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Pacific Region
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Victoria, B.C.
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Bid Fax: (250) 363-3344

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Ce document est par la présente révisé; sauf indication contraire,
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet National Ranger Training Kayak and	
Solicitation No. - N° de l'invitation W0103-198140/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W0103-198140	Date 2019-02-06
GETS Reference No. - N° de référence de SEAG PW-\$VIC-239-7684	
File No. - N° de dossier VIC-8-41172 (239)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-06	
Time Zone Fuseau horaire Pacific Standard Time PST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Large, Kathy	Buyer Id - Id de l'acheteur vic239
Telephone No. - N° de téléphone (250) 216-4455 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
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

Amendment #1

This amendment is to make changes to the Statement of Work and Evaluation criteria.

Delete: Annex A – Statement of Work

Insert: As Below

ANNEX “A” - STATEMENT OF WORK

SEA KAYAK AND OUTDOOR ADVENTURE TRAINING

4 CRPG JUNIOR CANADIAN RANGER NLETS 2019

Introduction

1. The 4th Canadian Ranger Patrol Group (CRPG) intends to host the Junior Canadian Ranger (JCR) National Leadership Enhanced Training Session (NLETS) in the southern Gulf Islands area of BC during August 2019. The NLETS will comprise 42 JCRs from all regions of Canada who are ages 16 - 18 plus 22 accompanying adults. It is intended to be conducted from 7 to 20 August 2019. Of the adults, 10 will be support staff, and therefore not directly involved in receiving training. Adult staff members are comprised of Canadian Army Reserve Members, Canadian Rangers, and civilian volunteers.
2. Since the JCR Program is designed to be inclusive as much as possible in order to positively impact the greatest number of youth, there may be JCRs who struggle with behavioral or cognitive issues related to the Autism Spectrum, Fetal Alcohol Spectrum Disorder, abuse, violence, self-harm or other issues. The staff of 4 CRPG will be prepared to provide introductory training to the Contractor prior to the start of the contract, with a view to better preparing the Contractor's staff to deal with the youth in question. Should discipline or behavior issues be present among the participants, CRPG staff will work with the Contractor to resolve these issues. Several JCRs who speak a language other than English as their first language, may be present. The contractor shall be prepared to work through the 4 CRPG staff or other JCRs to transmit information to these JCRs as necessary.
3. The 4 CRPG intent is that this contract be for a firm requirement for the summer of 2019 only.

Background

4. The Junior Canadian Rangers (JCRs) is a youth development program of the Canadian Armed Forces (CAF) that provides experiential learning opportunities and skills to youths aged 12 - 18 who live in remote or isolated communities. JCR training is focused on: Traditional skills (historical, cultural, recreational, or economic); Life Skills (common everyday skills, safety); and Canadian Ranger Skills (living on the land).
5. The aim of the National Leadership Enhanced Training Session (NLETS) is to bring together older JCRs from across the five Canadian Ranger Patrol Groups across Canada who have demonstrated leadership potential to conduct adventurous outdoor training. This includes skill development and challenge, coupled with leadership development in accordance with the JCR mandate. Introductory leadership training will be provided to all of the JCR participants before the contractor-lead portion of NLETS, in order for those leadership skills to be practiced and developed by CAF staff during the event.

6. Requirements

6.1 The Training Program

The Contractor must develop and provide an eight day training program for 42 JCRs and 12 adults. The group will be divided into two syndicates with each syndicate consisting of 21 JCRs and 6 adults. The training program must be divided into two, four-day training blocks as per Table 6.1.1 and 6.1.2. Both training blocks must be conducted concurrently, with each syndicate participating in both training blocks back-to-back.

