



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>ec.soumissions-bids.ec@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Worker Safety Monitoring System and Emergency Response</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000041797</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2019-10-09</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 3:00 P.M. on – le 2019-11-18</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time</p>	
	<p>F.O.B – F.A.B</p>		
	<p>Address Enquiries to - Adresser toutes questions à Heidi Noble Heidi.noble@canada.ca</p>		
	<p>Telephone No. – N° de téléphone 905-319-6982</p>		<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2023-01-31</p>		
	<p>Destination - of Services / Destination des services Canada</p>		
	<p>Security / Sécurité There is a security requirement associated with this requirement.</p>		
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>			
<p>Telephone No. – N° de téléphone</p>		<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>			
<p>Signature</p>		<p>Date</p>	

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TITLE - Worker Safety Monitoring System and Emergency Response

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Mandatory Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Safety Check-In Procedure Flow Chart, the Safety Check-In Directive, the Security Requirements Checklist, the Insurance Requirements, the Itinerary Monitor – Bidder Certification, and the Escalated Responder Call Centre – Bidder Certification.

2. Summary

- 2.1 Environment Canada has a requirement for a worker safety monitoring system and emergency response service for its employees that perform field work in remote locations, low traffic areas, and work that is medium to high risk as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the Contract is from date of Contract to January 31, 2023 inclusive.
- 2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).
- 2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

2.5 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PWGSC *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.

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 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: “sixty (60) days”

Insert: "one hundred and twenty (120) days"

2. Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant – Competitive Bid

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 FPS, 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 FPS in receipt of a pension, as applicable:

- a. name of former public servant;

- b. date of termination of employment or retirement from the Public Service.

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

Work Force 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.

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.

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

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

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

Note for electronic submission of bids:

In order to be considered, bids must be received no later than 1500h (3 p.m.) (Eastern Time) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: ec.soumissions-bids.ec@canada.ca

Attention: Heidi Noble

Solicitation Number: 5000041797

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

1.3 Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for for the performance of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding 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 "travellers", rather than those referring to "employees".
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.5 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 and the Proof of Proposal Test.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1.1 Mandatory Technical Criteria

Mandatory criteria are assessed on a simple pass/fail basis. Bids that fail to meet any of the mandatory criteria will be considered non-responsive.

Mandatory Technical Criteria are included in Attachment 1 to Part 4.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Bids which fail to meet the Mandatory Financial Criteria will be declared non-responsive.

Number	Criterion	Met/Not Met	Page Number
MF1	The maximum budget allocated for the provision of these services must not exceed: Year 1, from February 1, 2020 to January 31, 2021, \$235,000.00 Year 2, from February 1, 2021 to January 31, 2022 \$235,000.00 Year 3, from February 1, 2022 to January 31, 2023 \$235,000.00 Option Period 1, from February 1, 2023 to January 31, 2024, \$247,000.00 Option Period 2, from February 1, 2024 to January 31, 2025, \$247,000.00 applicable taxes extra, including all labour, associated costs and subcontractors. Bids valued in excess of this amount will be considered non-responsive. This disclosure of project funds does not commit Environment and Climate Change to pay such an amount.		

1.2.2 Evaluation of Price

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

1.3 Proof of Proposal Test for the lowest-priced responsive bid (following the financial evaluation):

Through the Proof of Proposal (PoP) Test, Canada will test the Bidder's system's capability for Module A proposed in the lowest-priced responsive bid (identified after the financial evaluation). This is to confirm that the Bidder's system will function as described in the bid and that it meets the Mandatory Technical

Criteria for Module A as defined in Part 4, Evaluation Procedures and Basis of Selection. The PoP Test will be demonstrated electronically and the Bidder is responsible for any costs incurred for the performance of the PoP Test. The Contracting Authority will notify the Bidder and request that the PoP Test commence within five (5) working days. A working day is defined as any day from Monday to Friday from 9:00 a.m. to 5:00 p.m. Eastern Time and excludes weekends and public holidays. Once the PoP Test has begun, it must be completed within two (2) working day.

The Bidder must provide one main representative and one alternative representative to contact for the PoP Test. The Bidder must provide the full name, email, and telephone number of both representatives. A representative of the Bidder is required to provide technical support during the PoP Test and should be available by telephone or email for the duration of the PoP Test. However, Canada is not required to delay the PoP Test if both of the named representatives are unavailable.

The Bidder must provide a demonstration on its web-based service, where a committee of ECCC employees can check in and be monitored by the service. ECCC will participate in this scenario by providing the Bidder with the employee's details and ECCC will complete any necessary setup on desktop computers, smart phones and personal locator transmitters (inReach) with the assistance of the Bidder. The Bidder must demonstrate that its proposed service is capable of meeting the following mandatory criteria:

1. The service must be available to monitored staff to allow them to check in and update their status;
2. The web-based dashboard must be available to ECCC monitoring staff so that they can monitor the status of staff active in the system and check on any updates to their itinerary;
3. The web-based dashboard must be able to track monitored staff with GPS accuracy while in active mode;
4. The service must demonstrate that if an employee fails to check in at a predefined time period an unconfirmed emergency will be triggered; and
5. The service must demonstrate that if an employee initiates an emergency situation requiring help, the system will notify the ECCC Contact(s) without delay.

