

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

| | |
|---|--|
| Title - Sujet CFB Halifax Safety Training | |
| Solicitation No. - N° de l'invitation W010C-180155/A | Date 2018-10-19 |
| Client Reference No. - N° de référence du client W010C-18-0155 | GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-405-10527 |
| File No. - N° de dossier HAL-8-81069 (405) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-12-04 | Time Zone Fuseau horaire Atlantic Standard Time AST |
| Delivery Required - Livraison exigée See Herein | |
| Address Enquiries to: - Adresser toutes questions à: Kendell, Byron | Buyer Id - Id de l'acheteur hal405 |
| Telephone No. - N° de téléphone (902)497-5345 () | FAX No. - N° de FAX (902)496-5016 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE WILLOW PARK BLDG 7 STN FORCES HALIFAX NOVA SCOTIA B3B1S9 Canada | |
| Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité. | |

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation
W010C-180155
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
ha1405
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; and |
| Part 6 | 6A, Standing Offer, and 7B, Resulting Contract Clauses: 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment and the Electronic Payment Instruments.

1.2 Summary

The Department of National Defence has a requirement to raise a multi-vendor (2), Regional Individual Standing Offer Agreement (RISO) which comprises the furnishing of all labour, material, tools, equipment, and supervision required to provide a variety of safety related training for the Real Property Operations Section (RPOS(H)) in Halifax, Nova Scotia.

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

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers 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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer 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 (to be completed by bidder)

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror'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 (to be completed by bidder)

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five (5)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Due to the nature of the RFSO, offers transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders are to complete the following table and return it with their submission. Failure to submit the information identified in the table below will deem a submission non-compliant. Additionally, bidders must submit a resume for each Instructor listed. Resumes must clearly demonstrate how the listed Instructor meets the Teaching and Industry Experience minimums.

For 'Years Teaching Course', Instructors must have instructed, at minimum, 2 courses within a 1 year period within the last 5 years.

For 'Industry Experience', Instructors must have been employed for a period of, at minimum, 1 continuous year in a position where they were exposed to or involved with the course topic.

| Course | Instructor Name | Certification to Teach (if applicable) | Years Teaching Course (min 1 year) | Industry Experience (min 1 year) |
|---|-----------------|---|--|--|
| Fall Protection | | | | |
| Scissor Lift/Aerial Platform | | | | |
| Confined Space Entry | | | | |
| Confined Space Rescue | | | | |
| Lockout/Tagout | | | | |
| Temporary Workplace Signing | | | | |
| Emergency First Aid/CPR Level A | | | | |
| Skid Steer Awareness | | | | |
| Asbestos Awareness | | | | |
| Mould Awareness | | | | |
| Electrical Safety Hazard Awareness | | | | |
| Hazardous Waste Operations & Emergency Response (HAZWOPER) | | | | |

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

M0220T (2016-01-28), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the 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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than **ten (10)** calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance of the Standing Offer for a **two (2) year period**.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **three (3), one (1) year periods** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Byron Kendell
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902-497-5345
Facsimile: 902-496-5016
E-mail address: byron.kendell@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is (completed at award):

Name: _____
Title: _____
Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative (to be completed by bidder)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ ____ _____

Facsimile: ____ ____ _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Department of National Defence, Real Property Operations Section (Halifax) personnel with delegated authority.**

6.7 Call-up Procedures

The Identified User will establish the scope of services to be performed. For each individual Call-Up, consultants will be approached and considered using a distribution tracking system. This system will track all call-ups assigned to each consultant and will maintain a running total of the value of business distributed. The system will contain for each consultant an Ideal Business Distribution percentage which has been established as follows: **60%** of the business for the top ranked consultant, and **40%** for the 2nd ranked consultant. The consultant who is furthest under the ideal amount of business that they should have received in relation to the other consultants will be selected for the next call-up.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)

-
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$ 25,000.00** (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$ TBD (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (*insert date of offer*).

6.12 Certifications and Additional Information

6.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.12.2 SACC Manual Clauses

M3020C (2016-01-28), Status of Availability of Resources – Standing Offer

6.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.3 Term of Contract

6.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.5.2 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);

6.6 Invoicing Instructions

Invoices to be made out and forwarded to:

Accounts Payable Section
Real Property Operations Section – Halifax
Maritime Forces Atlantic PO Box 99000
Station Forces, Willow Park Bldg. WL7
Halifax, NS B3K 5X5

Invoices must be submitted within 30 days of completion of Work.

