

Procurement Hub – Ottawa Office
Centennial Towers, 200 Kent Street
9th Floor, Station 9N088C
Ottawa, Ontario
K1A 0E6

FP802-190072

May 23, 2019

ADVANCED CONTRACT AWARD NOTICE

TITLE:

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

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.

BACKGROUND:

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.

PURPOSE:

To provide public notification that the Department of Fisheries and Oceans is considering awarding a contract to:

Birchy Copse Training Services
976 Monica Crescent, Centreville, Nova Scotia, Canada, B0P 1J0



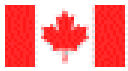
MINIMUM ESSENTIAL REQUIREMENTS:

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements.

	Mandatory Criteria	Targeted Section in Statement of Work	Fulfill criterion (✓)	Page N° in proposition
M1	The Contractor must be certified as Ship Radio Inspector by the Program Manager, Ship Radio Inspections in Ottawa. The Contractor must be authorized to perform Ship Radio Inspections and issue certificates on behalf of Transport Canada-Marine Safety	2.1		
M2	The Contractor must be bilingual in the English and French Language	2.1		
M3	The bidders must have “Enhanced Reliability Status” security classification	3.7		
M4	The Contractor must have a working knowledge of Canadian Coast Guard Training Standards, Agreements, Acts, and Regulations stipulated in the Statement of Work (SOW) attached in Section 2.1.	2.1		
M5	The Contractor must have a working knowledge of MS Word, Adobe, and HTML	2.1		
M6	The Contractor must have a working knowledge of the Ship Radio Inspection Program as established within the Canadian Coast Guard.	2.1		

JUSTIFICATION:

There are no other alternative sources as the selected company is the only one with the capacity and skill set within our budget. Additionally, this company is already well versed in CCG's processes, procedures and operational requirements.



INTELLECTUAL PROPERTY:

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the contract.

WORK REQUIREMENTS:

Consult the technical specifications for the details.

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.

LEVEL OF EFFORT AND CONTRACT DURATION

The period of the Contract will be from June 11, 2019 to June 20, 2019 inclusive.

TRAVEL:

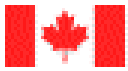
No travel will be reimbursed.

VALUE:

The total firm lot price for the contract period is \$23,125.00 CDN (Excluding Taxes).

SECURITY:

It is a condition that, prior to performance of any obligation under any contract, 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 Enhanced Reliability level. According to the Security Requirements Check List



LOCATION OF WORK:

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.

RESPONSE:

Suppliers who consider themselves fully qualified and available to provide the services described herein, may submit a Statement of Capabilities in writing to the Contracting Officer identified in this Notice (See below) on or before the closing date. The Statement of Capabilities must clearly demonstrate how the supplier meets the requirement described herein.

The closing date and time for accepting written statements of capabilities challenging this requirement, is **June 6, 2019 at 2p.m. (EST)**. As it is intended to proceed in a timely manner, responses received after the closing date will not be considered.

Inquiries and statements of capabilities are to be directed to:

Andrew Clouthier

Contracting Officer

Procurement Hub – Ottawa Office

Telephone: (613)-293-6805

E-mail: Andrew.Clouthier@dfo-mpo.gc.ca

Statement of Capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a competitive procurement. Information provided will be used by DFO for technical evaluation purposes only, and will not to be construed as a proposal. Your written Statement of Capabilities must provide sufficient evidence that demonstrates it is capable of fulfilling the specified requirements. Suppliers who submit a Statement of Capabilities prior to the closing date and time will be notified in writing as to the Department's decision whether it will continue with the aforementioned procurement, or proceed to a full bid solicitation process.

Should you have any questions concerning this requirement, please contact the identified Contracting Officer. The DFO file number, the Contracting Officer's name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of a facsimile transmission, on the covering page. Documents may be submitted in either official language of Canada.

APPLICABLE STATUTORY AND REGULATORY REQUIREMENTS

Applicability of the following policy requirements applicable to this ACAN process is the following applicable sections:



POLICY INFORMATION

Applicable Exceptions to Soliciting Bids under the Government Contracts Regulations (GCRs) (Section 6):

Government Contracts Regulations (GCRs), 6d) only one person or firm is capable of performing the work
10.2.5 Exception (d) sets competitive bidding aside when only one person or firm can do the job. This exception is quite definitive and should be invoked only where patent or copyright requirements, or technical compatibility factors and technological expertise suggest that only one contractor exists. This exception should not be invoked simply because a proposed contractor is the only one known to management.

LANGUAGE OF WORK:

Bilingual- English/French