



Title <i>ECCC Water Survey of Canada (WSC) Occupational Health and Safety (OHS) Training of Hydrometric Technicians – Open Water</i>
EC Bid Solicitation No. /SAP No. 5000039067
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QUESTIONS AND ANSWERS

Question 1:

- a) The Bid Solicitation makes clear that the maximum number of participants in a training group will be 25. Should all requested materials be based on a delivery for 25 participants?

Two examples to clarify this question:

- i.) The day-by-day training schedule will be different for a training program for 25 participant than it would be for a training program for 10 participants, as some courses would need to be divided into smaller sessions to accommodate 25 students while remaining within the prescribed instructor to student ratios.
- ii.) A training program for 25 participants will require a larger workforce than a training program for 10 participants. Consequently, the “Estimated Total Travel Costs” requested on the Financial Bid Presentation sheet would be greater for the larger program.

Please clarify if all proposals should be made on the assumption that the program will include the maximum number (25) of participants, or if this is to be left to each bidder’s discretion.

- b) Annex A Indicates the “maximum students per trainer” as a ratio for each course. The Chainsaw and Brush Cutter course indicates a maximum of 10 students per instructor. Industry standards for this type of training generally does not exceed 8 students per instructor (as per Woodland Trainers Association and Enform). Furthermore, Arctic Response Canada, the Woodland Trainers Association, and all other credible organizations require that during tree falling operations, no individual shall be within 60 meters or two tree lengths (whichever is greater) of the base of the tree being dropped (this can exclude an instructor monitoring a student during training). Occupational Health and Safety regulations in all Canadian jurisdictions require that all workers (in this case, the course participants) be ‘adequately’ supervised during chainsaw operations. Therefore, if this training is to be conducted with a single instructor, it is not possible for that instructor to simultaneously supervise the tree falling of one student, and the other chainsaw work (bucking and limbing, bolt training, etc.) of the other students who are at least 60 meters away. Will ECCC consider revising this requirement of the Bid Solicitation to require two instructors for this training, and setting the maximum ratio to “2 instructors for up to 16 participants”?
- c) Annex A indicates “Total daily travel time between the participants’ accommodations and the course training locations must be less than an hour.” Is the bidder to assume and/or indicate the location of the accommodations? Given the “ideal locations” indicated (Vancouver, Edmonton, Winnipeg, and Ottawa), cross-town traffic could easily exceed one hour. It is not possible to provide the time to arrive at a given destination when the point of origin is not known. Please let me know if you would like a hotel suggested and a location provided so that a point of origin can be established to allow calculations of driving times.
- d) Bid Solicitation No. 5000039067 states: “The overall training agenda duration should be no longer than 19 days which will include 2 travel days and required days off during the session. Union requirements and WSC management require that employees do not work more than 6 days in a row, a day off must then be provided.”

If that's the case, then the expected training won't be possible in less than 19 days, as the "Expected, Minimum Training Duration" is stated in the bid as 15.5 days (15.5 days of training + 2 travel days + 2 days off = 19.5 days). Could you please confirm?

- e) The bidder is to indicate two suitable locations for the training to take place and provide the associated details for each. The financial submission is to be based on a single delivery of this training for a group of up to 25 participants in each of the four periods (years) indicated. The pricing for each period is to include travel costs if applicable. If the travel costs differ for the delivery of the training in the two proposed locations (say Edmonton where many of our instructors reside, and Winnipeg where none of our instructors reside), should the travel costs indicated in the financial bid be based on the less expensive of the two locations proposed? If this is the case, is there an alternative method by which the travel costs for the more expensive proposed location should be included? If this is not the case, what costs should be indicated in the travel costs portion of the financial bid for each period? Will the financial evaluation be based on the less expensive of the two locations proposed, the more expensive, the average, or some other measure?
- f) The Rated Technical Criterion coded R1 in the solicitation indicates:

"The Bidding Company should clearly identify in their proposal two (2) general destinations where the bidder would be delivering the training sessions.