Each invoice will indicate the following information:

1. Contract number;
2. Work order/ serial number;
3. Requisition/order offer number;
4. Building number or location;
5. Dates during which the Work was accomplished;
6. A detailed description of the Work performed, with itemized list of materials & labour (a copy of the Contractor's invoice from his material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
7. Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request.

No invoices will be processed without proper information as outlined.

1. DND payments to Contractor will be done through direct deposit process. The Contractor will be required to provide the following to Accounts Payable Section:
 - a. banking information for direct deposit; and
 - b. email address.

6.7 Insurance

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

Solicitation No. - N° de l'invitation
W010C-180155
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
ha1405
CCC No./N° CCC - FMS No./N° VME

ANNEX A

STATEMENT OF WORK

(See Attachment)

ANNEX B

BASIS OF PAYMENT

- Estimated attendees per year (D):** The anticipated number of course attendees will vary due to RPOS(H) operational requirements. Flexible course availability is required to provide training for varying numbers of participants. The estimated attendees per year (D) is an estimate only for evaluation purposes and does not infer all the attendees per year will be utilized or that the number may not be exceeded.
- Unit Rate (E):** Includes all the equipment, training materials and certificates required per person to complete the course.
- Cancellation Fee:** A course cancellation fee shall apply at a total of \$100.00 for each course if the Contractor is not notified by DND, at minimum, five (5) working days prior to the course start date.
- Minimum & Maximum Participants:** The minimum number of participants for both the HAZWOPER course and the Confined Space Rescue course is four (4). The minimum number of participants for all other courses is ten (10). The maximum number of participants for all courses is twenty (20). Any estimate on the number of courses per year derived from these minimum & maximum numbers is an estimate only and does not guarantee a minimum or maximum number of courses per year.

Table 1 – Pricing for Standing Offer Agreement Year 1
TBD, 2018 to TBD, 2019

| (A) | Course name (B) | Unit of measure (C) | Estimated attendees per year (D) | Unit Rate (E) | Extended Price (F) (F = D*E) |
|-----|-----------------------------------|---------------------|----------------------------------|---------------|------------------------------|
| 1. | Fall Protection | per student | 60 | \$_____ | \$_____ |
| 2. | Scissor Lift/Aerial Platform | per student | 60 | \$_____ | \$_____ |
| 3. | Confined Space Entry | per student | 40 | \$_____ | \$_____ |
| 4. | Confined Space Rescue | per student | 8 | \$_____ | \$_____ |
| 5. | Lockout/Tagout | per student | 70 | \$_____ | \$_____ |
| 6. | Temporary Workplace Signing | per student | 40 | \$_____ | \$_____ |
| 7. | Emergency First Aid/CPR Level "A" | per student | 90 | \$_____ | \$_____ |
| 8. | Skid Steer Awareness | per student | 40 | \$_____ | \$_____ |
| 9. | Asbestos Awareness | per student | 70 | \$_____ | \$_____ |

| | | | | | |
|--|------------------------------------|-------------|----|----------|----------|
| 10. | Mould Awareness | per student | 70 | \$ _____ | \$ _____ |
| 11. | Electrical Safety Hazard Awareness | per student | 30 | \$ _____ | \$ _____ |
| 12. | HAZWOPER | per student | 8 | \$ _____ | \$ _____ |
| Table 1 - Total Extended Price Year 1 (F) | | | | | \$ _____ |

