

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
AND CONSULTANT SERVICES
at the David Florida Laboratory (DFL) in Ottawa**

REQUEST FOR PROPOSAL FOR A STANDING OFFER

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
AND CONSULTANT SERVICES
for the Canadian Space Agency (CSA) (different locations)**

**Bid Submission Deadline:
February 6, 2019 (EDT) at 2:00pm**

Submit bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping

From Monday to Friday between 8:00 am and 4:30 pm (closed from 12:00 pm to 1:00 pm)

6767 Route de l'Aéroport
St. Hubert, Quebec J3Y 8Y9
Canada
Attention to: Anaïs Beaudry

Or By EPOST: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Reference: CSA File No. **9F030 – 20180047**

NB: Please read this Request for standing offer carefully for further details on the requirements and bid submission instructions.



December 27, 2018

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting standing offer document is divided into six (6) parts plus appendices 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;

Part 5 Certifications: Includes the certifications to be provided;

Part 6 Resulting Standing Offer and Call up Clauses: includes the clauses and conditions that will apply to any resulting standing offer and call up against the standing offer.

2. Submission of a Bid

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

General Instructions to Bidders is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

3. Trade Agreements

This procurement is subject to the Canadian Free Trade Agreement (CFTA).

4. Summary

Description and Requirement

The purpose of this Request for standing offer (RFSO) is to solicit bids from interested Canadian organizations to provide occupational health and safety training course and consultant services on as and when requested basis for the Canadian Space Agency (CSA) (different locations).

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFSO. A description of the work to be completed under this requirement is provided in the Statement of Work attached hereto as **Appendix A**.

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5. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a standing offer.

6. Debriefings

After standing offer award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

7. Epost Connect Service

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

<https://buyandsell.gc.ca/submit-your-bid-submission-files-electronically-from-anywhere-in-canada>

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PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

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 standing offer.

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 bid solicitation. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/22>

2. Submission of Bids

THE BID SUBMISSION DEADLINE IS INDICATED AT THE FIRST PAGE OF THIS DOCUMENT.

It is the CSA's policy to return, unopened, bids received after the stipulated bid solicitation closing date and time, unless they qualify as a delayed bid.

Bidders are required to provide their bid to the following address:

Canadian Space Agency - TENDERS RECEPTION OFFICE
Receiving/Shipping (between 8:00 and 16:30)
6767 route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9 Canada
Attention: Anaïs Beaudry

Or

by the EPOST Connect Service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>
TPSGC.DGAreceptiondessomissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

IMPORTANT: DO NOT COPY THE CONTRACTING AUTHORITY WHEN YOU ARE SENDING YOUR PROPOSAL.

Proposals sent by fax are not acceptable.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (anais.beaudry-delisle@canada.ca) no later than three (3) 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 government of 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

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proprietary will be treated as such except where government of Canada determines that the enquiry is not of a proprietary nature. Government of Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by government of Canada.

4. Applicable Laws

Any resulting standing offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of 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.

5. Ombudsman clause

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

6. Direct deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

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PART 3 – BID PREPARATION INSTRUCTIONS

1. General

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

- Section I: Technical Bid (one hard copies and / or soft copies)
- Section II: Financial Bid (one hard copies and / or soft copies)
- Section III: Certifications (one hard copies and / or soft copies)

Bidders must send **the original** of the proposal (copy by email only is acceptable via Epost), before the specified deadline (date and time), to the address shown on Page 1 of the RFP. Proposals may be submitted in English or French .

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

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

2. Price

The financial proposal must include a detailed breakdown of the total quoted price. The proposed Basis of Payment should be **as indicated in Appendix B**.

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

Provide the financial proposal in a separate document.

Bids must be priced in Canadian dollars, excluding the Goods and Services Tax (GST), but including Customs duties and excise taxes.

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

- (a) Use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) Use a numbering system that corresponds to the bid solicitation;
- (c) Include the certifications as a separate section of the bid;
- (d) Bidders must submit their financial proposals in accordance with the Basis of Payment;
- (e) The total amount along with the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), if applicable, must be indicated separately.