- 10 points if both are an ideal location
- 5 points if both within 3 hours from an ideal location
- 0 if both destinations are not in an ideal location

*Please note, as per the Statement of Work, ECCC views ideal locations for this training to be: Vancouver, Edmonton, Winnipeg, and/or Ottawa"

In Annex A - Statement of Work, under the heading Location of Work and Travel (page 33 of solicitation) it states:

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

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

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

If it is necessary to change training location from an "ideal" training location to a secondary location less than 3 hours away for a portion (2 days or more in length) of the training program, would this result in a loss of points during the evaluation process? I understand that the word "both" in scoring system refers to the two proposed primary locations (i.e. Edmonton and Vancouver), but I am not clear on whether those points are based on the primary locations (Edmonton and Vancouver) or on secondary locations as may be necessary to accommodate some courses (i.e. Squamish BC or Hinton AB) or on some combination of both the primary locations and secondary locations. It would be greatly appreciated if you could clarify this.

Answer 1:

1. a) We currently expect staffing levels and hence demand to increase over the next two years. We know 25 is on the high side and could possibly see multiple sessions added during one year for a lesser number of students. All bidders are being asked to bid on this number as a maximum class size. We've also asked for a class size of 15 and an amendment to the financial bid sheet. Please see Annex A below.

1. b) There is a good point being made here for this particular training course . The ratio that the bidder is suggesting ensures 2 instructors are present for any number of 16 or less trainees. It lowers the ratio to 1 to 8 but also guarantees a minimum of two instructors which is the desirable situation. The Statement of Work has been amended to reflect this change. Please see Annex B below.

1. c) Yes, the bidder should ensure that (adequate) accommodations are within a proximity that meets the travel requirement. Yes, proposed accommodations and locations will assist in providing established travel times. Travel times will be based on current speed limits and not affected ones.

1. d) That was our error, the total number of days should be no longer than 20 days. Please see Annex C below.

1. e) The financial bid presentation sheet has been revised to incorporate travel costs for the two locations identified by the bidder for group sizes of 15 and 25 students. The financial evaluation will be based on the total fees as shown on the financial bid presentation sheet.

1. f) The points are only based on the primary locations.

ANNEX A

**AMENDMENT ATTACHMENT 1 TO PART 3 -
FINANCIAL BID PRESENTATION SHEET****The Financial Bid Presentation Sheet is amended and replaced by the following:**

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

Initial Contract Period – Contract Award until March 31, 2019

Professional Fees – AMENDED

	Course	-A- Cost per participant for up to 15 participants	-B- Extended cost for up to 15 participants (A x 15)	-C- Cost per participant up to 25 participants	-D- Extended cost for up up to 25 participants (C x 25)
1	Swift Water Safety Course				
2	Boat Operator Practical Training Course				
3	All-Terrain Vehicle (ATV)				
4	Utility Vehicle (UTV) Safety Course				
5	Chainsaw and Brush Cutter Safety Course				
6	Wilderness First Aid Course				
7	Wildlife Awareness and Safety Course				
8	Trailer Safety Course				
9	Winch Safety Course				
10	Fixed Wing Aircraft Safety Course				
11	Helicopter Safety Course				
12	Underwater Egress Training for Aircraft and or Helicopter Course				
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course				
	Total (excluding taxes)		\$		\$

Overall Professional Fees Total* (Total B + Total D)

\$

*The Overall Total will only be used for evaluation purposes. The awarded contract value will be adjusted to reflect the requirement.

Travel (if required)

	Course	Location '1'		Location '2'	
		-A- Estimated Total Travel Costs for up to 15 participants	-B- Estimated Total Travel Costs for up to 25 participants	-C- Estimated Total Travel Costs for up to 15 participants	-D- Estimated Total Travel Costs for up to 25 participants
1	Swift Water Safety Course				
2	Boat Operator Practical Training Course				
3	All-Terrain Vehicle (ATV) Safety Course				
4	Utility Vehicle (UTV) Safety Course				
5	Chainsaw and Brush Cutter Safety Course				
6	Wilderness First Aid Course				
7	Wildlife Awareness and Safety Course				
8	Trailer Safety Course				
9	Winch Safety Course				
10	Fixed Wing Aircraft Safety Course				
11	Helicopter Safety Course				
12	Underwater Egress Training for Aircraft and or Helicopter Course				
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course				
Total					

Overall Travel Total* (Total A + Total B + Total C + Total D)

\$

*The Overall Total will only be used for evaluation purposes. The awarded contract value will be adjusted to reflect the requirement.