Table 2 – Pricing for Standing Offer Agreement Year 2

TBD, 2019 to TBD, 2020

| (A) | Course name (B) | Unit of measure (C) | Estimated attendees per year (D) | Unit Rate (E) | Extended Price (F) (F = D*E) |
|--|------------------------------------|---------------------|----------------------------------|---------------|------------------------------|
| 1. | Fall Protection | per student | 60 | \$ _____ | \$ _____ |
| 2. | Scissor Lift/Aerial Platform | per student | 60 | \$ _____ | \$ _____ |
| 3. | Confined Space Entry | per student | 40 | \$ _____ | \$ _____ |
| 4. | Confined Space Rescue | per student | 8 | \$ _____ | \$ _____ |
| 5. | Lockout/Tagout | per student | 70 | \$ _____ | \$ _____ |
| 6. | Temporary Workplace Signing | per student | 40 | \$ _____ | \$ _____ |
| 7. | Emergency First Aid/CPR Level "A" | per student | 90 | \$ _____ | \$ _____ |
| 8. | Skid Steer Awareness | per student | 40 | \$ _____ | \$ _____ |
| 9. | Asbestos Awareness | per student | 70 | \$ _____ | \$ _____ |
| 10. | Mould Awareness | per student | 70 | \$ _____ | \$ _____ |
| 11. | Electrical Safety Hazard Awareness | per student | 30 | \$ _____ | \$ _____ |
| 12. | HAZWOPER | per student | 8 | \$ _____ | \$ _____ |
| Table 2 - Total Extended Price Year 2 (F) | | | | | \$ _____ |

Table 3 – Pricing for Standing Offer Agreement Option Year 1

TBD, 2020 to TBD, 2021

| (A) | Course name (B) | Unit of measure (C) | Estimated attendees per year (D) | Unit Rate (E) | Extended Price (F) (F = D*E) |
|-----|-----------------|---------------------|----------------------------------|---------------|------------------------------|
| 1. | Fall Protection | per student | 60 | \$ _____ | \$ _____ |

| | | | | | |
|---|------------------------------------|-------------|----|---------|---------|
| 2. | Scissor Lift/Aerial Platform | per student | 60 | \$_____ | \$_____ |
| 3. | Confined Space Entry | per student | 40 | \$_____ | \$_____ |
| 4. | Confined Space Rescue | per student | 8 | \$_____ | \$_____ |
| 5. | Lockout/Tagout | per student | 70 | \$_____ | \$_____ |
| 6. | Temporary Workplace Signing | per student | 40 | \$_____ | \$_____ |
| 7. | Emergency First Aid/CPR Level "A" | per student | 90 | \$_____ | \$_____ |
| 8. | Skid Steer Awareness | per student | 40 | \$_____ | \$_____ |
| 9. | Asbestos Awareness | per student | 70 | \$_____ | \$_____ |
| 10. | Mould Awareness | per student | 70 | \$_____ | \$_____ |
| 11. | Electrical Safety Hazard Awareness | per student | 30 | \$_____ | \$_____ |
| 12. | HAZWOPER | per student | 8 | \$_____ | \$_____ |
| Table 3 - Total Extended Price Option Year 1 (F) | | | | | \$_____ |

Table 4 – Pricing for Standing Offer Agreement Option Year 2

TBD, 2021 to TBD, 2022

| (A) | Course name (B) | Unit of measure (C) | Estimated attendees per year (D) | Unit Rate (E) | Extended Price (F) (F = D*E) |
|-----|-----------------------------------|---------------------|----------------------------------|---------------|------------------------------|
| 1. | Fall Protection | per student | 60 | \$_____ | \$_____ |
| 2. | Scissor Lift/Aerial Platform | per student | 60 | \$_____ | \$_____ |
| 3. | Confined Space Entry | per student | 40 | \$_____ | \$_____ |
| 4. | Confined Space Rescue | per student | 8 | \$_____ | \$_____ |
| 5. | Lockout/Tagout | per student | 70 | \$_____ | \$_____ |
| 6. | Temporary Workplace Signing | per student | 40 | \$_____ | \$_____ |
| 7. | Emergency First Aid/CPR Level "A" | per student | 90 | \$_____ | \$_____ |
| 8. | Skid Steer Awareness | per student | 40 | \$_____ | \$_____ |
| 9. | Asbestos Awareness | per student | 70 | \$_____ | \$_____ |
| 10. | Mould Awareness | per student | 70 | \$_____ | \$_____ |

| | | | | | |
|---|------------------------------------|-------------|----|---------|---------|
| 11. | Electrical Safety Hazard Awareness | per student | 30 | \$_____ | \$_____ |
| 12. | HAZWOPER | per student | 8 | \$_____ | \$_____ |
| Table 4 - Total Extended Price Option Year 2 (F) | | | | | \$_____ |