3. Bidder's Business Name and Address

- 1) Name: _____
- 2) Address: _____
- 3) Telephone: _____ Fax: _____
- 4) Email: _____

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- 5) Email for financial questions: _____
- 6) Procurement Business Number (PBN): _____
- 7) Tax number: _____
- 8) Boards of directors : _____
Name and title

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a) The propositions will be evaluated in regards to all the criteria of the present request for standing offer, including technical evaluation criteria and financial.
- b) An evaluation team made up representatives of Government of Canada will evaluate the proposal.

2. Financial Evaluation

Clause of the manual of SACC A0220T (2014-06-26) Evaluation of price

3. Mandatory and point-rated Evaluation Criteria (see Annex D)

The bid must meet the mandatory technical criteria specified in Appendix D. 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 Bidder shall submit with its proposals, for approval, the resumes and competency certificates of the staff it plans to use. In the absence to submit the CV or mandatory documentation, we will be in the obligation to pass to the second supplier answering the mandatory criteria and offering the best cost to us.

If documents missing with the proposal, the proposal will be rejected.

4. Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

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 points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a), (b) and (c) will be declared non-responsive.

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

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 60 %.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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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 standing offer.

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 equal 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

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PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a standing offer. Government of Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Bidders should provide the required certifications in Section III of their bid.

Compliance with the certifications bidders provide to government of Canada is subject to verification by government of Canada during the bid evaluation period (before award of a standing offer) and after award of a standing offer. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a standing offer. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Standing offer Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24 hours time frame to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

B. 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

C. LEGAL ENTITY AND CORPORATE NAME

1. The bidder hereby certifies that it is a (circle one)
 - a. a sole proprietorship,
 - b. a partnership, or
 - c. a corporate entity;

2. It was registered or formed under the laws of

_____;

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3. Controlling interest/ownership (name if applicable) of the organization is held in the country of _____;
4. Any resulting standing offer may be executed under the following corporate full legal name and at the following place of business:

D. CODE OF CONDUCT FOR PROCUREMENT

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tcm-toc-e.html>) and agrees to be bound by its terms.

2) The bidder certifies that:

(a) no corruption and no collusion took place in the preparation of its bid; and

(b) it has not committed an offence under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office", 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

E. CERTIFICATION – FORMER PUBLIC SERVANT

Contracts with 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 with FPS, bidders must provide the information required below.

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

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- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#),

R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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F. EDUCATION AND EXPERIENCE

The bidder hereby certifies that all statements made with regard to the education and experience of individuals proposed for completing the subject work are accurate and factual, and that the CSA/DFL reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-compliant or in other action which the CSA/DFL may consider appropriate.

G. CERTIFICATION OF AVAILABILITY

The bidder certifies that, should it be authorized to provide services under any standing offer resulting from this RFSO, the individuals proposed in its bid will be available to commence performance of the work within the time specified in the RFSO, and will remain available to perform the work in relation to the fulfilment of the requirement. Once the standing offer is issued, proposed substitutes must achieve the same rated qualifications score (or greater) as the original resource at a rate no higher than the original resource being replaced and will be subject to approval by the project authority.

H. LANGUAGES

The Bidder must certify that the proposed resource(s) is capable of providing the training in both official languages English and French.

I. CERTIFICATION

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION;
- B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION;
- C. LEGAL ENTITY AND CORPORATE NAME;
- D. CODE OF CONDUCT FOR PROCUREMENT;
- E. ATTESTATION – FORMER PUBLIC SERVANT;
- F. EDUCATION AND EXPERIENCE;
- G. CERTIFICATION OF AVAILABILITY;
- H. LANGUAGES.

SIGNATURE

Name and title of person authorized to sign on behalf of the Bidder (type or print)

Signature

Date

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PART 6A - RESULTING STANDING OFFER CLAUSES

1. Security Requirements

There is no security requirement applicable to the Standing Offer.

2. Statement of Work

The Contractor shall perform and complete the Work as per the statement of work at appendix A.

The work must be performed at the following address below:

- Canadian Space Agency (CSA), 6767 route de l'aéroport, Saint-Hubert Québec J3Y 8Y9
- David Florida Laboratory (DFL), 3701 Carling Avenue, Ottawa Ontario K2H 8S2
- Canadian Space Agency (CSA) – Liaison office, 30 rue Victoria, Gatineau Québec J8X 0B3

3. Standard Clauses and Conditions

All conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works Government Services Canada (PWGSC). The SACC Manual is available on the website of PWGSC:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

4. General Conditions

2005 (2017-06-21) General Conditions – Standing Offer – Goods or services applied to the standing offer and they are integral part of it.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/14>

5. Standing offer Period

The period of the standing offer to be issued in response to this RFSO will be for one year from _____, 2019 to November 30, 2019.