Each training block must have the following content and meet the stated learning objectives along with any other special requirements identified below:

6.1.1 Sea Kayak

Objective	To provide a basic training on Sea Kayaking skills
Duration	4 days for each group <ul style="list-style-type: none">• 1 Day for basic knowledge training• 3 Days of practical hands-on training
Topic	<p>Basics of Sea Kayaking</p> <ul style="list-style-type: none">(a) Parts of a kayak;(b) Identification and use of safety equipment;(c) Carrying and transporting a kayak;(d) Entering and exiting the kayak safely (on land and in water);(e) Wet exit;(f) Stroke development (forward, reverse, sweep, draw);(g) Packing gear and loading a kayak for a trip;(h) On water communication (marine VHF and hand signals);(i) Hazards on the water;(j) Self-recovery;(k) Introduction to marine navigation/charting; and(l) Travel safely across the ocean in a group of sea kayaks. <p>Advanced Sea Kayaking (Practical Hands-on Training at Sea)</p> <ul style="list-style-type: none">(a) Participate in a three-day, two-night sea kayaking and camping expedition in not more than Beaufort Sea State/Scale #4 wind and ocean conditions, in not more than Class II waters.
Special requirements	<ul style="list-style-type: none">• As per SKGABC regulations, the instructor/guide to participant ratio must not exceed one to five (1:5).

	<ul style="list-style-type: none"> The senior guide with each sea kayaking group must hold a minimum of Level 2 Sea Kayak Guides Association of BC (SKGABC) or equivalent, with other sea kayak guides being Assistant Overnight Guide (AOG) qualified or equivalent. All instructors must hold appropriate industry and safety qualification for any training proposed. Must provide the sea kayaks (doubles for the JCRs and singles for the adults (due to numbers, one adult and JCR must share a double)), and all required safety gear including Personal Flotation Devices for all participants, While sea kayaking on the ocean, the contractor must possess and maintain contact with marine safety authorities using marine VHF radios. Contractor's staff using these radios must be qualified as Restricted Operators;
Note	<p>Must accommodate participants:</p> <ul style="list-style-type: none"> Who may exhibit behavioural or cognitive issues as per Article 2

6.1.2 Adventurous outdoor activities

Objective	<ul style="list-style-type: none"> To provide a challenging adventurous outdoor activities common to the local area To provide a learning opportunity
Duration	<p>4 days for each group (8AM – 5 PM)</p> <ul style="list-style-type: none"> 2 Days of outdoor activities 2 Days of skills/knowledge development
Topic	<p>Outdoor Activities may include, but are not limited to:</p> <ul style="list-style-type: none"> (a) Mountain biking, (b) Hiking; and (c) Rock climbing. <p>Skill and Knowledge Development may include, but are not limited to:</p> <ul style="list-style-type: none"> (a) Environmental education/awareness (marine and/or land), (b) Biodiversity, (c) Traditional foods and cooking methods accustomed to the local area, (d) Survival skills, (e) First Nations culture; and (f) Local history

Special requirements	<ul style="list-style-type: none">• The instructor/guide to participant ratio for the <u>outdoor activities</u> must not exceed one to eight (1:8), while the instructor/guide to participant ratio for the <u>skill or knowledge development</u> must not exceed one to twelve (1:12).• Must provide all of the equipment and appropriate safety gear to support the training.• Proposed training must focus on providing experiential learning (hands-on) accustomed to the local area.• Support and encourage Leave No Trace principles (Plan Ahead and Prepare, Travel and Camp on Durable Surfaces, Dispose of Waste Properly, Leave What You Find, Minimize Campfire Impacts, Respect Wildlife, and Be Considerate of Others) with the JCRs;
Note	<p>Must accommodate participants:</p> <ul style="list-style-type: none">• Who may exhibit behavioural or cognitive issues as per Article 2

6.2 Leadership Challenges

NLETS staff will be incorporating introductory leadership challenges into all training activities in order to enhance and develop the leadership ability of the JCRs. In half-day segments, JCRs will be identified as the section leader and must plan and complete one or more tasks, providing necessary direction and supervision to their section (10 x JCRs). In cooperation with the NLETS staff member present, it is expected that the contractor's staff will feed all direction, timings and objectives through the identified JCR section leader for implementation.

6.3 Contractor Responsibilities

The Contractor is responsible for the safety of its students at all times from the point they are received until such time they depart after training is complete. All pertinent safety standards should be known and complied with at all times in accordance with applicable Federal and Provincial/Municipal laws and regulations.