Table 5 – Pricing for Standing Offer Agreement Option Year 3

TBD, 2022 to TBD, 2023

| (A) | Course name (B) | Unit of measure (C) | Estimated attendees per year (D) | Unit Rate (E) | Extended Price (F) (F = D*E) |
|---|------------------------------------|---------------------|----------------------------------|---------------|------------------------------|
| 1. | Fall Protection | per student | 60 | \$_____ | \$_____ |
| 2. | Scissor Lift/Aerial Platform | per student | 60 | \$_____ | \$_____ |
| 3. | Confined Space Entry | per student | 40 | \$_____ | \$_____ |
| 4. | Confined Space Rescue | per student | 8 | \$_____ | \$_____ |
| 5. | Lockout/Tagout | per student | 70 | \$_____ | \$_____ |
| 6. | Temporary Workplace Signing | per student | 40 | \$_____ | \$_____ |
| 7. | Emergency First Aid/CPR Level "A" | per student | 90 | \$_____ | \$_____ |
| 8. | Skid Steer Awareness | per student | 40 | \$_____ | \$_____ |
| 9. | Asbestos Awareness | per student | 70 | \$_____ | \$_____ |
| 10. | Mould Awareness | per student | 70 | \$_____ | \$_____ |
| 11. | Electrical Safety Hazard Awareness | per student | 30 | \$_____ | \$_____ |
| 12. | HAZWOPER | per student | 8 | \$_____ | \$_____ |
| Table 5 - Total Extended Price Option Year 3 (F) | | | | | \$_____ |

Total Bid Price for Evaluation (Sum of Tables 1, 2, 3, 4, and 5)

Table 1 Total: \$_____

Table 2 Total: \$_____

Table 3 Total: \$_____

Solicitation No. - N° de l'invitation
W010C-180155
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
ha1405
CCC No./N° CCC - FMS No./N° VME

Table 4 Total: \$ _____

Table 5 Total: \$ _____

Total Bid Price \$ _____

Department of National Defence



Specification

Standing Offer Agreement

Safety Training

CFB Halifax, NS

| <u>Section</u> | <u>Title</u> | <u>Pages</u> |
|---|----------------------|--------------|
| <u>Division 01 - General Requirements</u> | | |
| 01 11 00 | General Instructions | 3 |
| <u>Division 11 - Equipment</u> | | |
| 11 00 00 | Safety Training | 16 |

PART 1 - GENERAL

- | | | |
|--------------------------------|----|--|
| <u>1.1 RELATED SECTIONS</u> | .1 | Section 11 00 00 Safety Training. |
| <u>1.2 DEFINITIONS</u> | .1 | Competent Person: |
| | .1 | A "competent person" means a person who is: |
| | .1 | qualified because of their knowledge, training and experience to do the assigned work in a manner that ensures the health and safety of every person in the workplace; and |
| | .2 | knowledgeable about the provisions of the Act and regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work. |
| <u>1.2 DESCRIPTION OF WORK</u> | .1 | Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, and supervision required to provide a variety of safety related training as specified herein. |
| <u>1.3 ENGINEER</u> | .1 | All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)). |
| | .2 | The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting. |
| <u>1.4 WORK INCLUDED</u> | .1 | Work included in this Standing Offer Agreement includes but will not be limited to the following: |
| | .1 | Provide the following safety related courses to DND personnel: |
| | .1 | Fall Protection - Practical; |
| | .2 | Scissor Lift/Aerial Platform - Practical; |
| | .3 | Confined Space Entry - Practical; |

| | | |
|--|-----|---|
| <u>1.4 WORK INCLUDED (Cont'd)</u> | .1 | (Cont'd) |
| | .1 | (Cont'd) |
| | .4 | Confined Space Rescue - Practical; |
| | .5 | Lockout/Tagout; |
| | .6 | Temporary Workplace Signing; |
| | .7 | Emergency First Aid/CPR Level "A"; |
| | .8 | Skid Steer Awareness; |
| | .9 | Asbestos Awareness; |
| | .10 | Mould Awareness; |
| | .11 | Electrical Safety Hazard Awareness; and |
| | .12 | Hazardous Waste Operations and Emergency Response (HAZWOPER). |
| | .2 | Provide training facility. |
| | .3 | Provide training materials and completion certifications. |
| <u>1.5 LOCATION OF TRAINING</u> | .1 | All courses will be conducted at the Contractor's facilities. Training facilities must be within the Halifax Regional Municipality (HRM). |
| <u>1.6 PRE-JOB MEETING</u> | .1 | Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor(s) will contact the Engineer to arrange a pre-job meeting prior to commencement of any work. |
| <u>1.7 CONTRACTOR QUALIFICATIONS</u> | .1 | The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. |
| | .2 | Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer Agreement. |
| <u>1.8 WORKMANSHIP</u> | .1 | Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed. |