ECCC must be able to monitor steps 4 and 5 above and the Bidder's system must contact the ECCC Escalated Responder for their response.

Canada will document the results of the PoP Test. If Canada determines that the Bidder's system does not meet any mandatory requirement identified for the PoP Test, the bid will fail the PoP Test and the bid will be deemed non-responsive. If a bid is deemed non-responsive, then Canada will proceed with the next lowest-priced responsive bid.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price that has successfully passed the POP Test will be recommended for award of a contract.

**ATTACHMENT 1 TO PART 4,
MANDATORY TECHNICAL CRITERIA**

A: Itinerary Monitor

Number	Criterion		Met/Not Met	Page Number
Experience				
M.1.	The Bidder must have a minimum of three (3) years of experience providing a worker safety monitoring system. The Bidder must submit its company profile and list experience providing a worker safety monitoring system.			
Mandatory Certifications In order to demonstrate that the Bidder meets the following mandatory certifications, it must sign and include Annex G with its bid.				
M.2.	The Bidder certifies that the itinerary monitor user interface, notifications, training and administration is available Canada-wide, 24 hours per day, 365 days per year, in both English and French.			
M.3.	The Bidder certifies that its system is accessible via landline telephones, cellular and smart phones, smart phone app, satellite phones, and two-way personal satellite communicators, to allow ECCC employees to activate and end monitoring, submit and modify itineraries, as well as activate the emergency response procedures as soon as possible through these devices.			
M.4.	The Bidder certifies that its system is available Canada-wide via a cloud based app on an encrypted server, compatible with Windows 10 and that the information stored in this system is available to the Bidder and select ECCC employees working under this Contract, in both official languages.			
M.5.	The Bidder certifies that it understands its role in Annex C, Safety Check -In Procedure Flow Chart. In Annex C the Bidder is referred to as the <u>Itinerary Monitor</u> .			
M.6.	The Bidder certifies that all location information about employees as well as their names and contact information will remain confidential, and only used for the purpose of emergency response.			
M.7.	The Bidder must allow customization of the system for adjustable check-in windows (for example 2 hours, 4 hours, etc.) for monitoring and check-in requirements between programs at ECCC.			
M.8.	The Bidder's system must use an application programming interface (API), and not an email server, to transfer data from satellite communication devices to the itinerary monitor to track check-ins.			
M.9.	The Bidder's system must allow ECCC employees to submit their trip itineraries prior to travel and it must be available for viewing by their supervisor in real time.			
M.10	The Bidder's system must allow ECCC employees the ability to update this itinerary or be able to leave additional information while in field status, even when the employees do not have internet or cell access and their supervisor has gone home for the day.			
	The Bidder's system must be equipped to send end-of-day			

M.11.	notifications for individual monitored employees or groups of employees.			
M.12.	The Bidder's system must track and display the movement and location of monitored employees who will carry devices stated in M.3. Access to the last known location and the "breadcrumb" trace of employees is essential to a successful emergency response.			
M.13.	The Bidder's system must provide the employee and approved third party access to a password-protected "dashboard" to show the status of all monitored employees, split by operational group. This dashboard allows the users, supervisors, Itinerary Monitor and Escalated Responder to track actions and enter comments as an emergency response progresses.			
M.14.	The Bidder's system must include the ability to customize and export data and reports, to allow analysis of timelines and other information relevant to employees monitoring and emergency response.			

Module B: Escalated Responder call centre

Number	Criterion	Met/Not Met	Page Number
Experience			
M.15.	The Bidder or call centre organization must have a minimum of three (3) years of experience providing an emergency response call centre. The Bidder must submit its company profile and list experience providing emergency response services.		
Mandatory Certifications In order to demonstrate that the Bidder meets the following mandatory certifications, it must sign and include Annex H with its proposal.			
M.16.	The Bidder certifies that the "Escalated Responder" call centre agents, training, and administration are available Canada-wide, 24 hours per day, 365 days per year, in both English and French.		
M.17.	The Bidder certifies that it understands its role in Annex C, Safety Check-In Procedure Flow Chart. In Annex C the Bidder is referred to as the <u>Escalated Responder</u> .		
M.18.	The Bidder certifies that the Escalated Responder emergency response call centre (Module B) is fully integrated into the Itinerary Monitor service (Module A).		
M.19.	The Bidder certifies that the Escalated Responder will work with ECCC to determine timelines and emergency response procedures, customizable to different ECCC programs within the same contract (for example the order of the steps for response may differ from one program to the next). These will be based on, but not necessarily identical to, the Annex C Safety Check-In Procedure Flow Chart.		

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

PART 6 – SECURITY AND OTHER REQUIREMENTS

1. Security Requirement

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the contract.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT *(at contract award, delete this line)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence and add the title of the requirement)*

Title: *(insert only at contract award)*

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

2.1 General Conditions

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

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED A**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED A**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - b. *Industrial Security Manual* (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to January 31, 2023 inclusive.