The Contractor is responsible for:

- Ensuring that each instructor is in possession of a radio/phones and can communicate with each other at all times.
- The co-ordination of movement and safety throughout the day.
- Checking weather and local conditions before training begins and adapting as necessary to the environmental conditions.
- Ensuring that participants are fully aware of how to correctly fit, wear and use equipment issued.
- Ensuring suitable management of groups and individuals at all times during training.

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- Ensuring briefings on hazards are given to all.
 - Ensuring that first aid equipment is carried by the senior instructor. The senior instructor must hold a valid Advanced Wilderness First Aid certificate.
 - Ensuring that each student is issued with serviceable and appropriate equipment for the activity.
 - The Contractor must hold valid permits/licenses to operate in the area identified in the training program.
 - The Contractor must ensure all their staff involved successfully complete a Vulnerable Sector Check.
 - The Contractor is responsible for following all National and/or Provincial Park regulations. For example landing sizes in National and/or Provincial Parks may be limited.

6.4 Meals

Must provide meals during the kayak out trip/expedition portion only, for each of the two groups for a total of 27 participants plus a 2 person safety boat team per group. For each group, this will include three x lunches, two x suppers, and two x breakfasts per person for the duration of the Sea Kayak training. (First day: Lunch and Supper; Second Day: Breakfast, Lunch and Supper; Third day: Breakfast and Lunch). All other meals will be provided at the base camp.

A Food Safe certificate must be provided for each member of the contractor's staff who will be preparing food not later than (NLT) one month before NLETS;

Due to the existing diets of our Primary Training Audience (PTA), a minimum of one meal daily must contain meat. The Contractor must be prepared to provide a specified number of gluten-free, vegetarian, and/or vegan meals while on the sea kayak expedition. Numbers of people for each type of meal will be identified two weeks prior to the camp. The Canadian Armed Forces (CAF) currently provides on the land meals at 1200 calories per meal, or 3600 calories per day and a similar caloric meal plan is recommended. A final meal plan must be confirmed 1 month prior to training according to students dietary requirements.

6.5 Medical Evaluation

The Contractor must facilitate and coordinate any necessary medical evacuation, if required.

6.6 Professionalism

The Contractor and their staff must at all times deport themselves in a professional, respectful and healthy manner when interacting with or in view of JCR participants. The consumption of alcohol, marijuana, or illicit drugs during the event is strictly forbidden. Cigarette smoking, if done, is to be done out of view of the JCRs.

7. **Constraints**

7.1 Location

Presently, three Group Campsites at Ruckle Provincial Park on Saltspring Island, BC have been booked and paid for, for the base camp for NLETS.

To facilitate any necessary medical evacuations, the training locations must be within 50 Km of the proposed base camp.

7.1.1 Features of the Base Camp

- 8700 square meters of space for 4 CRPG to use as a camp ground.
- Unlimited access to potable water.
- Garbage and Recycling receptacles (dumpsters) as well as frequent emptying of the dumpsters
- 6 Pit toilets/port a potties
- Gray Water receptacle
- 15 picnic tables
- Parking space for 12 Vehicles. Most Vehicles will be 2WD so access roads and parking must be usable by 2WD vehicles.
- Site availability from 9 - 20 Aug 19.

7.2 Language of instruction

The instruction must be carried out in English. English is not the first language of all participants so additional instruction may be required with some participants. Contractors may discuss any concerns with on-site DND personnel.

8. Client Support (DND) (NLETS)

The DND group will arrive at the base camp location on 10 August 2019. The eight days of training will begin on 11 Aug 2019 and end on 18 August. The DND group will depart the campsite facility following breakfast on 19 August.

DND will provide the following support:

- a. DND will provide sleeping bags and sleeping pads for all JCR participants;
- b. DND will provide a motorized safety boat with a two-person crew for the sea kayaking expeditions;
- c. DND adults will be included in each group of 27 people and will provide all non-training supervision and leadership development activities for the JCRs for the duration of the event;
- d. DND will supply the tents as accommodation for all JCR and NLETS staff participants;
- e. DND will supply the dry bags for all NLETS participants for the sea kayaking expedition;
- f. DND can provide mountain bikes for participants, if required;
- g. DND will supply each NLETS participant with a 2L water bottle;
- h. 4 CRPG will provide introductory training to familiarize the contractor and staff with the JCR trainees; and
- i. DND will coordinate all ground transport using vans for the trainees throughout.

