



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca and Stephane.Julien2@dfo-mpo.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title – Sujet Incident Command System (ICS)-Based Exercise Support: Development, Facilitation, Evaluation and Training		Date June 11 , 2019
Solicitation No. – N° de l’invitation FP802-190046		
Client Reference No. - No. de référence du client F5411-19104		
Solicitation Closes – L’invitation prend fin At /à : 2:00 PM, Eastern Daylight Time (EDT) On / le : July 23, 2019		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Stephane Julien Email – courriel: Stephane.Julien2@dfo-mpo.gc.ca		

Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l’entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d’imprimerie)	
Signature	Date



May 2018 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security clearances requirements , but there are security requirements indicated in Section 6.1 for this requirement.

1.2 Statement of Work

The Work to be performed is detailed under the Statement of Work at Annex "A".

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement; Canada-Chile Free Trade Agreement; Comprehensive and Progressive Agreement for Trans-Pacific Partnership; Canada-Colombia Free Trade Agreement; Canada-European Union Comprehensive Economic and Trade Agreement; Canada-Honduras Free Trade Agreement; Canada-Korea Free Trade Agreement; North American Free Trade Agreement; Canada Panama Free Trade Agreement; Canada-Peru Free Trade Agreement; Canada-Ukraine Free trade agreement & the World Trade Organization Agreement on Government.

1.5 Procurement Ombudsman

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 opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

2.1 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 \(SACC\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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 contract.

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

For this requirement we require one (1) Bilingual at the advanced level Resource and two (2) English Essential Resources.

A separate proposal must be submitted for each proposed Resource.

A Bidder may submit bid proposals for more than one (1) consultant requirements (English Resource[s] or bilingual Resource).

A Bidder can propose the same Resource for both requirements (English Resource and bilingual Resource). However, one Resource cannot be awarded more than one (1) contract, as all three (3) Resources may be required to provide services at the same time.

2.3 Former Public Servant

Contracts awarded to 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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is



completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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
- 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 FPSs 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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? 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 adjustment 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 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 "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1) one soft copy in PDF format by email

Section II: Financial Bid (1) one soft copy in PDF format by email

Section III: Certifications (1) one soft copy in PDF format by email

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

A separate proposal must be submitted for each proposed Resource.

A Bidder may submit bid proposals for more than one (1) consultant requirements (English Resource[s] or bilingual Resource).

A bidder can propose the same Resource for both requirements (English Resource[s] and bilingual Resource). However, one Resource cannot be awarded more than one (1) contract, as all three (3) Resources may be required to provide services at the same time.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment (Annex B).

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.



3.1.2 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The Crown reserves the right to validate all information provided in the bid.

The Bidder must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

It is mandatory that the following information be provided by the Supplier:

Proposed Resource Name:

Only one (1) Box can be marked per proposed Resource

- ICS-Based Exercise Support Resource (Bilingual Resource at the Advanced Level)
- ICS-Based Exercise Support Resource (English Resource at the Advanced Level)

No.	Mandatory Requirement	Criteria Met (✓)	Proposal Cross-reference Page
M1	Within the bid submission, the Bidder must provide a detailed, up-to-date resume for the proposed resource. The resume submitted must be in chronological order and include relevant training and work experience as it relates to the requirements of the work to be performed under this contract.		



M2	<p>The Bidder must provide proof that the proposed resource has received Incident Command System (ICS) accreditation at the ICS-400 level by a recognized institution.</p> <p>Proof is considered to be a copy of the certification or equivalent (e.g. a letter from the certification authority) and must be provided with the bid.</p> <p>CCG recognizes certification or equivalent from the following: ICS Canada, National Wildfire Coordinating Group, Federal Emergency Management Agency, US Coast Guard, Canadian Interagency Forest Fire Centre, National Fire Academy and United States Department of Agriculture.</p>		
M3	<p>The Bidder's proposed resource must have at least 5 years' experience in the field of emergency/incident management in an operational environment.</p> <p>The Bidder must demonstrate this experience with project examples. For each project example cited as experience, the Bidder must within their proposal provide one (1) reference and include the following information identified on the proposed resource's resume:</p> <ul style="list-style-type: none">a) The name of the client organization (to whom the services were provided);b) The name, title, telephone number and e-mail address of the Project Authority (Project Authority may be contacted to validate information provided in the bid submission);c) A brief description of the type and scope of services that meets the identified criteria provided by the resource; andd) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).		
M4	<p>The Bidder must demonstrate that the proposed resource has gained experience developing a minimum of two (2) complex* incident management exercises in an operational environment.</p> <p>*Complex exercise is defined as at least a Type 3 incident (exercise) which extends into multiple operational periods and where a written Incident Action Plan is required for each operational period.</p>		