1.8 WORKMANSHIP
(Cont'd)

- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

END OF SECTION

PART 1 - GENERAL

1.1 RELATED SECTIONS .1 Section 01 11 00 General Instructions.

1.2 REFERENCES .1 Fall Protection:

.1 Canada Occupational Health and Safety Regulations, Part XII;

.2 Nova Scotia Workplace Health and Safety Regulations, Part 21.

.2 Scissor Lift/Aerial Platforms:

.1 Canada Occupational Health and Safety Regulations, Part IV;

.2 Nova Scotia Workplace Health and Safety Regulations, Part 23;

.3 CSA B354.1 Portable elevating work platforms.

.3 Confined Space Entry:

.1 Canada Occupational Health and Safety Regulations, Part XI;

.2 Nova Scotia Workplace Health and Safety Regulations, Part 19;

.3 CSA Z1006 Management of work in confined spaces.

.4 Confined Space Rescue:

.1 Canada Occupational Health and Safety Regulations, Part XI;

.2 Nova Scotia Workplace Health and Safety Regulations, Part 19;

.3 CSA Z1006 Management of work in confined spaces.

.5 Lockout/Tagout:

.1 Nova Scotia Workplace Health and Safety Regulations, Part 11;

1.2 REFERENCES

(Cont'd)

- .5 (Cont'd)
 - .2 CSA Z460 Control of hazardous energy - Lockout and other methods.
- .6 Temporary Workplace Signing:
 - .1 Nova Scotia Workplace Health and Safety Regulations, Part 24;
 - .2 Nova Scotia Motor Vehicle Act;
 - .3 Nova Scotia Temporary Workplace Traffic Control Manual.
- .7 Emergency First Aid and CPR Level A:
 - .1 Canadian Red Cross.
- .8 Skid Steer Loader Operator Training:
 - .1 Nova Scotia Workplace Health and Safety Regulations, Part 7;
 - .2 CSA B335 Safety Standard for Lift Trucks;
 - .3 ANSI/ITSDF B56.1 Safety Standard for Low Lift and High Lift Trucks;
 - .4 ANSI/ITSDF B56.6 Safety Standard for Rough Terrain Forklift Trucks.
- .9 Asbestos Awareness:
 - .1 Canada Occupational Health and Safety Regulations, Part X;
 - .2 Transportation of Dangerous Goods Act;
 - .3 Nova Scotia Code of Practice: Removal of Friable Asbestos Containing Materials;
 - .4 Nova Scotia Asbestos Waste Management Regulations.
- .10 Mould Awareness:
 - .1 CCA 82 Mould Guidelines for the Canadian Construction Industry;

1.2 REFERENCES

(Cont'd)

- .10 (Cont'd)
 - .2 OSHA 29 CFR 1910.134 Respiratory Protection;
 - .3 OSHA 29 CFR 1910.1200 Hazard Communication.
- .11 Electrical Safety:
 - .1 CSA C22.1 Canadian Electrical Code Part 1;
 - .2 Canada Occupational Health and Safety Regulations, Part VIII.
- .12 HAZWOPER:
 - .1 OSHA 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response.

1.3 TRAINING FACILITIES

- .1 Contractor will provide the training facilities. There will be no training done within the confines of CFB Halifax.
- .2 The training facilities must be located within the Halifax Regional Municipality (HRM).
- .3 Contractor will provide training aids and materials required to successfully complete the training.

1.4 TRAINING
COORDINATION

- .1 Upon Standing Offer Agreement award, the successful Contractor(s) will contact the Engineer and the RPOS(H) Training Officer and provide a course schedule availability.
- .2 The anticipated number of course attendees will vary due to RPOS(H) operational requirements. Flexible course availability will be required to provide training for individuals or small groups.

