognized training provider by the Ontario Ministry of Labour and the Workplace Safety Insurance Board for applicable courses.</p>	
MT3	<p>The bidder must provide a list of qualified backup resources for each training course(s) it is bidding on.</p>	

* Either two (2) bilingual instructors **OR** one (1) English and one (1) French instructor may be proposed. If the Bidder is proposing one (1) English and one (1) French instructor, one (1) English and one (1) French backup must also be proposed.

If required, the backup resources will be evaluated at the Task Authorization stage.

Point Rated Technical Criteria

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

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.

Point rated criteria is used to establish the minimum requirements by setting a passing mark that a response must meet to be considered a valid and responsive response.

For each of the point rated requirements listed below, details should be provided regarding the qualifications, relevant experience and expertise of the proposed resource. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, the dollar value and the client.

For each of the point rated requirements listed below, the Bidder should clearly demonstrate its proposed resource experience by using project descriptions which include:

- a) Project description;
- b) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 – 12 months);
- c) Objective and outcome of the project;
- d) Name and description of client organization;
- e) Name and phone number of client reference;
- f) Scope and size in dollars; and
- g) Contribution of the proposed resource to the project.

Note: The month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example, Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002. The total month of experience for these two referenced projects is seven (7) months. Bidders are encouraged to insert in brackets the exact numbers of months claimed for the cited project whose timeframe overlap with another project.

Training Course 4 – Hoisting and Rigging Safety Awareness

Point Rated Technical Criteria (RT) and Scores		Maximum Number of Points Available	Cross Reference to Proposal
RT1	<p>Each instructor proposed in MT1 should have successfully participated to at least 1 facilitation/animation program.</p> <p>A copy of the certificate (confirming the instructors successfully participated to at least 1 facilitation/animation program) for each proposed instructor in MT1 should, as a minimum, be provided.</p> <p><u>Points:</u></p> <p><u>Instructor 1</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p>	Up to /30	

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	<p><u>Instructor 2</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts Maximum 30 pts</p>		
RT2	<p>Instructors proposed in MT1 should have a minimum of 36 months of experience each working in the field of occupational health and safety on construction sites or as a training provider in the field of occupational health and safety.</p> <p>The following information should be provided: 1. Description of the experience; 2. Length of services rendered (number of years).</p> <p><u>Points:</u> 36 months = 5 pts 48-60 months = 10 pts 72-96 months= 15 pts Over 108 months = 20 pts Maximum 20 pts</p>	<p>Up to /20</p>	
RT3	<p>Instructors should have provided a minimum of 20 training sessions in the last three (3) years to classroom participants.</p> <p>The following information should be provided: 1. Course description 2. The delivery dates (i.e. month/year to month/years); 3. Title of the courses.</p> <p><u>Points:</u> 20 to 25 sessions = 5 pts 26 to 30 sessions = 10 pts 31 to 35 sessions = 15 pts Over 35 sessions = 20 pts Maximum 20 pts</p>	<p>Up to /20</p>	
Minimum Pass Mark		56	
Overall Score		70	

To be eligible for evaluation, Bidders must meet to the stated requirements. It is intended to result in the award of one (1) or more contract(s) for a period of three (3) years.

It is understood by the parties submitting proposals that, to qualify, Bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 80% of the bid and cost at 20%.

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For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the cost component to establish a total percentage score:

Technical: 80%

Cost: 20%

Technical Score = $\frac{\text{Bidder's Points} \times 80\%}{\text{Maximum Points}}$ **Cost Score** = $\frac{\text{Lowest Bid} \times 20\%}{\text{Bidder's Cost}}$

Total Score = Technical Score + Cost Score

The proposal will be awarded to the highest total technical and cost score.

The responsive bid with the highest combined rating of technical merit and cost will be recommended for award of the contract. In the event that two or more responsive bids have the same combined rating for technical merit and cost, the responsive bid that obtained the highest overall score for all the point-rated technical merit will be recommended for award of the contract.

5. Training Course 5 – Propane in Construction

Mandatory Technical 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.