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 two (2) additional one (1)-year periods 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 fifteen (15) 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Environment Canada

Procurement and Contracting Division

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

Email address: _____

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.

5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
Email address: _____

The Technical Authority named above 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 Technical Authority, however the Technical 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.

5.3 Contractor's Representative

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

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
Email address: _____

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.

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, _____ (*insert, if applicable, "and profit,"*) as determined in accordance with the Basis of Payment in Annex _____, to a limitation of expenditure of \$ _____ (*insert the amount at contract award*). Customs duties are _____ (*insert "included", "excluded" OR "subject to exemption"*) and Applicable Taxes are extra.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- (b) 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:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) 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.

8. Invoicing Instructions

8.1 Monthly Payment

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.

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

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) 2010B General Conditions - Professional Services (Medium Complexity) (2018-06-21) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Safety Check-In Procedure Flow Chart

- (f) Annex D, Safety Check-In Directive
- (g) Annex E, Security Requirements Check List;
- (h) Annex F, Insurance Requirements
- (i) Annex G, Itinerary Monitor – Bidder Certification
- (j) Annex H, Escalated Responder Call Centre – Bidder Certification
- (k) 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)).*

12. Insurance Requirements – Specific requirement

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13. Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A, Statement of Work, Requirement Section of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

ANNEX A STATEMENT OF WORK

The Contractor hereby agrees to provide a worker safety monitoring system and an emergency response call centre.

Background

Environment and Climate Change Canada (ECCC) conducts research and monitoring activities that at any time may require its employees to work alone or in teams in locations that are remote or distanced from assistance. This creates two challenges:

- 1) The ability to communicate with the employee(s) or employer when required; and
- 2) The ability to initiate emergency response without delay.

ECCC developed a Safety Check-In Directive (refer to Annex D) that outlines the steps that its supervisors and employees must take in order to mitigate the risks of working alone and/or at remote sites. In addition, this directive applies to all ECCC employees whose work must be part of the worker safety monitoring system. For the purposes of this directive, it includes ECCC employees when:

- Performing work and/or field work where emergency response is not readily available due to remote locations, geographic location, seasonal conditions, and the availability of appropriate transportation.
- The work being conducted is in a low traffic area and the specific nature of the area may pose an increased risk to an employee(s) due to limited contact and/or communication. This includes but is not limited to; secure areas such as offices, telework, laboratories, storage rooms, warehouses and building maintenance rooms.
- Performing work that is considered to be medium to high risk.

ECCC intends to establish a contract for the provision of a worker safety monitoring system for the safety benefit of its employees. For the first time, ECCC is including the option to contract the full end-to-end emergency response for monitored employees, where an external call centre would take the necessary steps to get an employee help, instead of ECCC employees taking over from the Itinerary Monitor when an emergency is declared.

The number of estimated users for Module A is 715 annually monitored employees and 15 ECCC part-time monitored employees. Module B will serve an estimated 95% of those served in Module A. The final number of users depends on the number of programs at ECCC that opt in to Modules A and B.

Objective

A number of programs within ECCC require a contractor to provide a worker safety monitoring system, with the option of also providing a call centre for full end-to-end emergency response, for a three-year period for up to 715 annual and 15 part-time employees across Canada.

The contractor must indicate if it can provide services to meet both roles:

- A) Module A: Itinerary Monitor** (itinerary/journey management and monitoring check-ins)
- B) Module B: Escalated Responder** (see definition below)

Requirement

Year 1 – February 1, 2020 – January 31, 2021

Module A – firm requirement

Module B – firm requirement

Year 2 – February 1, 2021 – January 31, 2022

Module A – firm requirement

Module B – optional requirement

Year 3 – February 1, 2022 – January 31, 2023

Module A – firm requirement

Module B – optional requirement

Optional Period 1 – February 1, 2023 – January 31, 2024

Module A – optional requirement

Module B – optional requirement

Optional Period 2 – February 1, 2024 – January 31, 2025

Module A – optional requirement

Module B – optional requirement

Definitions

Journey Management – A software service allowing detailed travel plans to be submitted and integrated with the Itinerary Monitor. Advanced journey management software to allow employees to plan their travel and make real-time changes in the system is an advantage.

Itinerary Monitor – Is a departmental or third party contact person(s) who is identified on the itinerary/sail plan and will receive check-in notifications and requests for assistance that meet the criteria of this directive from employee(s) performing work.

The Itinerary Monitor will receive check in notifications and requests for assistance, and provide alerts when an employee is overdue, that meet the criteria outlined in the ECCC Safety Check-In Directive for employees performing field work.

Escalated Responder / Call Centre – Is a departmental or third party contact person(s) who is identified on the itinerary/sail plan and are required to take action in the event of an emergency/failure to receive contact from an employee(s); that meet the criteria of this directive.