M5	<p>The Bidder must demonstrate that the proposed resource has gained experience facilitating a minimum of two (2) complex* incident management exercises in an operational environment.</p> <p>*Complex incident management exercise is defined as at least a Type 3 incident (exercise) which extends into multiple operational periods and where a written Incident Action Plan is required for each operational period.</p>		
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POINT RATED TECHNICAL EVALUATION CRITERIA

Point rated criteria is used to establish the minimum requirements by setting a passing mark that a response must meet to be considered valid.

ICS-BASED EXERCISE SUPPORT RESOURCE

**Evaluation of Exercise Development, Facilitation and Evaluation Consultant
Point Rated Criteria**

The experience of the proposed resource must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

For each project example cited as experience, the Bidder must within their proposal provide one (1) reference and include the following information identified on the proposed resource's resume:

- a) The name of the client organization (to whom the services were provided);
- b) The name, title, telephone number and e-mail address of the Project Authority (Project Authority may be contacted to validate information provided in the bid submission);
- c) A brief description of the type and scope of services that meets the identified criteria provided by the resource; and
- d) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).

Note to Bidder: Exercises designed and facilitated as part of ICS training courses do not constitute acceptable project examples for the purposes of this requirement. Acceptable exercise examples include discussion-based exercises (such as seminars, workshops and tabletop exercises) and operations-based exercises (such as drills, functional exercises and full-scale exercises) whose length was at least one day.

	<u>Rated Technical Criterion</u>	<u>Maximum Points</u>	<u>Point Breakdown</u>	<u>Cross Reference to Proposal [Bidder to provide]</u>
<u>R1</u>	The Bidder should demonstrate that the proposed resource has gained experience developing	<u>15 points</u>	5 points per project, up to a maximum of 3 projects.	



	<p>complex* incident management exercises in an operational environment</p> <p>*Complex exercise is defined as at least a Type 3 incident (exercise) which extends into multiple operational periods and where a written Incident Action Plan is required for each operational period.</p>		<p><i>Note:</i> For the purpose of R1, the examples provided under Mandatory Requirement M4 will not be considered – the examples provided here must be in addition to the minimum of two (2) projects provided as per M4.</p>	
R2	<p>The Bidder should demonstrate that the proposed resource has gained experience facilitating complex* incident management exercises in an operational environment</p> <p>*Complex incident management exercise is defined as at least a Type 3 incident (exercise) which extends into multiple operational periods and where a written Incident Action Plan is required for each operational period.</p>	<u>15 points</u>	<p>5 points per project, up to a maximum of 3 projects.</p> <p><i>Note:</i> For the purpose of R2, the examples provided under Mandatory Requirement M5 will not be considered – the examples provided here must be in addition to the minimum of two (2) projects provided as per M5.</p>	
R3	<p>The Bidder should demonstrate that the proposed resource has gained experience evaluating complex* incident management exercises in an operational environment</p> <p>*Complex exercise is defined as at least a Type 3 incident (exercise) which extends into multiple operational periods and where a written Incident Action Plan is required for each operational period.</p>	<u>15 points</u>	<p>5 points per project, up to a maximum of 3 projects.</p>	
R4	<p>The Bidder should demonstrate that the proposed resource has received formal training in exercise development by a recognized institution.</p> <p>Proof is considered to be a copy of the training certification or equivalent (e.g. a letter from the certification authority with the name, supplier, duration and date of exercise training) and should be provided with the bid. Formal</p>	<u>5 points</u>	<p>5 points will be allocated for proof of exercise development training by a recognized institution.</p>	



	<p>training should consist of a minimum of 30 training hours.</p> <p>A designated educational institution is an institution of learning identified by <u>Employment and Social Development Canada (ESDC)</u> to be included on the Master List of designated education institutions, or, an institution accredited by U.S. Department of Education.</p>			
<u>R5</u>	<p>The Bidder should demonstrate that the proposed resource has gained experience applying plans, policies, procedures, regulations and/or legislation as it applies to incident management exercise development.</p>	<p><u>5 points</u></p>	<p>1 point per project, up to a maximum of 5 projects.</p> <p>The bidder should demonstrate <u>applying at least one (1) of the following items</u> as it applies to incident management exercise development:</p> <ul style="list-style-type: none"> • plans; • policies, • procedures, • regulations, and/or • legislation. 	
<p>Total Evaluated Score: (33/55 points minimum)</p>		<p><u>/55</u></p>		



4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit (70) and Price (30)

1. 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 of 27 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 45 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. 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 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. 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 contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.7
Overall Rating		1st	3rd	2nd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.