6. Option to extend the standing offer

The Contractor grants to Canada the irrevocable option to extend the term of this standing offer by a period of three (3) year, at one year at the time, under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the standing offer expiry date.

The Contractor agrees that, during the extended period of the standing offer, the rates/prices will be in accordance with the provisions of the standing offer.

7. Contracting Authority

The Contracting Authority for this RFSO and any resulting standing offer is:

Anaïs Beaudry
Canadian Space Agency
6767 Route de l'Aéroport
St. Hubert, Quebec J3Y 8Y9
Canada

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Telephone: 450-926-4492
Facsimile: 450-926-4969
Email: anais.beaudry-delisle@canada.ca

The Contracting Authority is responsible for the management of the standing offer and any changes to the standing offer must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the standing offer based on verbal or written requests or instructions from anybody other than the Contracting Authority.

8. Project Authority

To be insert at standing offer award

9. Contractor's Representative

To be insert at standing offer award

10. Call up instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*.

11. Basis of payment - Limitation of expenditures

Government of Canada's total liability to the contractor under the standing offer must not exceed **\$ 100,000.00 per year** for the limitation of expenditures part of the standing offer, harmonized sales tax is extra, if applicable.

No increase in the total liability of government of Canada or in the price of the work resulting from any design changes, modifications or interpretations of the work, will be authorized or paid to the contractor unless these design changes, modifications or interpretations have been approved, in writing, by the contractor authority before their incorporation into the work. The contractor must not perform any work or provide any service that would result in government of Canada's total liability being exceeded before obtaining the written approval of the contracting authority. The contractor must notify the contracting authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the standing offer expiry date, or
- c) as soon as the contractor considers that the contract funds provided are inadequate for the completion of the work, whichever comes first.

If the notification is for inadequate standing offer 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 government of Canada's liability.

12. Payment method

Payment requests must be made once per month after reception of a call up.

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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13. Certifications

Compliance with the certifications provided by the contractor in its bid is a condition of the standing offer and subject to verification by government of Canada during the entire standing offer period. 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, government of Canada has the right, pursuant to the default provision of the standing offer, to terminate the standing offer for default.

14. Applicable Laws

Any resulting standing offer must be interpreted and governed, and the relations between the parties determine, by the laws in force in the Province of Ontario and the relations between parties will be determine by these laws.

15. Replacement of Specific Individuals

If specific individuals are identified in the standing offer to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

- (b) If the Contractor is unable to provide the services of any specific individual identified in the standing offer, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the standing offer.

16. Priority of Documents

The documents listed below form part of and are incorporated into this standing offer. If there is a discrepancy between the wording of one document and the wording of any other document, which appears on the list, the wording of the document, which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

- a) the standing offer document including appendices;
- b) General Conditions 2005 (2017-06-21) General Conditions – Standing Offer – Goods or services <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/14>;
- c) Appendix A, Statement of Work;
- d) the supplier's proposal dated _____ (insert the date of the proposal) (*if the proposal has been clarified or revised, insert when you issue the standing offer: "clarified on _____" or "amended on _____" and insert dates of clarifications or amendments*).

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17. Performance Evaluation Report

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance (you will find it at Appendix D).

18. Procurement Ombudsman – Dispute resolution services

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request and consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties with respect to the interpretation or application of terms and conditions in this Contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa-opo.gc.ca.

19. Procurement Ombudsman – Contract administration

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor with respect to the administration of this Contract if the requirements of subsection 22.2(1) of the Department of Public Works and Government Services Act and sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the Scope of the Work of this Contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa-opo.gc.ca.

20. Government site regulations

The Contractor must comply with all regulations, instructions and directives in effect on the site where the Work is performed.

Contractor Performance Evaluation Report Form is used to record the performance.

21. Direct deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

22. Insurance requirements

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.

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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23. Translation of documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

24. Accounts and Audit

The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

If the Standing offer includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.

Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Standing offer, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Standing offer t.

The amount claimed under the Standing offer, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other Standing offers/contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

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PART 6B - RESULTING CALL UP CLAUSES

The following clauses and conditions apply to and form part of any call up resulting from the standing offer.

1. Statement of work

The Contractor must perform the Work described in the call-up against the standing offer.

2. General Conditions

2010B (2018-06-21) - General Conditions - Professional Services (Medium Complexity) apply to and form part of the call up.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010B/18>

3. Period of the call up

The Work must be completed in accordance with the call-up against the standing offer.

4. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$35,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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**APPENDIX A
STATEMENT OF WORK**

OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE AND CONSULTANT SERVICES for the Canadian Space Agency (CSA) (different locations)

1. OBJECTIVE

This request for standing offer is to carry out Occupational Health and Safety Course Training, Consultant Services and produce expert reports for the Canadian Space Agency (CSA) locations.

The aim of this offer of services, also referred to herein as a “standing offer”, is to obtain the services of one or more qualified firms to carry out occupational health and safety training, information sessions plus consulting services to assist the CSA with the enhancement, development and/or implementation of the CSA Occupational Health and Safety Management System (OHSMS)..

It is understood and agreed by the Contractor that the work to be performed under this Proposal is on an “**as and when required basis**” based on call-ups being issued, and is valid for one (1) year with three (3) optional years.

2. BACKGROUND

Established in March 1989, the CSA is an independent federal agency responsible for managing all of Canada’s civil space-related activities. The CSA is responsible for:

- advancing the knowledge of space through science;
- using its discoveries for the good of Canadians and all of humanity.

The CSA has approximately **670 employees with nearly 90%** of its personnel who work at its headquarters, the [John H. Chapman Space Centre](#), located in **Saint-Hubert**, Quebec. The other staff members work out of the Gatineau office and the [David Florida Laboratory](#), as well as in Houston, Washington and Paris.

This standing offer will only focus on services for three (3) locations:

- 6767 route de l’Aéroport, Saint-Hubert, QC
- 30 rue Victoria, Gatineau, QC
- 3701 Carling Avenue, Building 65 – David Florida Laboratory, Ottawa, Ontario.

The CSA takes work place health and safety seriously and is committed to doing everything reasonably possible to prevent or reduce work place injuries, and to maintain a healthy work environment. We want to ensure that the equipment and tools used by the employees in the course of their employment meet prescribed health, safety and ergonomic standards and are safe under all conditions for their intended use and that only qualified personnel are authorized to use certain pieces of equipment based on legislative requirements.

3. TASKS

The Contractor must deliver consultative and advisory services to support CSA by assisting and contributing to the ongoing development, implementation, evaluation and/or maintenance of the Corporate Occupational Health and Safety programs on an “**as and when requested basis**”. The Contractor must provide professional occupational health and safety consultative and advisory services upon request including:

- Development of policies, procedures and/or safe work practices to achieve compliance with applicable occupational health and safety legislation, which includes occupational hygiene, equipment guarding, and/or material handling;
- Communication and advice on implementing applicable HPP (Hazard Prevention Plan), advising on hazards and risks identified within the risk assessment process;

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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- Evaluation of existing preventive measures to determine if the measures are still effective and valid;
- Identification of continuous improvement opportunities;
- Participation upon request with CSA Health and Safety Committees as a guest;
- Assistance with reviewing third party Safety Management Plans upon request and ensure the owner's duties and responsibilities are outlined appropriately, including spot audits of contractors while performing work on site at CSA;
- Development a standard training plan for CSA employees, contractors and visitors; and
- Delivery of or coordinate identified occupational health and safety training, as required by CSA such as:
 - Lock out Tag out
 - Confined Spaces – Awareness and Entry
 - Powered Lift trucks, such as Reach, Narrow Aisle and Counterbalance Forklift and Propane Handling
 - Overhead crane hoist and rigging safety
 - Global Harmonized System/WHMIS 2015
 - First Aid CPR/Automated External Defibrillation
 - Aerial Manlifts/Power Elevated Work Platforms
 - Workplace inspections
 - Managing hazards
 - Accident investigation
 - Workplace Health and Safety Committee

**This list of training courses is for bidding purposes and is not to be construed as a complete list of possible training course requests during the contract period.