The Bid Preparation Instructions are provided to assist bidders in preparing their bid. It is the Bidder's responsibility to determine if any additional information is required to demonstrate how they meet the criteria.

Item Number	Mandatory Technical Criteria	Proposal Reference page number
MT1	<p>The Bidder must propose a minimum of two (2) instructors to deliver the training described in Annex A “ Statement of Work – Health and Safety Training Courses”, in both official languages (English and French)* .</p> <p>The Bidder must submit a detailed resume of the following proposed resource demonstrating that he/she has a minimum of 120 training days within the last 3 years in instructing in the identified subject area.</p> <p>A detailed resume would include, at a minimum:</p> <ul style="list-style-type: none"> • The name of the proposed resource; • The resource applicable language of instruction; • A chronological work description of relevant project experience (including years/months of engagement with start/end dates) • Specific experience – including where, when and how the experience was obtained. • Education/professional attainment in relation to training delivery, including all training listed in chronological order by course/program title and duration (days/months/years) with start/end dates <p>It is the responsibility of the Bidder to ensure that the proposed resources' resumes are sufficiently detailed to enable a full evaluation.</p>	
MT2	<p>Propane in Construction training providers shall demonstrate that their training program has been approved by the <u>Technical Standards and Safety Authority (TSSA)</u> training providers of propane in construction.</p> <p>A proof of approval of the training provider of propane in construction from the TSSA must be provided.</p>	
MT3	<p>The bidder must be a recognized training provider by the Ontario Ministry of Labour and the Workplace Safety Insurance Board for applicable courses.</p>	

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MT4	The bidder must provide a list of qualified backup resources for each training course(s) it is bidding on.	
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* Either two (2) bilingual instructors **OR** one (1) English and one (1) French instructor may be proposed. If the Bidder is proposing one (1) English and one (1) French instructor, one (1) English and one (1) French backup must also be proposed.

If required, the backup resources will be evaluated at the Task Authorization stage.

Point Rated Technical Criteria

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

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.

Point rated criteria is used to establish the minimum requirements by setting a passing mark that a response must meet to be considered a valid and responsive response.

For each of the point rated requirements listed below, details should be provided regarding the qualifications, relevant experience and expertise of the proposed resource. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, the dollar value and the client.

For each of the point rated requirements listed below, the Bidder should clearly demonstrate its proposed resource experience by using project descriptions which include:

- a) Project description;
- b) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 – 12 months);
- c) Objective and outcome of the project;
- d) Name and description of client organization;
- e) Name and phone number of client reference;
- f) Scope and size in dollars; and
- g) Contribution of the proposed resource to the project.

Note: The month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example, Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002. The total month of experience for these two referenced projects is seven (7) months. Bidders are encouraged to insert in brackets the exact numbers of months claimed for the cited project whose timeframe overlap with another project.

Training Course 5 – Propane in Construction

Point Rated Technical Criteria (RT) and Scores		Maximum Number of Points Available	Cross Reference to Proposal
RT1	Each instructor proposed in MT1 should have successfully participated to at least 1 facilitation/animation program. A copy of the certificate (confirming the instructors successfully participated to at least 1	Up to /30	

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	<p>facilitation/animation program) for each proposed instructor in MT1 should, as a minimum, be provided.</p> <p><u>Points:</u></p> <p><u>Instructor 1</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p> <p><u>Instructor 2</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p> <p>Maximum 30 pts</p>		
RT2	<p>Instructors proposed in MT1 should have a minimum of 36 months of experience each working in the field of occupational health and safety on construction sites or as a training provider in the field of occupational health and safety.</p> <p>The following information should be provided: 1. Description of the experience; 2. Length of services rendered (number of years).</p> <p><u>Points:</u></p> <p>36 months = 5 pts 48-60 months = 10 pts 72-96 months= 15 pts Over 108 months = 20 pts</p> <p>Maximum 20 pts</p>	Up to /20	
RT3	<p>Instructors should have provided a minimum of 20 training sessions in the last three (3) years to classroom participants.</p> <p>The following information should be provided: 1. Course description 2. The delivery dates (i.e. month/year to month/years); 3. Title of the courses.</p> <p><u>Points:</u></p> <p>20 to 25 sessions = 5 pts 26 to 30 sessions = 10 pts 31 to 35 sessions = 15 pts Over 35 sessions = 20 pts</p> <p>Maximum 20 pts</p>	Up to /20	
Minimum Pass Mark		56	

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Overall Score	70	
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To be eligible for evaluation, Bidders must meet to the stated requirements. It is intended to result in the award of one (1) or more contract(s) for a period of three (3) years.