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

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

Professional Fees – AMENDED

	Course	-A- Cost per participant for up to 15 participants	-B- Extended cost for up to 15 participants (A x 15)	-C- Cost per participant up to 25 participants	-D- Extended cost for up to 25 participants (C x 25)
1	Swift Water Safety Course				
2	Boat Operator Practical Training Course				
3	All-Terrain Vehicle (ATV)				
4	Utility Vehicle (UTV) Safety Course				
5	Chainsaw and Brush Cutter Safety Course				
6	Wilderness First Aid Course				
7	Wildlife Awareness and Safety Course				
8	Trailer Safety Course				
9	Winch Safety Course				
10	Fixed Wing Aircraft Safety Course				
11	Helicopter Safety Course				
12	Underwater Egress Training for Aircraft and or Helicopter Course				
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course				
	Total (excluding taxes)		\$		\$

Overall Professional Fees Total* (Total B + Total D) \$

*The Overall Total will only be used for evaluation purposes. The awarded contract value will be adjusted to reflect the requirement.

Travel (if required)

	Course	Location '1'		Location '2'	
		-A- Estimated Total Travel Costs for up to 15 participants	-B- Estimated Total Travel Costs for up to 25 participants	-C- Estimated Total Travel Costs for up to 15 participants	-D- Estimated Total Travel Costs for up to 25 participants
1	Swift Water Safety Course				
2	Boat Operator Practical Training Course				
3	All-Terrain Vehicle (ATV) Safety Course				
4	Utility Vehicle (UTV) Safety Course				
5	Chainsaw and Brush Cutter Safety Course				
6	Wilderness First Aid Course				
7	Wildlife Awareness and Safety Course				
8	Trailer Safety Course				
9	Winch Safety Course				
10	Fixed Wing Aircraft Safety Course				
11	Helicopter Safety Course				
12	Underwater Egress Training for Aircraft and or Helicopter Course				
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course				
Total					

Overall Travel Total* (Total A + Total B + Total C + Total D) \$

*The Overall Total will only be used for evaluation purposes. The awarded contract value will be adjusted to reflect the requirement.

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

Option

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

Professional Fees – AMENDED

	Course	-A- Cost per participant for up to 15 participants	-B- Extended cost for up to 15 participants (A x 15)	-C- Cost per participant up to 25 participants	-D- Extended cost for up to 25 participants (C x 25)
1	Swift Water Safety Course				
2	Boat Operator Practical Training Course				
3	All-Terrain Vehicle (ATV)				
4	Utility Vehicle (UTV) Safety Course				
5	Chainsaw and Brush Cutter Safety Course				
6	Wilderness First Aid Course				
7	Wildlife Awareness and Safety Course				
8	Trailer Safety Course				
9	Winch Safety Course				
10	Fixed Wing Aircraft Safety Course				
11	Helicopter Safety Course				
12	Underwater Egress Training for Aircraft and or Helicopter Course				
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course				
	Total (excluding taxes)		\$		\$

Overall Professional Fees Total* (Total B + Total D) \$

*The Overall Total will only be used for evaluation purposes. The awarded contract value will be adjusted to reflect the requirement.

Travel (if required)

	Course	Location '1'		Location '2'	
		-A- Estimated Total Travel Costs for up to 15 participants	-B- Estimated Total Travel Costs for up to 25 participants	-C- Estimated Total Travel Costs for up to 15 participants	-D- Estimated Total Travel Costs for up to 25 participants
1	Swift Water Safety Course				
2	Boat Operator Practical Training Course				
3	All-Terrain Vehicle (ATV) Safety Course				
4	Utility Vehicle (UTV) Safety Course				
5	Chainsaw and Brush Cutter Safety Course				
6	Wilderness First Aid Course				
7	Wildlife Awareness and Safety Course				
8	Trailer Safety Course				
9	Winch Safety Course				
10	Fixed Wing Aircraft Safety Course				
11	Helicopter Safety Course				
12	Underwater Egress Training for Aircraft and or Helicopter Course				
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course				
Total					

Overall Travel Total* (Total A + Total B + Total C + Total D) \$

*The Overall Total will only be used for evaluation purposes. The awarded contract value will be adjusted to reflect the requirement.