The Contractor must:

- Deliver sessions in either English or French, as required;
- Tour the CSA facility for which they are presenting, at least 75 days prior to offering any training, to familiarize themselves with the building and its equipment;
- Provide sample of training materials and presentation prior to offering each course at least 60 days before actual date of training for CSA representative. This sample will be used to evaluate whether the proposed training outline will meet the course requirements;
- Provide hard copy training materials in both official languages (English and French) for each course;
- Provide a written evaluation of the trainees' performance (hands on portion only) against course expectations, including a description of areas where additional practice may benefit them in the future;
- Provide training certificates and certify completion of training to the CSA representative;
- Supply their own personal protective equipment (PPE), materials, tools and labour to perform the requested service and/or specifications provided by the CSA Project Authority unless otherwise specified and agreed to in advance; and
- The Contractor must have a team approach to access resources.

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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The CSA must:

- Manage registration for all training events;
- Maintain records of attendance for individual training events and provide copy to Contractor;
and
- Provide site access.

4. CONSTRAINTS

The Contractor must:

- be familiar with Part II of Canada Labour Code and its Regulations;
- be familiar, experienced and competent in teaching occupational health and safety, including concepts of hazard identification, risk assessment and control;
- be able to provide the delivery of the course in both official language; and
- be able to provide back-up instructors with the same or higher qualifications.

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
AND CONSULTANT SERVICES
for the Canadian Space Agency (CSA) (different locations)**

**APPENDIX B
UNIT PRICE TABLE**

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
AND CONSULTANT SERVICES
for the Canadian Space Agency (CSA) (different locations)**

*** CANCELLATION**

If the CSA cancels or reschedules a training session without providing a written notice of at least 24 hours, the Contractor will be paid as follows:

- More than 24 hours notice prior to scheduled training – no charge
- 24 hours or less prior to scheduled training – 100% of scheduled training cost

*** RATES OF PAYMENT**

The Bidder **must** provide a firm all-inclusive price based on the course length and an all-inclusive per diem rate for consulting services.

The firm prices shall include all costs associated to complete the work, including overhead and administrative services and the costs of all deliverables.

Should services outside of the scope of the mentioned training be requested, the Bidder shall be paid at the fixed rate for extra training services.

Travel fees will not be reimbursed for the service provide during the terms of this standing offer.

BASIS OF PAYMENT FOR CONSULTING SERVICES

	Location	Year 1 From _____ to November 30, 2019	Option Year 1 December 1 st , 2019 to November 30, 2020	Option Year 2 December 1 st , 2020 to November 30, 2021	Option Year 3 December 1 st , 2021 to November 30, 2022
Specialist	Ottawa/ Gatineau	\$ _____ per diem	\$ _____ per diem	\$ _____ per diem	\$ _____ per diem
General consultant	Ottawa/ Gatineau	\$ _____ per diem	\$ _____ per diem	\$ _____ per diem	\$ _____ per diem

	Location	Year 1 From _____ to November 30, 2019	Option Year 1 December 1 st , 2019 to November 30, 2020	Option Year 2 December 1 st , 2020 to November 30, 2021	Option Year 3 December 1 st , 2021 to November 30, 2022
Specialist	Montreal Area	\$ _____ per diem	\$ _____ per diem	\$ _____ per diem	\$ _____ per diem
General consultant	Montreal Area	\$ _____ per diem	\$ _____ per diem	\$ _____ per diem	\$ _____ per diem

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
AND CONSULTANT SERVICES
for the Canadian Space Agency (CSA) (different locations)**

BASIS OF PAYMENT - FOR TRAINING SESSIONS

	Location	Year 1 From _____ to November 30, 2019		Option Year 1 December 1 st , 2019 to November 30, 2020	
		Cost for 8 participants or less	Cost per each additional participant	Cost for 8 participants or less	Cost per each additional participant
Cost - 1/2 day theory and/or hands on training course	Ottawa/ Gatineau	\$ _____	\$ _____	\$ _____	\$ _____
Cost - 1 day theory and/or hands on training course	Ottawa/ Gatineau	\$ _____	\$ _____	\$ _____	\$ _____
Cost - 2 days theory and/or hands on training course	Ottawa/ Gatineau	\$ _____	\$ _____	\$ _____	\$ _____