The Escalated Responder will be notified by the Itinerary Monitor in the event of an emergency or the failure to contact an employee (unconfirmed emergency). The Escalated Responder is the one to follow the Emergency Response Plan to send help or ensure the safety of the monitored employee(s).

ECCC Contact – Is a Departmental contact person(s) to be notified in the event of an emergency or the failure to contact employee (unconfirmed emergency) within a pre-determined timeframe. This person may, in some situations, be the one to initiate the Emergency Response Plan, or if an external Escalated Responder call centre is contracted, they would work with the call centre to provide assistance in any search or rescue.

Emergency – A serious, unexpected, and often dangerous situation that poses, or has a high probability of escalating to pose, an immediate risk to the health and safety of an employee.

Emergency Response Plan – A plan of action for the efficient deployment and coordination of services, agencies and personnel to provide the earliest possible response to an emergency. Response plans must take into account the risk factors associated with the work and its location, in order for the plan to be implemented in a timeframe commensurate with those risks.

Overdue (Unconfirmed Emergency): Is when an employee(s) status or location is not known at a prescribed point in time as per an itinerary/sail plan.

An employee is considered “Overdue” when their status or location is not known at a prescribed point in time as per an itinerary/sail plan. When an employee does not check-in as per the prescribed schedule, they are Overdue, and after a set grace period and reminders, they enter an

“unconfirmed emergency”, which is resolved when they are found safe or when emergency services take over.

Itinerary/sail plan: A detailed schedule of field work including the start, end and check-in time(s); work location(s); general description of work to be performed; description of the field vehicle(s); names and phone numbers of the employee(s), proposed accommodations, Itinerary Monitor and Escalated Monitor; the names and phone numbers of the local authorities (such as police) to be called in the event of an overdue field party or declared emergency

Tasks

Module A: Itinerary Monitor

Contractor Responsibilities:

The Contractor, herein referred to as the Itinerary Monitor, must:

1. Monitor and update the itinerary/sail plan, notify management and Escalated Responder(s) as specified, and fulfill the “Itinerary Monitor” responsibilities set out by the Safety Check-In Directive (Annex D);
2. Allow itineraries to be submitted prior to travel, approved, and updated dynamically from the field;
3. Attempt to establish contact with employees when they are considered Overdue;
4. Follow the prescribed procedures in this Directive for contacting overdue employee(s) and the Escalated Responder(s).
5. Notify the specified contacts after the program-identified grace period of no more than 10 minutes when employees miss a check-in (when employees are Overdue) and/or in the case of a confirmed emergency.
 - Modules A & B (the Escalated Responder option has been selected): The Itinerary Monitor will notify the Escalated Responder when employees miss a check-in and/or in the case of a confirmed emergency.
 - Module A only (the Escalated Responder option has not been selected): The Itinerary Monitor will notify the ECCC contact, or emergency number as provided on the itinerary, when employees miss a check-in and/or in the case of a confirmed emergency.
6. Itinerary Monitors **must be available to monitor active employees at all times**, until advised that an employee(s) has checked in or the itinerary/sail plan has been closed;
7. Receive and retain data sent from communication devices, log all actions taken in the system, and allow export of this information to ECCC for possible review and analysis.
8. Make all employee and itinerary information available to the Escalated Responder(s) in the case of confirmed or unconfirmed emergencies.
9. Make the following information available to ECCC at the end of the day:
 - That an itinerary/sail plan is complete;
 - Check-in times and those that were missed; and
 - Amendments, if any, that were made to the itinerary/sail plan.
10. The Contractor must provide training in the form of written documents or online videos, in both official languages. The Contractor must provide a user manual/guide in both official languages.

System Requirements:

The Contractor must:

1. Ensure that the identified employees are tracked/monitored 24 hours a day, 7 days a week while in-field status.
2. Enable real-time tracking of, and communication from, employees at pre-scheduled times throughout the work day (e.g. Check-ins every 4 hours).
3. Trigger an effective and timely response to employee emergencies and locating employees who have missed a check-in.

4. Assist ECCC employees/management and the Escalated Responder in verifying employees' status and location at any time.
5. Provide access to a secure trip itinerary and secure employee history of event database to support incident investigations, audit and verification and process improvement.
6. Ensure that ECCC employees have access to the system via landline telephones, cellular and smart phones, a smart phone app, satellite phones, and personal satellite communicators to activate and end monitoring as well activate the emergency response play as soon as possible.
7. Ensure the system is available Canada-wide via a cloud based app on an encrypted server, compatible with Windows 10 and that the information stored in these systems is available to the supplier and select ECCC employees working under this Contract.
8. Provide the software, service and training in both official languages (English and French).