5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.2.3.5 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

- 6.1.1 The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to PROTECTED or CLASSIFIED information/assets.
- 6.1.2 The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- 6.1.3 The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- 6.1.4 Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

6.2 Statement of Work

The Contractor must perform the work detailed under Annex "A" Statement of Work.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2020 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1)-year periods, from April 1, 2020 to March 31, 2023, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Stephane Julien
Title: Senior Contracting Officer
Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 200 Kent Street, (9E0254)
Ottawa, ON K1A 0E6

Telephone: 343-548-5181
E-mail address: stephane.julien2@dfo-mpo.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be provided at the time of contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative - *(to be provided at the time of contract award)*

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.



6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid, as specified in Annex "B" for a cost of \$ **(To be inserted at contract award)** Customs duties are included and Applicable Taxes are extra.

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

6.7.1.4 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of expenditure

6.7.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ **(To be inserted at contract award)**. Customs duties are included, and Applicable Taxes are extra.

6.7.2.2 No increase in the total liability 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 Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in 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% committed, or
- b. four months before the contract 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.



6.7.2.3 If the notification is for inadequate contract 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 Canada's liability.

6.7.3 Method of Payment - Monthly

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);
- c. Wire Transfer

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2018-06-21) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List (*if applicable*);
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)



6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 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 \$25,000.00 for Goods and under \$100,000.00 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 opo-boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance G1005C (2016-01-28)

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.



ANNEX "A" - STATEMENT OF WORK

Incident Command System (ICS)-Based Exercise Support: Development, Facilitation, Evaluation and Training

1.0 INTRODUCTION

The Canadian Coast Guard (Coast Guard) is the Canadian federal government agency charged with maintaining a safe, secure and clean environment in Canadian waterways and coastal oceans. To fulfill this mandate, the Coast Guard utilizes a fleet of ships, aids to navigation, environmental response equipment and other facilities. The Coast Guard has implemented the Incident Command System (ICS) as its standard incident management methodology in order to improve operational effectiveness and interoperability with external agencies when responding to all-hazard maritime incidents.

The conduct of exercises while applying the principles and concepts of ICS enables Coast Guard and Department of Fisheries and Oceans (DFO) employees to apply the skills and knowledge gained through classroom instruction to scenarios within a structured exercise while executing their respective assigned functions as part of an incident management team.

Exercises also allow Coast Guard to validate the readiness of its response community through the exercising of the response arrangements in our contingency plans. This improves the effectiveness of response training, validates contingency plans and other critical response reference materials, practices and develops response techniques and procedures, and improves the design and execution of future exercises.

Exercising aims to incorporate the same cooperative management approach amongst the response community partners that would occur during the response to an incident. Exercises are coordinated at various levels and include stakeholders across Coast Guard and DFO, departments/agencies from Federal, Provincial and Municipal governments, international organizations and governments, as well as partners such as coastal communities, stakeholders and Indigenous communities, and the private industry.

2.0 BACKGROUND

The implementation of ICS at Coast Guard ensures effective overall command, control and coordination regardless of the scope, scale and complexity of an incident and enables a standardized approach to all-hazard incident response, events and operations, including:

- Environmental Response;
- Humanitarian Assistance;
- Maritime Security;
- Planned Security Events;
- Coast Guard Internal Incidents; and
- Major Maritime Incidents.

ICS-based exercises and the leveraging of existing operational program exercises play a significant role in Coast Guard readiness. They also help to clarify the roles and responsibilities assigned to Coast Guard employees and senior management (director or equivalent and above).

In order to support exercise development, execution and evaluation, Coast Guard wishes to hire up to three (3) resources who can support, facilitate and evaluate incident management exercises while applying the principles and features of ICS.



3.0 PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request for Proposals is to solicit proposals, on a competitive basis, to establish contract(s) for the delivery of all-hazard, ICS-based exercise support services to Coast Guard/DFO, particularly with design, facilitation, evaluation and exercise-specific training. The Contract would be for the 2019-2020 fiscal year (from time of Contract award to March 31, 2020), with the possibility of three (3) option years:

- Option year 1 – from April 1, 2020 to March 31, 2021;
- Option year 2 – from April 1, 2021 to March 31, 2022; and,
- Option year 3 – from April 1, 2022 to March 31, 2023.