It is understood by the parties submitting proposals that, to qualify, Bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 80% of the bid and cost at 20%.

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the cost component to establish a total percentage score:

Technical: 80%

Cost: 20%

Technical Score = $\frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 80\%$ **Cost Score** = $\frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 20\%$

Total Score = Technical Score + Cost Score

The proposal will be awarded to the highest total technical and cost score.

The responsive bid with the highest combined rating of technical merit and cost will be recommended for award of the contract. In the event that two or more responsive bids have the same combined rating for technical merit and cost, the responsive bid that obtained the highest overall score for all the point-rated technical merit will be recommended for award of the contract.

6. Training Course 6 – Lift Truck Certification

Mandatory Technical 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.

The Bid Preparation Instructions are provided to assist bidders in preparing their bid. It is the Bidder’s responsibility to determine if any additional information is required to demonstrate how they meet the criteria.

Item Number	Mandatory Technical Criteria	Proposal Reference page number
<p>MT1</p>	<p>The Bidder must propose a minimum of two (2) instructors to deliver the training described in Annex A “ Statement of Work – Health and Safety Training Courses”, in both official languages (English and French)* .</p> <p>The Bidder must submit a detailed resume of the following proposed resource demonstrating that he/she has a minimum of 120 training days within the last 3 years in instructing in the identified subject area.</p> <p>A detailed resume would include, at a minimum:</p> <ul style="list-style-type: none"> • The name of the proposed resource; • The resource applicable language of instruction; • A chronological work description of relevant project experience (including years/months of engagement with start/end dates) • Specific experience – including where, when and how the experience was obtained. • Education/professional attainment in relation to training delivery, including all training listed in chronological order by course/program title and duration (days/months/years) with start/end dates <p>It is the responsibility of the Bidder to ensure that the proposed resources’ resumes are sufficiently detailed to enable a full evaluation.</p>	
<p>MT2</p>	<p>Lift truck training providers shall demonstrate how their lift truck certification training program meet the training objectives outlined by the Ontario Ministry of Labour Guideline for the Safety Operation and Maintenance of Powered Lift Truck (https://www.labour.gov.on.ca/english/hs/pubs/liftrucks/).</p> <p>The bidder must provide confirmation that the training to be delivered by the bidder meets the training objectives outlined by the Ontario Ministry of Labour Guideline for the Safety Operation and Maintenance of Powered Lift Truck (https://www.labour.gov.on.ca/english/hs/pubs/liftrucks/).</p>	

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MT3	The bidder must be a recognized training provider by the Ontario Ministry of Labour and the Workplace Safety Insurance Board for applicable courses.	
MT4	The bidder must provide a list of qualified backup resources for each training course(s) it is bidding on.	

* Either two (2) bilingual instructors **OR** one (1) English and one (1) French instructor may be proposed. If the Bidder is proposing one (1) English and one (1) French instructor, one (1) English and one (1) French backup must also be proposed.

If required, the backup resources will be evaluated at the Task Authorization stage.

Point Rated Technical Criteria

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

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.

Point rated criteria is used to establish the minimum requirements by setting a passing mark that a response must meet to be considered a valid and responsive response.

For each of the point rated requirements listed below, details should be provided regarding the qualifications, relevant experience and expertise of the proposed resource. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, the dollar value and the client.

For each of the point rated requirements listed below, the Bidder should clearly demonstrate its proposed resource experience by using project descriptions which include:

- a) Project description;
- b) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 – 12 months);
- c) Objective and outcome of the project;
- d) Name and description of client organization;
- e) Name and phone number of client reference;
- f) Scope and size in dollars; and
- g) Contribution of the proposed resource to the project.