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

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

Professional Fees – AMENDED

	Course	-A- Cost per participant for up to 15 participants	-B- Extended cost for up to 15 participants (A x 15)	-C- Cost per participant up to 25 participants	-D- Extended cost for up to 25 participants (C x 25)
1	Swift Water Safety Course				
2	Boat Operator Practical Training Course				
3	All-Terrain Vehicle (ATV)				
4	Utility Vehicle (UTV) Safety Course				
5	Chainsaw and Brush Cutter Safety Course				
6	Wilderness First Aid Course				
7	Wildlife Awareness and Safety Course				
8	Trailer Safety Course				
9	Winch Safety Course				
10	Fixed Wing Aircraft Safety Course				
11	Helicopter Safety Course				
12	Underwater Egress Training for Aircraft and or Helicopter Course				
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course				
	Total (excluding taxes)		\$		\$

Overall Professional Fees Total* (Total B + Total D) \$

*The Overall Total will only be used for evaluation purposes. The awarded contract value will be adjusted to reflect the requirement.

Travel (if required)

	Course	Location '1'		Location '2'	
		-A- Estimated Total Travel Costs for up to 15 participants	-B- Estimated Total Travel Costs for up to 25 participants	-C- Estimated Total Travel Costs for up to 15 participants	-D- Estimated Total Travel Costs for up to 25 participants
1	Swift Water Safety Course				
2	Boat Operator Practical Training Course				
3	All-Terrain Vehicle (ATV) Safety Course				
4	Utility Vehicle (UTV) Safety Course				
5	Chainsaw and Brush Cutter Safety Course				
6	Wilderness First Aid Course				
7	Wildlife Awareness and Safety Course				
8	Trailer Safety Course				
9	Winch Safety Course				
10	Fixed Wing Aircraft Safety Course				
11	Helicopter Safety Course				
12	Underwater Egress Training for Aircraft and or Helicopter Course				
13	Radio Operator, Restricted, Certificate Aeronautical (ROC-A) Course				
Total					

Overall Travel Total* (Total A + Total B + Total C + Total D) \$

*The Overall Total will only be used for evaluation purposes. The awarded contract value will be adjusted to reflect the requirement.

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

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

Please identify the tax(es) you will be charging on the Professional Fees: _____

ANNEX B

**AMENDMENT ANNEX A
STATEMENT OF WORK****Approach and Methodology is amended and replaced by the following:**

Finalization of course participants and agenda approval will be given to the contractor at a minimum of 30 days prior to the course. Cancellation of the training by either party requires 30 days notification.

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

	Course	Maximum Students per Trainer
1	Swift Water Safety	4 to 1
2	Boat Operator Practical Training	4 to 1
3	All-Terrain Vehicle (ATV) Safety	10 to 1
4	Utility Vehicle (UTV) Safety	10 to 1 8 to 1*
5	Chainsaw and Brush Cutter Safety	*Note: if there are 8 students or less in a group for this training, at least 2 trainers must be present.
6	Wildlife Awareness and Safety	20 to 1
7	Trailer Safety	10 to 1
8	Winch Safety	10 to 1
9	Wilderness First Aid	10 to 1
10	Fixed Wing Aircraft Safety	20 to 1
11	Helicopter Safety	20 to 1
12	Underwater Egress Training	6 to 1
13	Restricted Radio Operator	20 to 1

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

ANNEX C

AMENDMENT TO THE RATED CRITERIA

<p>R2.</p>	<p>The Bidding Company should clearly identify the overall training duration in days.</p>	<ul style="list-style-type: none"> • 0 points if the duration is less than 16 days, or more than 20 days • 10 points if the duration is between 16 and 20 days 		<p>10</p>		
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