Exercise support services will be provided on an “as and when” required basis as part of this Contract.

The contracts will be awarded individually to one or more bidders (i.e. the resources can be provided individually by separate Bidders, or all three (3) resources can be provided by a single Bidder).

- One (1) contract is for one Bidder to supply one (1) Resource who is fully bilingual in French and English at the advanced level.
- The other two (2) contracts are for one or more Bidders to supply up to two (2) Resources who are proficient in English at the advanced level.

Please refer to section 15 of this Annex for more information regarding language requirements.

PLEASE NOTE:

- A separate proposal must be submitted for each proposed Resource.
- A Bidder may submit a bid proposal for both consultant requirements (English Resource[s] or bilingual Resource).
- The bidder can propose the same Resource for both requirements (English and bilingual). However, one Resource cannot be awarded more than one (1) contract as all three (3) Resources may be required to provide services at the same time.

4.0 RELEVANT INFORMATION / MATERIAL

Canadian Coast Guard homepage
<http://www.ccg-gcc.gc.ca/>

Treasury Board Travel directive
<http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en%22%20l%20%22s98-tc-tm>

5.0 SCOPE OF SERVICES

The Bidder shall propose one (1), or up to three (3), Resources to provide all-hazard, ICS-based exercise support services to Coast Guard across Canada. These resources shall provide exercise support services (development, execution, evaluation as well as exercise-specific training) to the Manager, Office of Incident Management or his/her representative(s) for the contract period. Reporting to the Manager, Office of Incident Management, the Bidder's proposed Resource(s) shall provide all-hazard, ICS-based exercise support services including but not limited to the following tasks:

- 5.1 Researching and reviewing Coast Guard programs, fleet services and incident management plans and key documentation for the purpose of inclusion in upcoming exercises;



-
- 5.2 Contributing to the development of exercises, such as understanding the client's needs, defining scope and objectives of the exercise, identifying the approach and techniques to be used, and developing expected actions/scenarios/evaluation criteria;
 - 5.3 Developing or contributing to the development of exercise materials and documentation that include, but are not limited to: exercise plans; master task lists; control plans; evaluation handbooks; participant handbooks; scenario narratives; master sequence of events lists (MSELs); evaluation checklists; forms; and feedback surveys;
 - 5.4 Facilitating, mentoring, coaching and/or supporting the delivery of exercises, intended for Coast Guard, other Government departments, industry and/or stakeholder personnel;
 - 5.5 Delivering short, specific individual or collective training in direct relation to exercises;
 - 5.5 Performing analysis of material and information gathered during exercises;
 - 5.6 Analyzing and evaluating exercises;
 - 5.7 Facilitating "hotwashes" (post-exercise debriefs);
 - 5.8 Developing after-action reports (AARs) or similar documents and contributing to improvement plans;
 - 5.9 Delivering briefings (including development of presentations) on major results and findings after exercise evaluations;
 - 5.10 Writing, reviewing, editing and formatting documents and reports;
 - 5.11 Developing exercise-related briefings, presentations and project management documents.

Exercises will be based on ICS methodology and principles, and their scenarios may include but are not limited to the following categories:

- Environmental Response;
- Humanitarian Assistance;
- Maritime Security;
- Planned Security Events;
- Coast Guard Internal Incidents; and
- Major Maritime Incidents.

Exercises will include discussion-based exercises such as seminars, workshops, and tabletop exercises, as well as operations-based exercises such as drills, command post exercises and full-scale operational exercises. Participants will range from working level to senior management from Coast Guard and its partners.

6.0 CLIENT SUPPORT

The Manager, Office of Incident Management or his/her representative(s) will act as the overall coordinator of the services to be delivered under these Contracts.



The Manager, Office of Incident Management or his/her representative(s) will provide all applicable Coast Guard documentation that the Bidder's proposed Resource(s) may require to complete their activities.

7.0 TRAINING AND REPLACEMENT OF CONTRACTOR RESOURCES

With the exception of any familiarization training necessary for the Coast Guard environment, all training of Contractor resources is to be provided at the Contractor's expense. Familiarization training will not include training on any of the software tools or systems used by the Coast Guard. Training of Resources must not interfere with the contracted level of service and all costs are to be borne by the Contractor.

