

Statement of Work for SRI-IRN for 2019 -2020

1.0 Scope

1.1 Title

Instructor to deliver legislative courses in both official languages in support of the Ship Radio Inspection (SRI) program.

1.2 Introduction

The need for a qualified bilingual Instructor to provide the training necessary for Electronics Engineering Systems Technologists to perform ship radio inspections onboard Canadian and International vessels on behalf of Transport Canada, Marine Safety. The courses are designed to give the maintenance technologists, new and already qualified Ship Radio Inspectors a full understanding or update of the Ship Radio Inspection Program.

1.3 Objectives of the Requirement

To update the formal training documentation package as Canadian and International regulations are amended, and to deliver a Ship Radio Inspection (SRI) Legislative Course in French. The training shall include any and all references to Canadian and International regulations as they apply to the Ship Radio Inspection Program.

The training shall be delivered at the Canadian Coast Guard Station in Quebec City, Quebec in a classroom environment with a maximum of 10 participants.

1.4 Background, Assumptions and Specific Scope of the Requirement

The training of Regional Electronics Maintenance Technologists is highly specialised. Their role as members of the technical community is to support, maintain and repair the department's physical assets.

The CCG College currently does not have the resources to deliver this training, which is required by the Canadian Coast Guard. Therefore, we must look to outside contractors who have the knowledge and capacity to assist in delivering this technical training.

While on site, the Contractor must adhere to Department of Fisheries and Oceans policies and guidelines regarding Health and Safety in the Workplace.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The Department of Fisheries and Oceans Canada, Canadian Coast Guard College, in Sydney, Nova Scotia, requires the service of the qualified bilingual instructor to provide the following:

- The Contractor shall provide a clear explanation of regulations which have been recently repealed and reference the new regulations, where applicable.
- The Contractor shall provide a full understanding and a clear update/refresher to the Ship Radio Inspection Program,
- The Contractor shall provide a clear explanation of the safety practices while performing Ship Radio Inspections. The Contractor shall make reference to the Canada Labour Code Part II, Transport Canada Regulations (TP5021), Maritime Occupational Health and Safety Regulations (SOR/2010-120) and the Right to Refuse Dangerous Work,
- The Contractor shall explain the Quarantine Act according to the Department of Justice and its importance to the Ship Radio Inspection Program,
- The Contractor shall describe the radio coverage and the sea areas versus the radio equipment requirements,
- The Contractor shall explain the Ship Station Radio Regulations, 1999 according to the Canada Shipping Act, 2001
- The Contractor shall explain the Ship Station (Radio) Technical Regulations, 1999 according to the Canada Shipping Act, 2001
- The Contractor shall provide a summary of the Ship Station Radio Regulations, 1999 and the Ship Station (Radio) Technical Regulations, 1999
- The Contractor shall give a clear explanation of the regulations and requirements for VHF Radiotelephone equipment and Digital Selective Calling equipment,
- The Contractor shall explain the requirements for the INMARSAT Ship Earth Stations,
- The Contractor shall explain the regulations for Enhanced Group Calling equipment,

- The Contractor shall explain the regulations for International Navtex Service receiving equipment,
- The Contractor shall explain the requirements for Emergency Position Indication Radio Beacons (EPIRBs) and Search and Rescue Radar Transponders (SARTs),
- The Contractor shall explain the regulations for Survival Craft VHF Radiotelephones,
- The Contractor must be or have been authorized to perform Ship Radio Inspections and issue certificates on behalf of Transport Canada-Marine Safety
- The Contractor shall explain the regulations for VHF-Radio Direction Finding (VHF-DF) equipment,
- The Contractor shall explain the Fishing Vessel Regulations (Large and Small) according to the Canada Shipping Act, 2001
- The Contractor shall explain the Shipping Safety Control Zones Order,
- The Contractor shall explain the Home Trade Inland and Minor Waters Regulations,
- The Contractor shall explain the Great Lakes Agreement,
- The Contractor shall explain the Lifesaving Equipment Regulations (LSER),
- The Contractor shall explain the Navigation Safety Regulations (NSR),
- The Contractor shall describe the certificates issued by inspectors during domestic inspections and explain their application,
- The Contractor shall explain the regulations which apply to vessels navigating in Arctic Waters, and Mobile Offshore Drilling Units (MODUs),
- The Contractor shall explain the International Convention for the Safety of Life At Sea (SOLAS) according to the International Maritime Organization (IMO),
- The Contractor shall explain the regulations for Watchkeeping requirements, according to the Standards of Training, Certification and Watchkeeping for Seafarers (STCW)
- The Contractor shall explain the regulations and requirements governing the Sources of Electrical Energy,

- The Contractor shall explain the regulations and requirements governing the Emergency Sources of Electrical Energy.
- The Contractor shall administer a written theory examination, as a means to evaluate the learners' knowledge of the Ship Radio Inspection program
- The Contractor shall prepare a multimedia CD (or USB flashdrive) which includes the course content and references or links to all Regulations and Acts pertinent to the Ship Radio Inspection Program,

The Contractor shall provide a student course evaluation form to enable the course participants to fully evaluate the course in terms of level of satisfaction, ability to apply the knowledge acquired to their work, the level of learning which occurred in the course and make recommendations for improvement to course content and approaches,

The Contractor shall prepare an End of Course Report and make some comments on the Candidate Report Forms for each of the candidates.