1.5 REGULATIONS

- .1 All safety training must cover the applicable federal and provincial legislations, standards, local regulations and applicable DND policies.

1.6 CERTIFICATIONS

- .1 Contractor will provide a laminated wallet sized course qualification card for all persons who successfully complete a course based on the specified performance objective.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 COURSE INSTRUCTORS .1 The instructor(s) must be a competent person as defined in Section 01 11 00 to provide the assigned training and must have industry experience in their area of instruction.

.2 First Aid and CPR instructors must have a valid certification from Red Cross as a First Aid and CPR instructor.

3.2 SPECIFIC COURSE REQUIREMENTS .1 The content for each course must meet all the requirements of the Acts, regulations, latest editions standards and guidelines found in paragraph 1.2 References.

.2 Fall Protection - Practical (1 day):

.1 The course is to provide workers with awareness of the need for fall protection and the knowledge and skills necessary when working at heights. Trainees will receive training in equipment selection and use, as well as the correct procedures for minimizing fall hazards.

.2 Content:

.1 The program will meet or exceed applicable government regulations for the training of employees working at heights. Trainees will acquire knowledge and skills through a combination of lecture presentations, equipment demonstrations and performance based exercises. Trainees are required to successfully complete written and practical testing in order to receive course certification.

.3 Topics covered to include the following:

.1 government regulations;

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .2 (Cont'd)
 - .3 (Cont'd)
 - .2 hazards of elevated work (DND policy is "Fall Protection is required at a height of 2.3 m.");
 - .3 fall protection systems;
 - .4 selection of anchor points;
 - .5 types of body support;
 - .6 means of connecting;
 - .7 harness selection and fitting;
 - .8 calculating fall distances; and
 - .9 care, maintenance and inspections of safety harnesses.
 - .4 Practical training to include the following:
 - .1 harness fitting;
 - .2 self-retracting lifelines;
 - .3 retractable lanyards;
 - .4 ladder climbing systems;
 - .5 fall arrest winch;
 - .6 tripod systems for lowering and recovery systems; and
 - .7 horizontal and vertical lifelines.
- .3 Scissor Lift/Aerial Platform - Practical:
 - .1 The course is to provide the fundamentals of safe operation of boom lift and scissors lift in compliance with provincial and federal regulations.
 - .2 Content:

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .3 (Cont'd)
 - .2 (Cont'd)
 - .1 Trainees will acquire knowledge and skills through a combination of theory, equipment demonstrations and performance based exercises. Trainees are required to successfully complete written and practical testing in order to receive course certification.
 - .3 Topics covered to include the following:
 - .1 safety regulations and standards;
 - .2 aerial lift devices and operating controls;
 - .3 hazard identification;
 - .4 pre-operational checks;
 - .5 safe operation;
 - .6 proper start up and shut down;
 - .7 emergency controls;
 - .8 maintenance; and
 - .9 safe dismounting.
 - .4 Practical training to include the following:
 - .1 pre-operational inspection;
 - .2 workplace inspection;
 - .3 safe operating procedures;
 - .4 hands-on training; and
 - .5 practical exam.
- .4 Confined Space Entry - Practical (2 days):

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

.4

(Cont'd)

.1 The course is to provide workers and supervisors with the knowledge and skills required to work within a confined space environment. Trainees will receive training and certification appropriate for entrants and safety attendants for confined spaces.

.2 Content:

- .1 This program must cover applicable government regulations for working in a confined space. Trainees will acquire knowledge and skills through a combination of theory, group discussions, and individual and team practical exercises. Trainees are required to successfully complete written and practical testing in order to receive course certification.
- .3 Topics covered to include the following:
 - .1 related government legislation;
 - .2 confined spaces;
 - .3 recognition and identification of potential hazards;
 - .4 equipment such as:
 - .1 portable gas detection and monitoring systems;
 - .2 tripod access and retrieval systems;
 - .3 harnesses;
 - .4 positive pressure ventilation equipment;
 - .5 PPE including respiratory protection equipment (SCBA and SAR breathing air systems);
 - .6 lockout tagout devices and requirements;
 - .7 self-rescue systems;
 - .8 communications equipment;