Module B: Escalated Responder / Call Centre

Contractor Responsibilities:

The Contractor, herein referred to as the Escalated Responder(s), must:

1. Be accessible at all times, by means of two-way communication, while performing the duties of the Escalated Responder(s). Escalated Responder(s) **must remain available for contact by employees and be ready, willing and able to assist**. The Escalated Responder(s) must remain available until advised that the employee(s) has checked-in or the itinerary/sail plan has been closed. The Escalated Responder(s) will be contacted early in the process when an overdue employee cannot be reached in the prescribed time as per the itinerary /sail plan;
2. Provide an alternate contact in the event the Escalated Responder is not accessible during any open itinerary/sail plan cycle;
3. When notified by the Itinerary Monitor, the Escalated Responder(s) must employ all available means to continue to contact the employee. Efforts must continue until the employee is located;
4. In the event that contact with the employee(s) is not established within a reasonable timeframe of no more than 60 minutes or an emergency is declared, the Escalated Responder(s) must implement the Emergency Response Plan;
5. Maintain up-to-date employee emergency contact information from the employee's manager/supervisor which will be provided to the departmental officials or policing authorities in the event of an emergency;
6. In the instance where an employee is unable to update their itinerary/sail plan directly, the Escalated Responder(s) must provide an update to the employee's manager/supervisor and the Itinerary Monitor;
7. In cases where an employee is overdue, or an emergency has been declared, notify manager/supervisor of the events that are taking place and where/if search and rescue efforts have been initiated;
8. Coordinate any assistance requested by the employee using all available means; and
9. Provide a summary of action taken in the event of an emergency as part of the investigation process in accordance with departmental accident investigation and reporting procedures.

System Requirements:

The Contractor must:

1. Trigger an effective and timely response to employee emergencies and attempt to locate employees who have missed a check-in, or when a fall detection, impact alarm, or confirmed emergency is triggered.
2. Ensure that employees have access to the call centre via land line telephones, cellular and smart phones, satellite phones, and personal two-way satellite communicators to confirm their whereabouts, or communicate during an emergency.
3. Ensure the Monitor Response system is available Canada-wide via a cloud-based app on an encrypted server, compatible with Windows 10 and that the information stored in these systems is available to the supplier and select ECCC employees working under this Contract.
4. Provide the software, service and training in both official languages (English and French).

5. Review the details of the Emergency Response Plan with ECCC from time-to-time, at minimum annually if requested by the Department.

Departmental Support

ECCC will provide the following to the Contractor:

1. Names, contact information and itineraries of employees utilizing the worker safety monitoring system.
2. A list of emergency contacts for all monitored employees:
 - a. Modules A & B: A list of ECCC Contacts to notify (but not transfer responsibility to) in the case of missed check-ins and emergencies.
 - b. Module A only: If the Escalated Responder option is not selected, a 24/7 call centre number, or the names and contact information of ECCC contacts, to be notified in case of missed check-ins and emergencies will be provided to the Contractor.
3. Up to date information to all monitored employees with regards to names, addresses, telephone numbers and other contact information for any local emergency services in the field study area.
4. Updates to the Contractor regarding any change of plans. All plan changes will be noted and tracked by the supplier.

ECCC is responsible for the following:

1. Provide all monitored employees with two-way communication devices and training on said devices (Smartphones, Satellite phones and other personal satellite communication and tracking devices personal such as SPOT or InReach, etc.) as appropriate for each particular field project.
2. After notification from the Escalated Responder, ECCC will employ all available means to contact and locate the employee(s), but will not assume responsibility for the emergency management.
3. Establish a predetermined emergency response plan for all employees using the system to be implemented if contact is not established within a reasonable timeframe or an emergency is declared.
4. Follow departmental procedures, refer to Annex D, established for reporting and investigating hazardous occurrences (including serious near misses).

**ANNEX B
BASIS OF PAYMENT**

The Contractor will be paid as follows:

* With regards to the “Number of Users” listed in the tables below, the number of users is for evaluation purposes only during the solicitation process and is an estimate provided in good faith.

All prices must include training provided by the Contractor on its system.

Initial Contract Period: February 1, 2020 – January 31, 2023

Worker Safety Monitoring System and Emergency Response

Year One: February 1, 2020 to January 31, 2021							
	Annual Users*			Part-time Users*			
Module	Fixed Price per Annual User per Month (A)	Number of Annual Users (B)	Number of Months for Year 1 (C)	Fixed Price per Part-time User per Month (D)	Number of Part-time Users (E)	Number of Part-time User Months for Year 1 (F)	Price for Year 1 (A*B*C) + (D*E*F)
Module A	\$_____	715 Users	12 Months	\$_____	15 Users	4 months	\$_____
Module B	\$_____	700 Users	12 Months	\$_____	1 Users	4 months	\$_____
Year Two: February 1, 2021 – January 31, 2022							
	Annual Users*			Part-time Users*			
Module	Fixed Price per Annual User per Month (A)	Number of Annual Users (B)	Number of Months for Year 2 (C)	Fixed Price per Part-time User per Month (D)	Number of Part-time Users (E)	Number of Part-time User Months for Year 1 (F)	Price for Year 2 (A*B*C) + (D*E*F)
Module A	\$_____	715 Users	12 Months	\$_____	15 Users	4 months	\$_____
Module B Optional	\$_____	700 Users	12 Months	\$_____	1 Users	4 months	\$_____