Deliverables

The Contractor must deliver a complete update of the Student and Instructor manuals according to DFO/Coast Guard Standards for the Ship Radio Inspection Legislative Courses in both official languages. Deliver a formal course package as per Canadian Coast Guard College – Electronics and Informatics Technical Training (EITT) departmental standards.

Deliver one SRI Legislative Course in French (8 days in duration). The Ship Radio Inspection Course is scheduled for June 11-20, 2019.

Deliverable: June 11th-20th, 2019,– Deliver one French session of the Ship Radio Inspection Course (8 day duration) on location at the Canadian Coast Guard Station Quebec City, Quebec,

Reports

The Contractor must verbally report his progress to the Superintendent, Electronics and Informatics Technical Training (EITT) on a bi-weekly basis. At the end of the course dated June 11-20, 2019 complete a report.

2.2 Specifications and Standards

This SOW is to be delivered in a classroom environment with the aids of provided laptops. Validation will be confirmed by an exam for the legislative update course.

All documentation deliverables (reports, manuals, two copies each unless otherwise stated) shall be provided to the Superintendent of EITT in hardcopy (paper) and softcopy (electronic format). The hard copies shall be on 8 1/2 X 11 inch white bond paper. All electronic deliverables shall be provided in MS word 2010, Adobe Acrobat and HTML. The source code for the HTML Version must be included in the deliverables:

- (a) Training Assessment
- (b) ITS Technical Training Manual (Client's Standards)
- (c) EITT Publication Standard (formatting)

2.3 Technical, Operational and Organizational Environment

The Canadian Coast Guard will provide the training space and equipment for the course delivery. The Contractor will be responsible for his own travel arrangements, meals and accommodations. Travel expenses will not be reimbursed.

2.4 Method and Source of Acceptance

The delivery of this training will be monitored to ensure the Client's needs are met. Course participants also complete an assessment of training following the delivery of this training to allow the Superintendent of EITT to report to the National Technical Training Committee on the outcome of this training.

Payment will be made immediately following the deliverable of the Ship Radio Inspection Course on June 11-20, 2019 of the full contract amount.

2.5 Reporting Requirements

The Contractor is responsible to submit a detailed End of Course report with the results of the training and any deficiencies identified for corrective action. A Candidate report for each trainee is also required, for approval of the Superintendent EITT and submission to CCG Headquarters.

2.6 Project Management Control Procedures

Any and all details of this contract will be addressed through the office of the Superintendent of EITT.

2.7 Change Management Procedures

For any changes to the scope of work including deliverables must be pre-approved by the Project Authority Tim Carr.

2.8 Ownership of Intellectual Property

The Crown will own IP -The Department of Fisheries and Oceans will retain ownership of the intellectual property, invoking the appropriate exception from Section 6.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Obligations

The Department of Fisheries and Oceans/Canadian Coast Guard will provide the the training space required. The Project Authority will provide a Table of Regulations which has already been translated. The Contractor must use these translated regulations when preparing the instructor manuals.

The Instructor will use a classroom equipped with a Smartboard and projector. The Contractor (Instructor) will be given the option to use the classroom computer connected to the SmartBoard to deliver the training presentation, or may use his own laptop if preferred.

3.2 Location of Work, Work site and Delivery Point

The updating of the Student and Instructor manuals will be done at the Contractors' facilities. The training will be conducted on location at the Canadian Coast Guard Station Quebec City, Quebec

3.3 Language of Work

The Contractor must be able to work in both the official languages English and French.

3.4 Security Requirements

It is a condition that, prior to performance of any obligation under any contract resulting from this ACAN, the Contractor and sub-contractors and their employees assigned to the performance of such contract will be security cleared by the federal government at the Reliability level. According to the Security Requirements Check List

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately *2 weeks in total* commencing on or about June 11, 2019. The expected completion date of this project is June 20, 2019.

5.0 Required Resources or Types of Roles to be Performed

The contractor will need to update the training material pertinent to the current regulations, in both official languages. The Contractor shall also deliver the training at the Canadian Coast Guard Station, Quebec City, Quebec. The training session includes one 8 day SRI Legislative course in French. The course is scheduled for delivery from June 11-20, 2019.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents

The Contractor shall reference any and all applicable regulations relevant to the Ship Radio Inspection Program. These are specified in section 2.1 above.