Note: The month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example, Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002. The total month of experience for these two referenced projects is seven (7) months. Bidders are encouraged to insert in brackets the exact numbers of months claimed for the cited project whose timeframe overlap with another project.

Training Course 6 – Lift Truck Certification

Point Rated Technical Criteria (RT) and Scores		Maximum Number of Points Available	Cross Reference to Proposal
RT1	Each instructor proposed in MT1 should have successfully participated to at least 1 facilitation/animation program.	Up to /30	

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	<p>A copy of the certificate (confirming the instructors successfully participated to at least 1 facilitation/animation program) for each proposed instructor in MT1 should, as a minimum, be provided.</p> <p><u>Points:</u></p> <p><u>Instructor 1</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p> <p><u>Instructor 2</u> 0-6 month program = 5 pts 7-11 month program = 10 pts 1-3 year program = 15 pts</p> <p>Maximum 30 pts</p>		
<p align="center">RT2</p>	<p>Instructors proposed in MT1 should have a minimum of 36 months of experience each working in the field of occupational health and safety on construction sites or as a training provider in the field of occupational health and safety.</p> <p>The following information should be provided: 1. Description of the experience; 2. Length of services rendered (number of years).</p> <p><u>Points:</u></p> <p>36 months = 5 pts 48-60 months = 10 pts 72-96 months= 15 pts Over 108 months = 20 pts</p> <p>Maximum 20 pts</p>	<p align="center">Up to /20</p>	
<p align="center">RT3</p>	<p>Instructors should have provided a minimum of 20 training sessions in the last three (3) years to classroom participants.</p> <p>The following information should be provided: 1. Course description 2. The delivery dates (i.e. month/year to month/years); 3. Title of the courses.</p> <p><u>Points:</u></p> <p>20 to 25 sessions = 5 pts 26 to 30 sessions = 10 pts 31 to 35 sessions = 15 pts Over 35 sessions = 20 pts</p>	<p align="center">Up to /20</p>	

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	Maximum 20 pts		
Minimum Pass Mark		56	
Overall Score		70	

To be eligible for evaluation, Bidders must meet to the stated requirements. It is intended to result in the award of one (1) or more contract(s) for a period of three (3) years.

It is understood by the parties submitting proposals that, to qualify, Bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 80% of the bid and cost at 20%.

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the cost component to establish a total percentage score:

Technical: 80%

Cost: 20%

Technical Score = $\frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 80\%$ **Cost Score** = $\frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 20\%$

Total Score = Technical Score + Cost Score

The proposal will be awarded to the highest total technical and cost score.

The responsive bid with the highest combined rating of technical merit and cost will be recommended for award of the contract. In the event that two or more responsive bids have the same combined rating for technical merit and cost, the responsive bid that obtained the highest overall score for all the point-rated technical merit will be recommended for award of the contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

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

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 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement associated to this requirement.

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

Public Works and Government Services Canada (PWGSC) has a requirement for the provision of Health and Safety training services.

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Contracting Authority will authorize all individual TAs.

The authority specified under this clause is granted subject to the sum specified in the Contract under clause 7.2 (Canada's Total Liability, Cumulative Total of all authorized TAs) not being exceeded.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means \$5,000.00.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

- i) The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.
- ii) The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.
- iii) The data must be submitted on a quarterly basis to the Contracting Authority.
- iv) The quarterly periods are defined as follows:
 - 1st quarter: April 1 to June 30;
 - 2nd quarter: July 1 to September 30;
 - 3rd quarter: October 1 to December 31; and
 - 4th quarter: January 1 to March 31.
- v) The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement - Details

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

For each authorized task, the data must contain the following data elements in the order presented:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks, the data must contain the following data elements in the order presented:

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

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 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.

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2021 inclusive.

7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jean-François Laprise
Title: Supply Specialist
Organization: Public Works and Government Services Canada (PWGSC)
Address: 11 Laurier Street – Place Portage III, 5th floor
Telephone: 819-420-2902
E-mail address: jean-francois.laprise@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

To be identified at Contract award.