9. Deliverables

9.1 After the Contract Award

The Contractor must be able to meet with the TA to conduct detailed planning of the activities not later than (NLT) June 11th, 2019 (two months before the contract start date). In-person meeting is preferred, but teleconference is acceptable if necessary.

The Contractor must provide the following to the TA, NLT June 11, 2019:

9.1.1 Sea Kayak Training:

- Qualification certificates for Sea Kayaking guides (Assistant Overnight Guide (AOG) qualified or equivalent);
- For Sea Kayak instructors: marine VHF Restricted Operator Certificate for Radio;
- Vulnerable Sector Clearance for all staffs proposed; and
- Valid Advanced Wilderness First Aid certificate for Senior Instructor.

9.1.2 Outdoor Adventure Training:

- All instructors must meet the minimum acceptable level of qualifications from a recognized organization in mountain biking or outdoor guiding, or a standard "intermediate level" certification common to all of below, or an acceptable combination of education, training and/or experience. Recognized organizations may include: CANBIKE, Association of Canadian Mountain Guides, International Mountain Bike Guides Association of Canada, Professional Mountain Bike Instructor Association;
- Vulnerable Sector Clearance for all staffs proposed; and
- Valid Advanced Wilderness First Aid certificate for Senior Instructor.

One Month prior to Training Start Date:

The Contractor must teleconference with the Technical Authority not later than one month prior to the start date of the event to review requirements and finalize meal plans and other details.

The Contractor must provide the following to the TA:

- A Food Safe certificate for each member of the contractor's staff who will be preparing food.

Delete: ANNEX A2 – TECHNICAL EVALUATION – MANDATORY CRITERIA

Insert: As Below

ANNEX A2 - TECHNICAL EVALUATION

A bid must comply with the requirements of the Solicitation and meet all mandatory technical evaluation criteria listed below to be declared responsive and given further consideration in the evaluation process.

Substantial Information: Bidders must demonstrate their compliance with the Mandatory sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders should identify where requested in the tender document, where the substantial information for each of the sections identified below can be found. Failure to provide this information with the bid will render the bid non-responsive.

ITEM	MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET	REFERENCE TO BIDDER'S PROPOSAL
<u>Location</u>				
M1	The Contractor must provide the training within 50 kilometres of Ruckle Provincial Park.			
M2	The Contractor must identify the proposed training locations for each of the proposed activities, including overnight camping locations during the sea kayak expedition, in their proposal and confirm they are licensed and/or authorized to access those areas. Detailed plans are to be developed in cooperation with the Technical Authority by no later than one month before the training commences.			
M3	The Contractor must provide the training from 11 August 2019 to 18 August 2019.			
<u>Training Program</u>				
M4	The Contractor must provide a draft schedule outlining the dates and times that the training activities will be delivered. The training schedule must include: Topics listed in Article 6.1.1, Sea Kayak Topics listed in Article 6.1.2, Adventurous Outdoor Activities			

M5	The proposed adventure training program must include two (2) days of outdoor activities conducted in an outdoor setting.			
M6	The proposed adventure training program must include two (2) days of skills/knowledge development related to the local area.			
<u>Qualification</u>				
M7	The proposed senior guide with each sea kayaking group must hold a minimum of Level 2 Sea Kayak Guides Association of BC (SKGABC) or equivalent AND all other Sea Kayak Guides must be Assistant Overnight Guide (AOG) qualified or equivalent. Ratio of guides to students is 1:5 therefore minimum number of guides = 5.			
M8	Outdoor activity instructors must possess at least two (2) years of experience in providing outdoor activity training to youth. <i>One year is defined as twelve (12) months of cumulative volunteer or employment experience and must be substantiated in a resume/curriculum vitae.</i>			
M9	Skill/knowledge development instructors must possess at least two (2) years of experience in providing skill/knowledge development training to youth. <i>One year is defined as twelve (12) months of cumulative volunteer or employment experience and must be substantiated in a resume/curriculum vitae.</i>			
<u>Meal Plan & Potable Water</u>				
M11	The Contractor must provide a draft nutritious meal plan that supports the caloric needs of the physical aspects of the training for all the participants for the duration of the Sea Kayak Expedition.			
M12	The Contractor must specify how sufficient certified potable drinking water will be provided while on the sea kayak expedition.			