Year Three: February 1, 2022 – January 31, 2023

		Annual Users*		Part-time Users*			
Module	Fixed Price per Annual User per Month (A)	Number of Annual Users (B)	Number of Months for Year 3 (C)	Fixed Price per Part-time User per Month (D)	Number of Part-time Users (E)	Number of Part-time User Months for Year 1 (F)	Price for Year 3 (A*B*C) + (D*E*F)
Module A	\$_____	715 Users	12 Months	\$_____	15 Users	4 months	\$_____
Module B Optional	\$_____	700 Users	12 Months	\$_____	1 Users	4 months	\$_____

**Option Periods: February 1, 2023 – January 31, 2025
Worker Safety Monitoring System and Emergency Response**

Option Period One: February 1, 2023 – January 31, 2024

		Annual Users*		Part-time Users*			
Module	Fixed Price per Annual User per Month (A)	Number of Annual Users (B)	Number of Months for Year 1 (C)	Fixed Price per Part-time User per Month (D)	Number of Part-time Users (E)	Number of Part-time User Months for Year 1 (F)	Price for Year 1 (A*B*C) + (D*E*F)
Module A	\$_____	715 Users	12 Months	\$_____	15 Users	4 months	\$_____
Module B	\$_____	700 Users	12 Months	\$_____	1 Users	4 months	\$_____

Option Period Two: February 1, 2024 – January 31, 2025

		Annual Users*		Part-time Users*			
Module	Fixed Price per Annual User	Number of Annual Users (B)	Number of Months for Year 2 (C)	Fixed Price per Part-time User per Month	Number of Part-time Users (E)	Number of Part-time User Months	Price for Year 2 (A*B*C) + (D*E*F)

	per Month (A)			(D)		for Year 1 (F)	
Module A	\$_____	715 Users	12 Months	\$_____	15 Users	4 months	\$_____
Module B	\$_____	700 Users	12 Months	\$_____	1 Users	4 months	\$_____

Total Proposal Price including initial contract period and option year 1 and 2:

\$_____ (applicable taxes extra)

Applicable Taxes:

\$_____

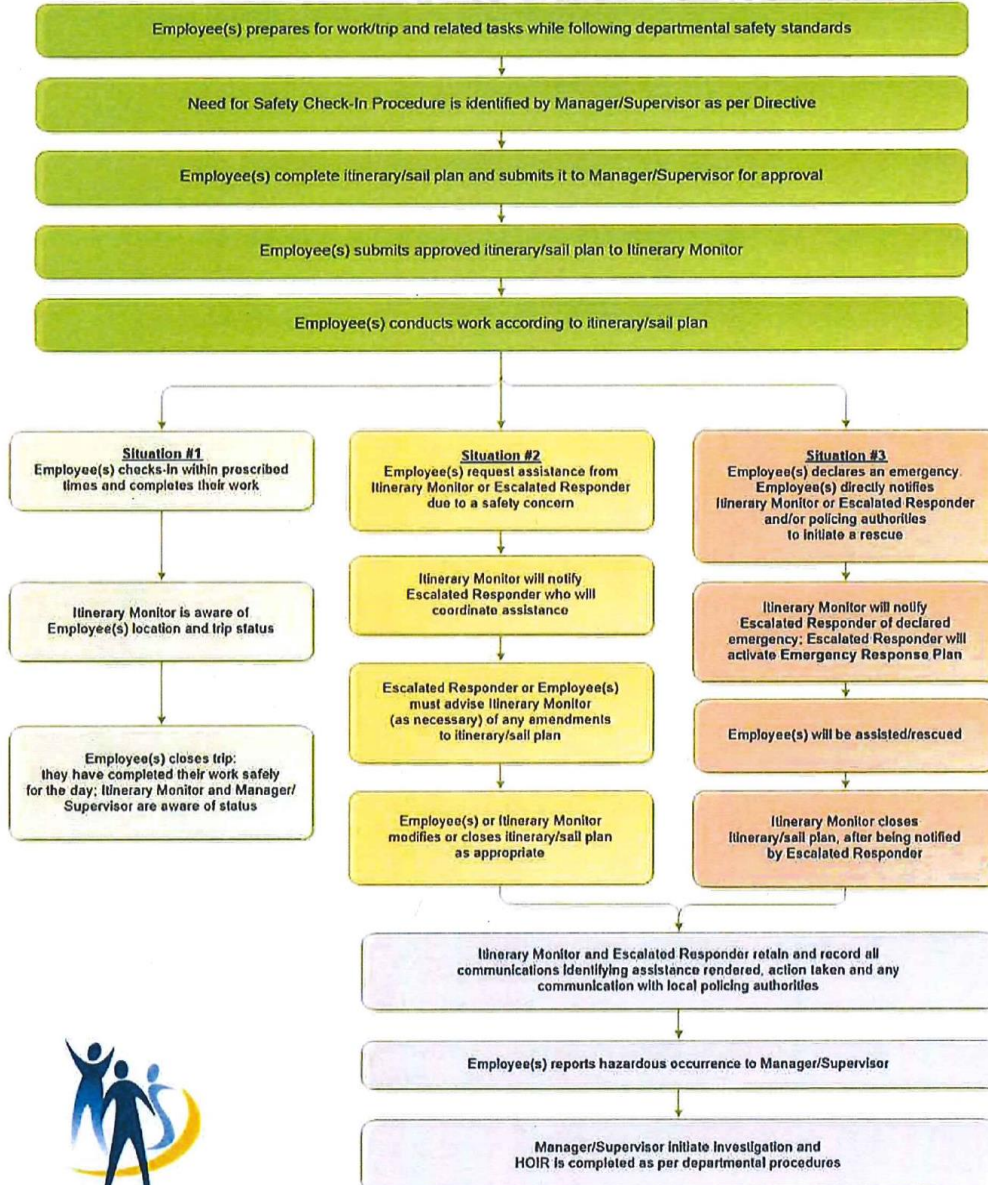
Total Price (Including Applicable Taxes):