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

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

7.5.3 Contractor's Representative

To be identified at Contract award.

Contact Name: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (*Amount to be inserted at Contract award*). Customs duties are included and Applicable Taxes are extra.
2. 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.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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

7.7.3 Method of Payment (Monthly Payment)

For the work specified in an authorized TA:

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all such documents have been verified by Canada; and
- c. the Work performed has been accepted by Canada.

7.7.4 SACC Manual Clauses

Number	Effective Date	Description
<u>A9068C</u>	2010-01-11	Government Site Regulations
<u>A9117C</u>	2007-11-30	T1204 – Direct Request by Customer Department
<u>B9028C</u>	2007-05-25	Access to Facilities and Equipment

7.7.6 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7.7 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.7.8 Payment Credits

If the Contractor does not provide the required instructor to deliver the training course or workshop under the approved TA, the Contractor must credit to Canada a flat rate of \$500.00 for administrative expenses, including all travel expenses if applicable, incurred by Canada for the purpose of the course or workshop.

- i) **Credits Apply during the Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- ii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- iii) **Canada's Right to Obtain Payment:** The Parties agree that these credits are liquidated debt. To collect the credits, Canada has the right to hold back, drawback, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- iv) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under law generally.
- v) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before any payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

7.7.9 Travel and Living

There are no travel and living requirements.

7.8 Invoicing Instructions

1. 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.
2. Invoices must be distributed as follows:
 - a. The original copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment; and
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 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) the general conditions 2035 (2018-06-21) - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Task Authorizations Form;
- (f) the signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated _____. *To be identified at Contract award.*

7.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.13 Insurance

SACC Manual clause G1005C (2016-01-28), Insurance

7.14 SACC Manual Clauses

A7017C (2010-05-12), Replacement of Specific Individuals
A7035T (2007-05-25), List of Proposed Subcontractors
A9068C (2010-01-11), Government Site Regulations

7.15 Course Cancellation

Canada may cancel or reschedule a training without a fee by giving a written notice to the contractor at least 20 calendar days prior to the course delivery date.

- i) In the event that a course must be rescheduled to a later date without sufficient notice, Canada and the Contractor will try to come to a common agreement without fees unless costs were incurred by either party.
- ii) In the event that Canada cancels a course between 20 to 8 calendar days prior to the delivery date, the Contractor will be paid 50% of the price per course, in accordance with the Basis of Payment.
- iii) In the event that Canada cancels a training 7 or fewer calendar days prior to the delivery date, the Contractor will be paid 75% of the price per course, in accordance with the Basis of Payment.
- iv) In the event that Canada cancels or reschedules a scheduled training on the day of or during the training, the Contractor will be paid the price per course, in accordance with the Basis of Payment.
- v) In the event that, due to unavailability of the Contractor's instructor, Canada cancels or reschedules a scheduled course 20 or fewer calendar days prior to the delivery or during the course, the Contractor will reimburse Canada in accordance with Article 7.8 – Payment Credits.
- vi) If the Project Authority or the Contractor have to cancel due to an unforeseeable or uncontrollable event (such as a strike, a virus attack, a pandemic, a power or technical failure, extreme weather event, etc.) no charge will be applied regardless of when the notice is received by Canada or the Contractor.

ANNEX “A”

STATEMENT OF WORK

HEALTH AND SAFETY TRAINING COURSES

1.0 SCOPE

The People and Culture Directorate (PCD), Real Property Services (RPS) of Public Services and Procurement Canada (PSPC) has a requirement for a series of job-specific mandatory Health and Safety Training courses. These courses are to be offered (in English and in French) on an “as and when requested” basis to Government of Canada employees in the National Capital Area (NCA).

1.1 Objective

The main objective of these courses is to provide participants with the ability to perform their work activities in the safest manner possible. In addition, these courses will enable participants to recognize and identify specific activity based hazards; determine and assess risks associated with each hazard and then, to apply controls properly mitigate the situation.