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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	Location	Option Year 2 December 1 st , 2020 to November 30, 2021		Option Year 3 December 1 st , 2021 to November 30, 2022	
		Cost for 8 participants or less	Cost per each additional participant	Cost for 8 participants or less	Cost per each additional participant
Cost – 1/2 day theory and/or hands on training course	Ottawa/ Gatineau	\$ _____	\$ _____	\$ _____	\$ _____
Cost – 1 day theory and/or hands on training course	Ottawa/ Gatineau	\$ _____	\$ _____	\$ _____	\$ _____
Cost – 2 days theory and/or hands on training course	Ottawa/ Gatineau	\$ _____	\$ _____	\$ _____	\$ _____

	Location	Year 1 From _____ to November 30, 2019		Option year 1 December 1 st , 2019 to November 30, 2020	
		Cost for 8 participants or less	Cost per each additional participant	Cost for 8 participants or less	Cost per each additional participant
Cost – 1/2 day theory and/or hands on training course	Montreal Area	\$ _____	\$ _____	\$ _____	\$ _____
Cost – 1 day theory and/or hands on training course	Montreal Area	\$ _____	\$ _____	\$ _____	\$ _____
Cost – 2 days theory and/or hands on training course	Montreal Area	\$ _____	\$ _____	\$ _____	\$ _____

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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	Location	Option Year 2 December 1 st , 2020 to November 30, 2021		Option Year 3 December 1 st , 2021 to November 30, 2022	
		Cost for 8 participants or less	Cost per each additional participant	Cost for 8 participants or less	Cost per each additional participant
Cost – 1/2 day theory and/or hands on training course	Montreal Area	\$ _____	\$ _____	\$ _____	\$ _____
Cost – 1 day theory and/or hands on training course	Montreal Area	\$ _____	\$ _____	\$ _____	\$ _____
Cost – 2 days theory and/or hands on training course	Montreal Area	\$ _____	\$ _____	\$ _____	\$ _____

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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BID EVALUATION VALUE

For the purpose of evaluation, the bid evaluation value will be calculated as follows:

	Fixed per diem rate (A)	Multiplier (B)	Total (A x B) (C)
Consulting Services – Ottawa/Gatineau Area			
Specialist		20	
General Consultant		20	
Consulting Services – Montreal Area			
Specialist		15	
General Consultant		15	
TRAINING SESSIONS - Ottawa/Gatineau Area Cost for 8 participants or less			
1/2 day theory and/or hands on training course		10	
1 day theory and/or hands on training course		8	
2 days theory and/or hands on training course		4	
TRAINING SESSIONS - Ottawa/Gatineau Area Cost per each additional participant			
1/2 day theory and/or hands on training course		30	
1 day theory and/or hands on training course		20	
2 days theory and/or hands on training course		10	
TRAINING SESSIONS – Montreal Area Cost for 8 participants or less			
1/2 day theory and/or hands on training course		4	
1 day theory and/or hands on training course		3	
2 days theory and/or hands on training course		2	
TRAINING SESSIONS – Montreal Area Cost per each additional participant			
1/2 day theory and/or hands on training course		10	
1 day theory and/or hands on training course		6	
2 days theory and/or hands on training course		4	
Total Bid Evaluation Value (Sum of column C)			

The evaluation will include the total for the one year plus three option years, which will equal the total for all four years.

The quantities identified under the multiplier are provided for evaluation purposes only and are not indicative of the volume of work nor do they represent any type of commitment on behalf of the CSA.

The total value of the standing offer is \$100,000.00 before tax each year, to a total of \$400,000 should all four years be optioned.

The maximum value of a call-up against the standing offer is \$35,000.00 including tax.

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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**APPENDIX C
PERFORMANCE EVALUATION REPORT**

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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PERFORMANCE EVALUATION REPORT

Upon fulfillment of a standing offer, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with CSA and sent to the contract agent responsible.