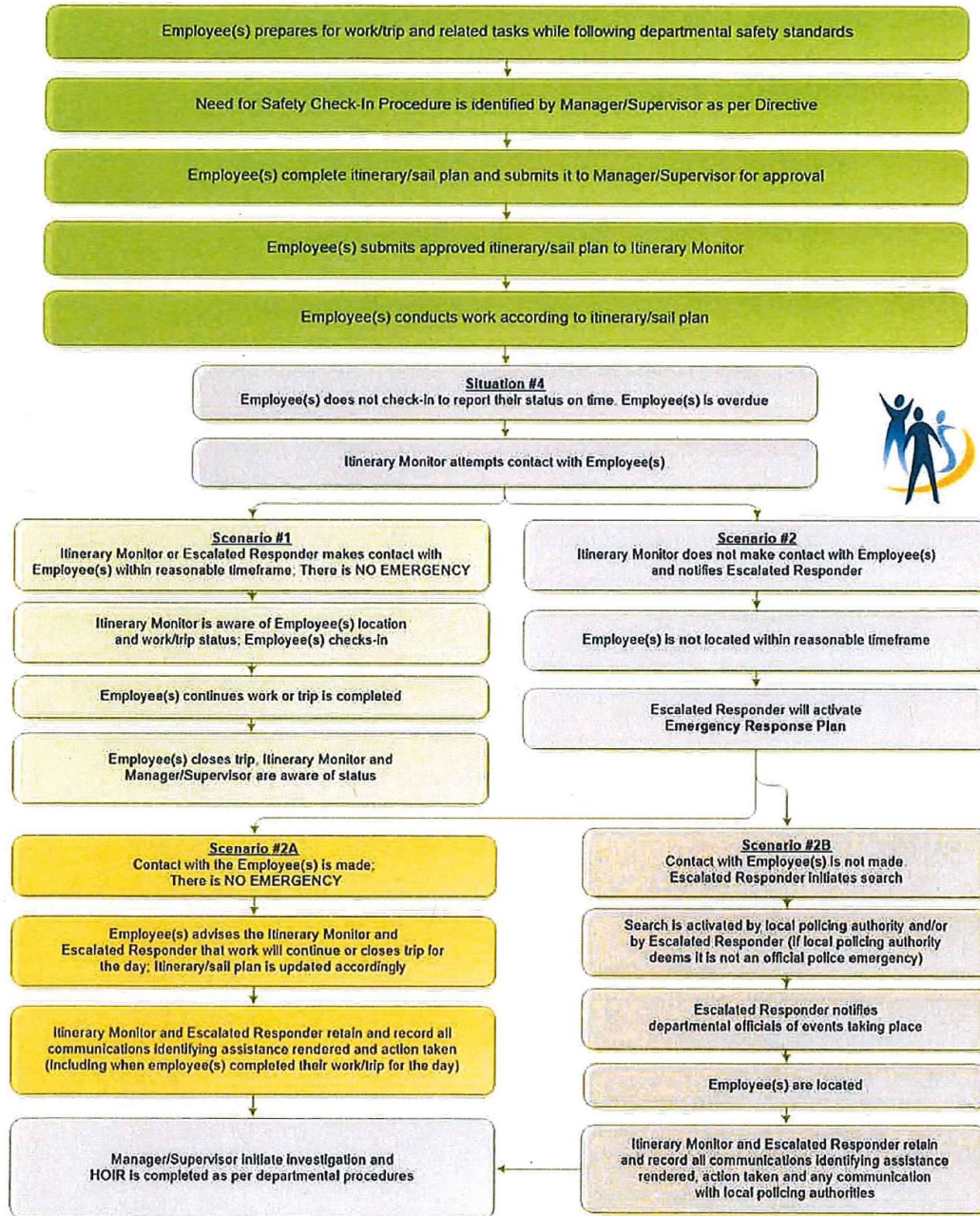
\$_____

ANNEX C SAFETY CHECK-IN PROCEDURE FLOWCHARTS

ANNEX E – Safety Check-in Procedure Flowchart: Possible Situations 1,2,3, and 4

Safety Check-In Situation #1, 2, 3





**ANNEX D
SAFETY CHECK-IN DIRECTIVE**

 Environment and
Climate Change Canada Environnement et
Changement climatique Canada