The Contractor will be responsible to ensure that all proposed Resources are assigned for the duration of the agreement and are not replaced without due cause. In the event that a Resource is to be replaced, it will be the Contractor's responsibility to ensure that there is no negative effect on the delivery of services covered by the Contract.

Should the Resource(s) named in the Bidder's proposal not be available for any reason, the Contractor shall immediately make available a fully qualified replacement Resource at the same or higher level, and at the same or lower cost as the Resource whom they are replacing. It should be noted that the replacement personnel would be evaluated in accordance with the criteria set in this Request for Proposals for the Resource category being replaced. The Project Authority retains the right to refuse the proposed replacement Resource(s) in which case, and within a reasonable period of time, alternate Resource(s) would be proposed.

In advance of the date upon which replacement Resources are to commence work, the Contractor shall notify in writing Coast Guard's Project Authority of the reason for the unavailability of the Resource(s) named in the Contract.

The Contractor shall then provide to the Manager, Office of Incident Management or his/her representative(s) the name(s) of the proposed Resources and an outline of their qualifications and experience of the proposed replacement Resources in relation with the Evaluation Criteria pertaining to this Request for Proposals.

Under no circumstances shall the Contractor allow performance of the services by replacement Resources that have not been authorized by the Manager, Office of Incident Management or his/her representative(s).

8.0 DELIVERABLES AND ASSOCIATED SCHEDULE

Interim and final versions of all deliverables will be submitted to the Manager, Office of Incident Management or his/her representative(s) electronically via e-mail, or in paper copy as required. Deliverable dates will be agreed upon as required throughout the duration of the Contract(s). Deliverables will be in English for the English Resources, and as required in either French or English for the bilingual Resource.

The level of effort below is only an estimate made in good faith and is not to be considered in any way as a commitment from the Government of Canada.



Required Resources	Initial Contract Period (Date of award to March 31, 2020)	Option Year 1 (April 1, 2020 to March 31, 2021)	Option Year 2 (April 1, 2021 to March 31, 2022)	Option Year 3 (April 1, 2022 to March 31, 2023)
One (1) ICS-Based Exercise Support Resource (Bilingual Resource)	Up to 180 days	Up to 180 days	Up to 180 days	Up to 180 days
One (1) ICS-Based Exercise Support Resource (English Resource)	Up to 180 days	Up to 180 days	Up to 180 days	Up to 180 days
One (1) ICS-Based Exercise Support Resource (English Resource)	Up to 180 days	Up to 180 days	Up to 180 days	Up to 180 days

The Resource must provide, in electronic format, each document upon completion to the Manager, Office of Incident Management or his/her representative(s) for review and comment. Revisions, recommendations, questions or comments will be provided to the Contractor to correct and/or address. Once the Manager, Office of Incident Management or his/her representative(s) has approved the draft document, the final version will be provided in both electronic and hard copy format.

All draft versions must be provided in electronic format only. When required, documents shall be delivered as required either/both in:

- paper copy utilizing:
 - o duplex printing
 - o plain bond recycled paper
- electronic version on an appropriate media (such as DVD, USB etc.) writable format such as:
 - o Adobe Acrobat
 - o Microsoft Word
 - o Microsoft Excel
 - o MicroSoft PowerPoint.

9.0 TRAVEL AND LIVING

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

The Contract awarded as a result of this Request for Proposal will include a Provisional Cost Allowance to cover authorized travel and living expenses, if required. All travel must have the prior authorization of the Manager, Office of Incident Management or his/her representative(s) and all payments are subject to government audit.

10.0 PROJECT SCHEDULE

10.1 EXPECTED START AND COMPLETION DATES

Exercise support services are required from the date of contract award to March 31st, 2020.



Coast Guard/DFO reserves the right to exercise three (3) additional twelve (12) month periods as follows:

- April 1, 2020 to March 31, 2021;
- April 1, 2021 to March 31, 2022; and
- April 1, 2022 to March 31, 2023.

The level of effort is only an estimate made in good faith and is not to be considered in any way as a commitment from the Government of Canada.

11.0 COORDINATION AND MEETINGS

After the award of a contract, the Contractor is responsible to identify information requirements and provide adequate and reasonable notice to the Manager, Office of Incident Management or his/her representative(s) so that appropriate arrangements can be made to help satisfy the requirements of the Contractor's proposed Resources.

An initial in-person meeting will be convened at the discretion of the Manager, Office of Incident Management no sooner than two (2) weeks after the contract is awarded. At this initial meeting, the Manager, Office of Incident Management or his/her representative(s) will present the proposed Resource(s) with an outline of work requirements and schedule to complete the scope of work. This meeting may be held individually with each Resource, or may include more than one Resource.