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .4 (Cont'd)
 - .3 (Cont'd)
 - .9 lifelines; and
 - .10 procedures for entering the confined space and procedures to follow that could present additional risk to the worker or an emergency.
 - .4 Practical training to include the following:
 - .1 hands-on training with the safety equipment including the personal protective equipment and safety harnesses; and
 - .2 practical exam.
- .5 Confined Space Rescue - Practical:
 - .1 The course is to provide workers who may be required to participate in the rescue of an incapacitated worker from within a confined space. The course will provide extensive hands-on exercises to provide the trainees with the knowledge, skills and technical ability to safely and efficiently conduct confined space rescues.
 - .2 Content:
 - .1 This program must review safe working procedures for confined spaces. Trainees will learn the knowledge and skills required when planning and executing rescues from a variety of confined spaces. Knowledge and skills are acquired through a combination of lecture presentations, demonstrations, as well as both individual and team practical exercises. Trainees must successfully complete both written and practical testing in order to receive course certification.
 - .3 Topics covered to include the following:
 - .1 confined space regulations;
 - .2 entry programs and permit systems;
 - .3 physical and atmospheric hazards and control measures;

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .5 (Cont'd)
 - .3 (Cont'd)
 - .4 duties of entrants and attendants;
 - .5 confined space entry and retrieval equipment;
 - .6 respiratory protection equipment;
 - .7 body manipulation; and
 - .8 managing a confined space rescue.
 - .4 Practical training exercises will be conducted using the following equipment:
 - .1 portable gas detection systems;
 - .2 lockout equipment;
 - .3 tripod access and retrieval systems;
 - .4 spinal immobilization equipment;
 - .5 davits and retrieval systems;
 - .6 positive pressure ventilation equipment;
 - .7 respiratory protection equipment;
 - .8 harnesses;
 - .9 communication equipment;
 - .10 lifelines and other PPE;
 - .11 SCBA and SAR breathing air systems; and
 - .12 stretcher.
- .6 Lockout/Tagout:
 - .1 The course is to provide the worker with the knowledge and skills to perform lockout and tagout of energy sources while working around machinery and equipment and in compliance with provincial and federal regulations.

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

.6

(Cont'd)

.2

Content:

.1 This program must review procedures for effectively lockout and tagout in order to conduct work around energized equipment and or machinery. Knowledge and skills are acquired through a lecture presentation. Trainees must successfully complete the course, based on the performance standards, in order to receive course certification.

.3

Topics covered to include the following:

.1 lockout/tagout regulations;

.2 main causes of lockout/tagout injuries;

.3 hazardous energy sources;

.4 types of devices;

.5 safety procedures/logs; and

.6 safe removal of lockout and tagout.

.7

Temporary Workplace Signing:

.1

The course is training designed to provide supervisors and workers detailed training on the principles outlined in the Traffic Control Manual and how they are used in the work environment.

.2

Content:

.1 Trainees must successfully complete the course, based on the performance standards, in order to receive course certification.

.3

Topics covered to include the following:

.1 regulations review and compliance guidelines;

.2 traffic control in public areas;

.3 requirements for traffic control persons;

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .7 (Cont'd)
 - .3 (Cont'd)
 - .4 backing vehicle procedures;
 - .5 vehicle/equipment blind spots; and
 - .6 jobsite planning.
- .8 Emergency First Aid and CPR Level A:
 - .1 The course is to provide an overview of first aid and cardiopulmonary resuscitation(CPR) skills for the workplace or home through lectures and demonstrations.
 - .2 Content:
 - .1 Trainees must successfully complete the course and written exam, based on the performance standards, in order to receive course certification.
 - .3 Topics covered to include the following:
 - .1 core lessons 1 - 5;
 - .2 EMS system;
 - .3 shock;
 - .4 choking - adult;
 - .5 CPR - adult; and
 - .6 severe bleeding.
- .9 Skid Steer Loader Operator Training:
 - .1 The course is essential for all workers who operates a skid steer loader. Training prepares the worker to safely operate a skid steer loader.
 - .2 Content:
 - .1 Trainees must successfully complete the course and practical assessment, based on the performance standards, in order to receive course certification.