<u>Medical Evacuation</u>				
M13	The Contractor must provide a synopsis of how they would facilitate and coordinate any medically necessary evacuation and must provide their Standard Operating Procedures for casualty evacuation.			
<u>Corporate Experience</u>				
M14	<p>Bidders must provide a document demonstrating corporate experience dealing with large organized groups such as other cadet camps, school outings, or other youth groups participating in outdoor adventurous activities within the last five (5) years.</p> <p>The document must reference at least <u>two (2) contracts</u> that demonstrate the Bidder's ability to perform the work specified in Annex A, Statement of Work.</p> <p>The document must include the following contract reference information for each contract:</p> <p><u>Contract Reference No. 1</u></p> <ol style="list-style-type: none"> Details of the customer(s) under the contract (name, address, telephone number, email address); Number of instructors; Number of participants; Age range of participants; Date(s) and duration of experience; Location(s) of experience. <p><u>Contract Reference No. 2</u></p> <ol style="list-style-type: none"> Details of the customer(s) under the contract (name, address, telephone number, email address); Number of instructors; Number of participants; Age range of participants; Date(s) and duration of experience; Location(s) of experience. 			

*Canada reserves the right to contact the customers using the contact information provided in order to confirm the information submitted by the Bidder.

TECHNICAL EVALUATION - RATED CRITERIA

Criteria	Description	Scoring Guideline	Max / Min Points	Points	Reference to bidder Proposal
R1	The proposed outdoor activities will be awarded points in accordance with the Scoring Guideline.	<ul style="list-style-type: none"> Rock Climbing, Mountain Biking, Hiking (2 points each) Zip line, Ropes course, canoeing (1 point each) Other applicable outdoor activities not listed (1 point each) <p>The training program must include minimum of two activities.</p>	8 / 2		
R2	The proposed skills/knowledge development activities will be awarded points in accordance with the Scoring Guideline.	<ul style="list-style-type: none"> Marine Biodiversity/Sea Life (low tide) (2 points) First Nations culture, cooking (2 points each) Traditional/Organic farming (2 points) Survival skills (applicable to the local area) (2 points) Environmental education/protection (2 points) Other applicable skills/knowledge development activities not listed (1 point) <p>The training program must include minimum of three activities.</p>	8 / 4		
R3	Sea Kayak Instructors possessing more than Level 2 Sea Kayak Guides Association of BC (SKGABC) or equivalent will be awarded points in accordance with the Scoring Guideline	<ul style="list-style-type: none"> SKGABC Level 3 Guide (2 points) SKGABC Class 4 Waters Endorsement (4 points) SKGABC Guide Trainer (6 points) SKGABC Guide Examiner (8 points) 	8 / 0		

R4	Instructor personnel possessing more than two (2) years of experience providing outdoor activity training to youth will be awarded points in accordance with the Scoring Guideline	3 years (2points) 4 years (3 points) 5 years (4 points) 5+ years (5 points) <i>One year is defined as twelve (12) months of cumulative volunteer or employment experience and must be substantiated in a resume/curriculum vitae.</i>	5 / 0		
R5	Instructor personnel possessing more than two (2) years of experience providing skills/knowledge development training to youth will be awarded points in accordance with the Scoring Guideline	3 years (2points) 4 years (3 points) 5 years (4 points) 5+ years (5 points) <i>One year is defined as twelve (12) months of cumulative volunteer or employment experience and must be substantiated in a resume/curriculum vitae.</i>	5 / 0		
Minimum Mandatory Score			6		
Total Score					

Bidders must ensure their bids contain sufficient details to demonstrate their ability and understanding of the requirement to the evaluators.

Max = maximum number of points; Min = mandatory passing mark.

Bidders must obtain the required minimum points for EACH criterion with a pass mark. Bids not meeting this criteria will be declared non-responsive and not evaluated further.

All other terms and conditions remain unchanged.