1.2 Background

Training is a fundamental component of the Departmental Safety and Health Management Program. The *Canada Labour Code, Part II* and the Treasury Board Occupational Safety and Health Policy require that Public Services and Procurement Canada (PSPC) provides the necessary information, instruction, training and supervision to ensure the safety and health of employees at work. The Real Property Services (RPS) aim at a systematic approach to health and safety training to ensure legislative requirements are met. Training also ensures that specific requirements of construction, operation and maintenance activities are delivered using recognized and approved methods, and is provided in an organized and timely manner.

The PCD or the RPS, in collaboration with the Occupational Health and Safety Directorate (OHSD) of the Human Resources Branch, have been offering these courses in house for the past several years. However, due to operation requirements, the in-house instructors no longer have the capacity to satisfy the demand. The courses were offered by a Contractor. A new contract is now required for the course offerings starting October 1, 2018.

There is urgency for the department to contract for the Health and Safety Training pertaining to construction activities. Delays to offer the training could be injurious to the public interest and present a potential risk that could result in:

- Actual/imminent life-threatening situation;
- Disaster endangering safety of Canadians;
- Disaster resulting in the loss of life;
- Disaster resulting in significant loss/damage to Crown property.

1.3 Estimated Number of Sessions

The following estimated number of sessions per training course does not constitute a contract guarantee. If a course is more than one day in duration, the course may be delivered over consecutive or non-consecutive days. Each course will have a minimum of 10 participants and a maximum of 25 participants. An exception to the minimum number of participants is to be made for the delivery of courses in French.

1.3.1 Estimated Number of Sessions per Course for the National Capital Area Region

	Courses and Course Duration	Year 1 Jan. 1, 2019, to Dec. 31, 2019	Year 2 Jan. 1, 2020, to Dec. 31, 2020	Year 3 Jan. 1, 2021, to Dec. 31, 2021
Training Course 1	Working at Heights (1 day)	8 English 5 French	8 English 5 French	8 English 5 French
Training Course 2	Trenching Awareness (0.5 day)	1 English 1 French	1 English 1 French	1 English 1 French
Training Course 3	Traffic Control in Construction Work Zones (1 day)	1 English 1 French	1 English 1 French	1 English 1 French
Training Course 4	Hoisting and Rigging Safety Awareness (2 days)	2 English 1 French	2 English 1 French	2 English 1 French
Training Course 5	Propane in Construction (1 day)	1 English 1 French	1 English 1 French	1 English 1 French
Training Course 6	Lift Truck Certification (2 days)	1 English 1 French	1 English 1 French	1 English 1 French

2.0 REQUIREMENTS

2.1 Scope of Work

The Contractor must deliver the following courses in English and in French, as identified in a resulting Task Authorization, using qualified instructors on an “as and when requested” basis.

- a) Working at Heights;
- b) Trenching Awareness;
- c) Traffic Control in Construction Work Zones;
- d) Hoisting and Rigging Safety Awareness;
- e) Propane in Construction; and
- f) Lift Truck Certification.

2.2 Contractor

The Contractor must:

- a) Provide participants’ manuals (in the course language) and any relevant material needed as information to the participants (paper copy unless otherwise specified by PSPC);
- b) Deliver courses;
- c) Provide pre-approved backup instructors for both French and English course;
- d) Provide all required equipment for the appropriate course (harnesses, rubber-hose manifold for 3 tanks, propane vapour torch with integrated regulator, salamander-type propane heaters with integrated regulator, fuel for elevated work platforms/forklifts.);
- e) Provide all required propane related equipment for the delivery of Propane in Construction training courses;
- f) Provide a lift truck for the delivery of Lift Truck Operator Certification training courses;
- g) Provide **the signed attendance lists** and **course evaluation forms** by email to the Project Authority within 2 calendar days of a course delivery; and

- h) Provide the participants with their wallet size course certificates upon completion of the training and inform the Project Authority of any challenges and issues after the delivery of a course.