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .9 (Cont'd)
 - .3 Topics covered to include the following:
 - .1 operation;
 - .2 safety;
 - .3 maintenance;
 - .4 loading and securing skid steer loader to a trailer for transport;
 - .5 unloading from a trailer after transport; and
 - .6 practical assessment.
 - .10 Asbestos Awareness:
 - .1 The course is designed for workers who could be involved with, working around or having the potential to be exposed to asbestos containing materials.
 - .2 Content:
 - .1 Trainees must successfully complete the course, based on the performance standards, in order to receive course certification.
 - .3 Topics covered to include the following:
 - .1 history of asbestos and its uses:
 - .1 asbestos family;
 - .2 six different types of asbestos;
 - .3 common uses.
 - .2 health effects associated with asbestos exposure:
 - .1 introduction;
 - .2 asbestos and smoking;
 - .3 asbestos points of entry;

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .10 (Cont'd)
 - .3 (Cont'd)
 - .4 respiratory pathway;
 - .5 asbestosis;
 - .6 lung cancer; and
 - .7 mesothelioma.
 - .3 personal protection:
 - .1 introduction;
 - .2 training programs;
 - .3 safe working practices;
 - .4 air purifying respirators;
 - .5 air line respirators;
 - .6 self contained breathing apparatus; and
 - .7 protection factor (PF).
 - .4 quantitative fit testing;
 - .5 qualitative fit tests;
 - .6 irritant smoke test;
 - .7 odour vapour fit test;
 - .8 taste fit test;
 - .9 respirator programs;
 - .10 industry asbestos regulations; and
 - .11 industry standard asbestos removal procedures.
- .11 Mould Awareness:

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .11 (Cont'd)
- .1 The course is designed for anyone involved with, working around or having the potential to be exposed to mould and moisture damaged materials.
- .2 Content:
- .1 Trainees must successfully complete the course, based on the performance standards, in order to receive course certification.
- .3 Topics covered to include the following:
- .1 what mould is and how it affects buildings;
- .2 health effects associated with mould;
- .3 mould recognition and assessment;
- .4 testing;
- .5 guidelines regarding mould;
- .6 mould remediation (clean, remove or treat);
- .7 personal protection and jobsite safety;
- .8 prevention and control of mould; and
- .9 contamination, long term prevention, and cleaning management.
- .12 Electrical Safety Hazard Awareness:
- .1 The course is intended to give the people that work around electricity an understanding of the hazards involved and an appreciation of the severity of those hazards.
- .2 Content:
- .1 This course will inform students on arc flash and shock hazard identification techniques as well as practical solutions to control the hazards. Trainees must successfully complete the course, based on the performance standards, in order to receive course certification.

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

- .12 (Cont'd)
 - .3 Topics covered to include the following:
 - .1 introduction to electric shock;
 - .2 understanding electricity in the workplace;
 - .3 effects of electricity on the body;
 - .4 understanding the potential for harm from electrical hazards;
 - .5 introduction to arc flash;
 - .6 hazards associated with arc flash;
 - .7 risk assessment procedures;
 - .8 establishing an electrically safe work condition;
 - .9 electrical personal protection equipment, tools and equipment;
 - .10 prevention and control of hazards; and
 - .11 emergency response for electrical incidents.
 - .13 Hazardous Waste Worker (HAZWOPER) - Practical (5 days):
 - .1 The course is designed to provide workers with the knowledge and skills to work with hazardous materials and respond to an uncontrolled release or spill in a safe and effective manner.
 - .2 Content:
 - .1 This program will cover hazards, worker and responder safety and the use of specialized protective clothing and equipment for the active control and cleanup of Hazmat spills. Trainee will acquire knowledge and skills through combination of lecture presentations, demonstrations, and as well both individual and team exercises.
 - .3 Topics covered to include the following:

3.2 SPECIFIC COURSE
REQUIREMENTS
(Cont'd)

.13

(Cont'd)

.3

(Cont'd)

- .1 hazmat materials recognition and identification;
- .2 regulatory compliance;
- .3 equipment overview;
- .4 safe operating procedures and safe work practices;
- .5 level A, B, C, D hazmat protective clothing;
- .6 monitoring instruments;
- .7 toxicology and exposure limits;
- .8 respiratory protection;
- .9 chemical protective clothing;
- .10 respirator selection, care and use;
- .11 site entry and reconnaissance;
- .12 decontamination safe sampling techniques; and
- .13 practical training exercises using equipment, materials and PPE.