The validation of exercise documentation, development of tailored scenarios, exercise design and planning will be done mostly via teleconference and email correspondence. However, the Resources will be expected to attend and/or facilitate exercise planning meetings in person as required, and may be expected to attend work planning meetings in person as required.

Exercise support services will be provided throughout Canada in facilities as arranged by the Manager, Office of Incident Management or his/her representative(s). The Contractor's proposed Resource(s) will be given advance notice and are expected to make themselves available for the dates identified.

12.0 CONSTRAINTS

The contract deliverables must be completed no later than four (4) weeks after the completion of each year of the Contract, including any option years.

13.0 CONFIDENTIALITY

The Contractor and the Contractor's proposed Resource(s) shall not disclose any information gathered through assignment or the knowledge of pending assignments.

14.0 QUALITY CONTROL

Contractors may be required to monitor the quality of the services provided by their Resource(s) and document the findings. Copies of the documentation, detailing findings and remedial actions taken if required, are to be forwarded to the Manager, Office of Incident Management or his/her representative(s) as required by the Coast Guard. The Manager, Office of Incident Management or his/her representative(s) may review this documentation and require further action should it identify any deficiencies in the performed services when measured against the Contract objectives.

To ensure the quality of all exercise support services, at any time, the Office of Incident Management:

- may have a representative monitor meetings or exercises facilitated/attended by a Resource;



- may follow up with exercise design teams or participants and ask questions regarding the conduct of the exercise development and facilitation; and,
- will review the exercise evaluation forms that the participants complete.

15.0 OFFICIAL LANGUAGES

All services rendered as per this Contract must be in English and/or French. (Language competency is considered in terms of oral, comprehension, and written skills).

Bilingual Resource

The Resource must be proficient in both French and English at the advanced level as described in the table below.

English Resources

The Resources must be proficient in English at the advanced level as described in the table below.

Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and, • give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> • fully understand very simple texts; grasp the main idea of texts about familiar topics; and, • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on action taken; • give straightforward instructions to employees; and, • provide factual descriptions and explanations. 	A person reading at this level can: <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and, • distinguish main from subsidiary ideas. 	A person writing at this level can: <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> • support opinions, and understand and express hypothetical and conditioned ideas. 	A person reading at this level can: <ul style="list-style-type: none"> • understand most complicated details, inferences and fine points of meaning; and, • have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.

16.0 WORK LOCATION



The primary contacts from Coast Guard are located in the National Capital Region at 200 Kent Street in Ottawa, Ontario CANADA. The Resources are required to work remotely at the Contractor's facility and attend meetings and exercises in person throughout Canada as required.

Exercise support services will be provided throughout Canada in facilities as arranged by the Manager, Office of Incident Management or his/her representative(s).



ANNEX "B" – BASIS OF PAYMENT

TABLE 1 - Initial Contract (Contract award to March 31, 2020)

Name of Resource:	Bilingual or English	All-inclusive fixed Per Diem Rate	Estimated # of Days	Total
		A	B	C=A X B
			180 days	

TABLE 2 - Option year 1 (April 1, 2020 to March 31, 2021)

Name of Resource:	Bilingual or English	All-inclusive fixed Per Diem Rate	Estimated # of Days	Total
		A	B	C=A X B
			180 days	

TABLE 3 - Option year 2 (April 1, 2021 to March 31, 2022)

Name of Resource:	Bilingual or English	All-inclusive fixed Per Diem Rate	Estimated # of Days	Total
		A	B	C=A X B
			180 days	

TABLE 4 - Option year 3 (April 1, 2022 to March 31, 2023)

Name of Resource:	Bilingual or English	All-inclusive fixed Per Diem Rate	Estimated # of Days	Total
		A	B	C=A X B
			180 days	

TOTAL BID PRICE: TABLE 1 + TABLE 2 = TABLE 3 + TABLE 4 =	\$
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ESTIMATE FOR TRAVEL PER RESOURCE : \$ 21,876.07 CAD.



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	CANADIAN COAST GUARD	2. Branch or Directorate / Direction générale ou Direction OPERATIONS
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To establish up to three (3) contracts for the delivery of all-hazard, ICS-based exercise support services to Coast Guard/DFO, particularly with design, facilitation, evaluation and exercise-specific training.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COMSEC TOP SECRET	COMSEC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX “D” to PART 3 OF THE BID SOLICITATION - ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Wire Transfer