Name of Contractor:	Contract completion date:
Name of Project Authority/Technical Authority:	Branch:
Standing offer No.:	Project name:

*Supplier																					
Rating scale:	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">10 – 9: Excellent</td> <td style="width: 25%;">6 – 5: Satisfactory</td> <td style="width: 25%;">2 – 1:</td> <td style="width: 25%;"></td> </tr> <tr> <td>Unsatisfactory</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8 – 7: Very Good</td> <td>4 – 3: Poor</td> <td></td> <td></td> </tr> </table>	10 – 9: Excellent	6 – 5: Satisfactory	2 – 1:		Unsatisfactory				8 – 7: Very Good	4 – 3: Poor										
10 – 9: Excellent	6 – 5: Satisfactory	2 – 1:																			
Unsatisfactory																					
8 – 7: Very Good	4 – 3: Poor																				
Did the supplier provide consultants with the education, accreditation and experience indicated in the standing offer?	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">10</td><td style="text-align: center;">9</td><td style="text-align: center;">8</td><td style="text-align: center;">7</td><td style="text-align: center;">6</td><td style="text-align: center;">5</td><td style="text-align: center;">4</td><td style="text-align: center;">3</td><td style="text-align: center;">2</td><td style="text-align: center;">1</td> </tr> <tr> <td colspan="10">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
10	9	8	7	6	5	4	3	2	1												
Comments:																					
Please rate the overall quality of the services provided by this supplier.	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">10</td><td style="text-align: center;">9</td><td style="text-align: center;">8</td><td style="text-align: center;">7</td><td style="text-align: center;">6</td><td style="text-align: center;">5</td><td style="text-align: center;">4</td><td style="text-align: center;">3</td><td style="text-align: center;">2</td><td style="text-align: center;">1</td> </tr> <tr> <td colspan="10">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
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Comments:																					

Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the standing offer, and the supplier's ability to meet deadlines.	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">10</td><td style="text-align: center;">9</td><td style="text-align: center;">8</td><td style="text-align: center;">7</td><td style="text-align: center;">6</td><td style="text-align: center;">5</td><td style="text-align: center;">4</td><td style="text-align: center;">3</td><td style="text-align: center;">2</td><td style="text-align: center;">1</td> </tr> <tr> <td colspan="10">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
10	9	8	7	6	5	4	3	2	1												
Comments:																					
Was the work performed in accordance with the requirements specified in the statement of work?	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">10</td><td style="text-align: center;">9</td><td style="text-align: center;">8</td><td style="text-align: center;">7</td><td style="text-align: center;">6</td><td style="text-align: center;">5</td><td style="text-align: center;">4</td><td style="text-align: center;">3</td><td style="text-align: center;">2</td><td style="text-align: center;">1</td> </tr> <tr> <td colspan="10">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
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Comments:																					

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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Please rate the quality of communication between the department and the supplier.	10 9 8 7 6 5 4 3 2 1
	Comments:
Were all administrative documents received in accordance with the requirements of the standing offer? Administrative documents can include but are not limited to: Invoices Progress reports Reports on use or business volume Meeting agendas and minutes Documentation and quality of work	10 9 8 7 6 5 4 3 2 1
	Comments:
TOTAL	/60

Overall Rating

- Excellent: 54 and over
- Very Good: 42 to 53
- Satisfactory: 30 to 41
- Poor: 18 to 29
- Unsatisfactory: 18 or less

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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APPENDIX D

MANDATORY AND RATED CRITERIA

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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EVALUATION CRITERIA METHOD

Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Proposals failing to adequately respond to the mandatory requirements will be excluded from further considerations. Only proposals found to meet the mandatory requirements will be evaluated for additional rated requirements. Your technical proposal should address each of the requirements in the order in which they appear and indicate where in the proposal it is referred to.

Mandatory Criteria

Bidding firms must show that they have the following expertise:

#	MANDATORY CRITERIA	MET (Yes/No)
M1	<p>The Bidder must prove that it has been in business for at least the last five (5) years.</p> <p>To demonstrate compliance with this criterion, the Bidder must include within their proposal the documented proof of its status (such as a certificate of incorporation, business registration or tax returns confirming the number of months it has been in business).</p>	
M2	<p>The Bidder must demonstrate its expertise in the delivery of health and safety training services and provide proven evidence from a recognized Canadian and international organization.</p> <p>To demonstrate compliance with this criterion, the Bidder must include within their proposal the documented proof of its experience (such as the list of training offered and the certification of their trainers).</p>	
M3	<p>The Bidder must demonstrate that it Operates a Quality Management System which complies with the requirements of ISO 9001:2015 (i.e. provide copy of Certificate of Registration clearly showing certificate number)</p>	
#	MANDATORY PERSONNEL EXPERIENCE	MET (Yes/No)
M4	<p>The Bidder must demonstrate that they have access to a team of Occupational Health and Safety professionals such as a certified Occupational Hygienist, Industrial Hygienist-, Occupational Health and Safety Engineer.</p> <p>To demonstrate compliance with this criterion, the Bidder must include within their proposal a copy of the accreditation (certification or professional designation obtained by a recognized educational institution in Canada) for each category mentioned above.</p>	
M5	<p>The Bidder must demonstrate that they are an approved training provider from the Ontario Ministry of Labour to deliver the training including Working at Heights with course material that meet the Canadian Standards Association CSA Z1001</p>	

**OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE
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for the Canadian Space Agency (CSA) (different locations)**

	standard.	
M6	<p>The Bidder must demonstrate that the proposed resource(s) has a minimum of 3 years experience within the past six years in delivering Occupational Health and Safety training sessions for the following training courses (theory and practical training portion for applicable courses):</p> <ol style="list-style-type: none"> 1. Lock out Tag out 2. Confined Spaces – Awareness and Entry 3. Counterbalance Forklift and Propane Handling 4. Powered Lift trucks, such as Reach, Narrow Aisle Overhead crane hoist and rigging safety 5. Global Harmonized System/WHMIS 2015 6. First Aid CPR/Automated External Defibrillation 7. Aerial Manlifts/Power Elevated Work Platforms 8. Workplace inspections 9. Managing hazards 10. Accident investigation 11. Workplace Health and Safety Committee <p>**This list of training courses is for bidding purposes and is not to be construed as a complete list of possible training course requests during the contract period.</p> <p>To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).</p> <p>The CV or proposal must include:</p> <ol style="list-style-type: none"> a) descriptions of the relevant project experience (including years/months of engagement); b) chronological work experience (indicated in years/months); and c) a detailed listing of the academic and professional attainments of each proposed resource. 	

Rated Criteria

In order to qualify for the rating process, proposals should respond to the following rated requirements in the order shown and should clearly indicate in the Bidder's proposal where it is referring to.

#	Technical Rating Criteria	Points	Score
R1	<p>Has previous experience providing similar types of training (as indicated in M6)</p> <p style="text-align: right;">Each year of experience = 1 point (up to a maximum of 10 points)</p>	10	
R2	<p>Submit a copy of the company's profile & background underlining years in business, size and profile</p> <p style="text-align: center;">- Related Experience: 15 years or more = 15 points Minimum 5 years of experience 1 point for every year up to a maximum of 15 points</p> <p style="text-align: center;">- Business size: 30 employees or more = 5 points 15-29 employees = 5 points 1-15 employees = 3 points</p>	20	

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	To demonstrate compliance with this criterion, the Bidder must include within their proposal the documented proof of its status (such as a certificate of incorporation, business registration or tax returns confirming the number of months it has been in business).		
R3	The prime Bidder (contractor) must provide a minimum five (5) references for similar projects completed, along with contact information that have occurred within the past five (5) years. 5 or more references = 10 points 2-4 references = 5 points less than 2 references = 0 points	10	
	TOTAL POINTS	40	
	Minimum required points	20	

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**APPENDIX E
EPOST INSTRUCTIONS**

OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSE AND CONSULTANT SERVICES for the Canadian Space Agency (CSA) (different locations)

Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post's (CPC) epost Connect online service.

What is epost Connect?

epost Connect is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the epost Connect service.

Please note that a Canadian mailing address is required to use the epost Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate in the epost Connect pilot.

To provide you with an overview of how the system works and to help inform your decision, attached is the CPC epost Connect Participant Guide.

Benefits to businesses

Sending bid submission files via epost Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

How to participate

Please confirm your participation in the pilot to PSPC's National Capital Region Bid Receiving Unit at: TPSGC.DGAreceptiondessomissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an epost Connect account.

IMPORTANT: If you decide not to participate in this pilot using an epost Connect account you are still invited to bid and the regular methods for bid submissions that are outlined in the solicitation document. We look forward to collaborating with you on this exciting new initiative!