2.3 Instructors

For each course delivery, the instructor must:

- a) Arrive at the classroom up to 30 minutes prior to the scheduled start time of the course delivery and leave the facility no later than 30 minutes after course delivery;
- b) Deliver courses between 8:00 and 16:00;
- c) Distribute the course materials to each participant;
- d) Distribute attendance list to participants for their signature;
- e) Provide administrative briefing to participants at the beginning of the course, outlining the location of fire exits, washrooms, lunchroom, and the course outline;
- f) PSPC will provide handouts (2-3 pages) to the Contractor, prior to the course delivery, which highlights differences between Ontario and Québec and the Federal Departmental Policies that may apply for each of the seven courses. The Instructor must take a few minutes during the training to hand these out and discuss with the participants.
- g) Not accept a participant who shows up later than 10 minutes after the start of the course. Each participant must participate at a minimum of 90% of the course in order to benefit from the material covered and be issued a completion certificate;

3.0 DELIVERABLES AND ACCEPTANCE CRITERIA

3.1 The Contractor must deliver the following:

- a. The signed attendance forms, by mail or by email, to the Project Authority within 2 calendar days of a course delivery; when previously approved by the Project Authority, it can be left in the classroom at the end of the course to be picked up by the Project Authority.
- b. The completed course evaluation forms, by email, to the Project Authority, within 2 calendar days of a course delivery.

3.2 The Contractor must provide a hard copy of the training material (in English and in French) to the Project Authority for approval prior to being awarded a contract.

4.0 CONSTRAINTS

4.1 Language Requirement

The instructors must be able to teach the courses (read, communicate orally and in writing), in either English or French in order to deliver either the English or French courses, as required. If the instructor does not meet the language requirement, the Contractor must immediately replace the instructor at no additional cost.

For the purpose of this requirement, an instructor will be considered to speak a language fluently if the instructor can:

- (a) Give detailed explanations and descriptions;
- (b) Handle hypothetical questions;
- (c) Support an opinion, defend a point or view or justify and action; and
- (d) Counsel and give advice.

The training material must be available in both official languages (English and French).

4.2 Scheduling

Upon contract award, the Project Authority and the Contractor will agree to a draft course schedule:

4.3 Training Location

PSPC reserves the right to change the location, if required.

Course Title	Location National Capital Region
Training Course 1 – Working at Heights – Fundamentals of Fall prevention	Place du Portage, Phase IV – 11 Laurier Street, Gatineau, Québec OR other suitable location agreed upon by both PSPC and the Contractor
Training Course 2 – Trenching Awareness	Place du Portage, Phase IV – 11 Laurier Street, Gatineau, Québec OR other suitable location agreed upon by both PSPC and the Contractor
Training Course 3 – Traffic Control in Construction Work Zones	Place du Portage, Phase IV – 11 Laurier Street, Gatineau, Québec OR other suitable location agreed upon by both PSPC and the Contractor
Training Course 4 – Hoisting and Rigging Safety Awareness	Place du Portage, Phase IV – 11 Laurier Street, Gatineau, Québec OR other suitable location agreed upon by both PSPC and the Contractor
Training Course 5 – Propane in Construction	950 Ages Drive, Ottawa, Ontario
Training Course 6 – Lift Truck Operator Certification	950 Ages Drive, Ottawa, Ontario

4.4 Course Training Materials – Jurisdictional Content

- a. All courses content may be based upon the provincial regulatory requirements of the area where the training is being delivered. However, training materials will include, cite and reference any applicable requirements that are specified by the Canada Labour Code – Part

II and the Canada Occupational Health and Safety Regulations for federal employees/workplaces.

- b. All training material must be approved by the People and Culture Directorate, Real Property Services of PSPC prior to the start of the training sessions.
- c. The bidder must be a recognized training provider by the Ontario Ministry of Labour and the Workplace Safety Insurance Board for applicable courses.

5.0 CLIENT SUPPORT

5.1 The Project Authority will:

- a) Act as a liaison between the Contractor and PSPC's Subject Matter Experts;
- b) Work with the Contractor to finalize the course schedule, confirm session dates and instructors availability, and resolve any problems and concerns prior to the first session;
- c) Promote the course;
- d) Confirm participant registrations;
- e) Register the participants;
- f) Provide the premises, presentation or electronic equipment. Before the start of each session, the room will be prepared and the presentation equipment installed, connected and ready for the instructor to use;
- g) Make necessary arrangements to provide instructors with access to the building or classroom;
- h) Notify the Contractor of possible guest speakers;
- i) Provides the participant list to be distributed at the course in order to obtain participant signatures;
- j) Take any remedial action deemed necessary with respect to a problem participant; and
- k) Set-up a kick-up meeting to discuss the contract and its required tasks.

5.2 For each course, PSPC will:

- Provide suitable training facilities big enough to bring training material big enough to bring training material to do hands on training;
- Provide People and Culture Directorate's attendance form;
- Provide People and Culture Directorate's course evaluation form;
- Ensure participants come with required Personal Protective Equipment (PPE), appropriate clothing as well as CSA certified head, foot, and eye protection, photo ID and that they complete The Ministry of Labour Notice of Collection & Consent to Disclosure Personal Information form.

5.3 If a change or modification is requested by PSPC to the course documentation, PSPC will cover the costs associated with translation.

5.4 PSPC reserves the right to monitor any course throughout the contract.

6.0 Scheduling

6.1 Upon contract award, the Project Authority and the Contractor will agree to a draft course schedule.

6.2 The length of each course session should be as follows:

	COURSE TITLE	DURATION
Training Course 1	Working at Heights – Fundamentals of Fall Prevention	1 day (7.5 hours)

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Training Course 2	Trenching Awareness	0.5 day (4 hours)
Training Course 3	Traffic Control in Construction Work Zones	1 day (7.5 hours)
Training Course 4	Hoisting and Rigging Safety Awareness	2 days (15 hours)
Training Course 5	Propane and Construction	1 day (7.5 hours)
Training Course 6	Lift Truck Operator	2 days (15 hours)

ANNEX "B"

BASIS OF PAYMENT

A- Contract Period (From Contract Award to December 31, 2021)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed price as follows:

The Supplier's all inclusive fixed price per source is as follows:				
CONTRACT PERIOD:				
			Contract Period (Date of Contract to December 31, 2021)	
Category of Personnel, Courses and Course Duration	Number of Resource(s)	Name of Proposed Instructor	Estimated number of sessions per year	All-inclusive fixed Price per Course
Health and Safety training Services Instructor – Training Course 1 - Working at Heights (1 day)	2 resources and 2 backups		8 English 5 French	\$
Health and Safety training Services Instructor – Training Course 2 - Trenching Awareness (0.5 day)	2 resources and 2 backups		1 English 1 French	\$
Health and Safety training Services Instructor – Training Course 3 - Traffic Control in Construction Work Zones (1 day)	2 resources and 2 backups		1 English 1 French	\$
Health and Safety training Services Instructor – Training Course 4 - Hoisting and Rigging Safety Awareness (2 days)	2 resources and 2 backups		2 English 1 French	\$
Health and Safety training Services Instructor – Training Course 5 - Propane in Construction (1 day)	2 resources and 2 backups		1 English 1 French	\$
Health and Safety training Services Instructor – Training Course 6 - Lift Truck Certification (2 days)	2 resources and 2 backups		1 English 1 French	\$
Applicable Taxes applicable:	Insert the amount, as			GST: HST: PST:
Total Estimated Initial Contract Cost:				\$

ANNEX C

TASK AUTHORIZATION FORM

Task Authorization
Autorisation de Tâche

Contract Number – Numéro du contrat

Contractor's Name and Address – Nom et l'adresse de l'entrepreneur 	Task Authorization (TA) No. – No de l'autorisation de tâches (AT)
	Title of the task, if applicable – Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimative de la tâche (Taxes applicable en sus) \$
Security Requirement: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No – Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶ 	

For Revision only – Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu 	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimative de la tâche (Taxes applicables en sus) avant la révision \$ 	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA: Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

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

1. Required Work: – Travaux requis :

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

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Contract Number – Numéro du contrat

2. Period of Service – Période de service

From:		To:	
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3. Authorization(s) – Autorisation(s)

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

Signature

Date

PWGSC Contracting Authority – Autorité contractante de TPSGC

Signature

Date

4. 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