**Occupational
Health and Safety**

**Santé et sécurité
au travail**

Safety Check-In Directive

Published Original: September 19, 2006

Revision: December 19, 2014

Revision: July 2019

*Together we can make work places a healthy, safe, violence-free and
respectful work environment for all!*

On behalf of Environment and Climate Change Canada, this directive has been approved by:



Sylvain Paradis
Chief Human Resources Management Officer
Human Resources Branch
Environment and Climate Change Canada

July 18 / 2019
Date

RECORD OF CHANGES

Version number	Section/ Page	Description of change	Date
1	All	1 st Version	September 2006
2	All	Revision	December 2014
3	All	Revision - changed template, updated definitions, modified flowchart, retitled and rearranged sections to echo other national directives and matched language	July 2019
3	Section 1	"Section 1- Effective date" was "Section 3- Effective date" in version number 2	
3	Section 2	"Section 2- Application" was "Section 4- Application" in version number 2	
3	Section 3	"Section 3- Authority" was "Section 5- Authority" in version number 2	
3	Section 4	"Section 4- Context" was "Section 1- Introduction" in version number 2	
3	Section 5	"Section 5- Objective" was "Section 2- Purpose" in version number 2	
3	Section 6	Definitions were updated. Added: "End Monitoring"; "Escalated Responder"; "Work place". Removed: "Base Camp"; "EC Contact"; "Extended Field Work"; "In-Field Status". Changed from "Check-in Itinerary/Sail Plan" to "Itinerary/Sail Plan"	
3	Section 7	"Section 7- Responsibilities" was "Section 7- Roles and Responsibilities" in version number 2; removed subsection numbering	
3	Section 7	Added: responsibilities for: "Deputy Minister, Associate Deputy Minister, Branch Heads, Director Generals and Directors Responsibilities"; "Occupational Health and Safety Division"; "National Joint Occupational Health and Safety Policy Committee"; "Work Place OHS Committees and Representatives"; "Escalated Responder" Removed "EC Contact" Responsibilities	
3	Section 7	Updated responsibilities for "Manager and Supervisors" "Employees" and "Itinerary Monitor"	
3	Section 8	"Section 8- Requirements for establishing safety check-in procedures" was "Section 8- Requirements" in version number 2; removed subsection numbering	
3	Section 9	"Section 9- Monitoring and Evaluation" was "Section 10- Directive Evaluation" in version number 2	

3	Section 10	"Section 10- Enquiries" was "Section 9- Requests for Information" in version number 2	
3	Section 11	Updated and added other relevant links	
3	All Annexes	Annexes are no longer listed by number but by letter: to correspond with other national directives	
3	Annex C	"Itinerary/Sail Plan for Field Work" was updated and includes areas for contact information	
3	Annex D	"Itinerary for Non-Field Work" was updated and includes areas for contact information and "Emergency Contact Protocols"	
3	Annex E	Flowcharts were updated: "EC contact" was removed and "Escalated Responder" was added into situations and scenarios; HOIR requirements are illustrated, this includes when there is a safety concern or when the Emergency Response Plan has been activated; Situation #4- Scenario 1 & 2 are updated to allow for terminology "reasonable timeframe"	

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SECTION 1 – EFFECTIVE DATE

This Directive takes effect on <Month, Day, Year>.

SECTION 2 – APPLICATION

Primary application

This directive shall apply to all departmental employees or teams of employees who work under any of the following conditions:

- Performing work and/or fieldwork where emergency response is not readily available due to remote locations, geographic location, seasonal conditions, and the availability of appropriate transportation;
- The work being conducted is in a low traffic area and the specific nature of the area may pose an increased risk to an employee(s) due to limited contact and/or communication. This includes but is not limited to; secure areas such as offices, telework, laboratories, storage rooms, warehouses and building maintenance rooms;
- Performing work that is considered medium to high risk.

Secondary application

Generally, the directive is meant to be used when employee(s) travel through, or perform work in areas where they are unlikely to be provided responsive assistance. However, a manager/supervisor may choose to implement the requirements of this directive to be used for other business travel at their discretion.

SECTION 3 – AUTHORITY

This directive has been developed by the ECCC Occupational Health and Safety (OHS) Division, in consultation with relevant stakeholders, including ECCC's National Joint Occupational Health and Safety Committee (NJOHSPC) and others to whom this directive applies and is approved by the Chief Human Resources Management Officer (CHRMO).

SECTION 4 – CONTEXT

ECCC is committed to providing a safe and healthy workplace for all its employees, volunteers, contractors and visitors, and has implemented this directive based on legislative requirements.

Employees may be required, at any time, to work alone or in teams in field locations that are remote or distanced from assistance. Employees may also work in office, telework, warehouse, and/or laboratory settings where working alone increases emergency response times. This may include work during non-regular work hours or jobs where the work is considered medium to high risk. This creates two challenges:

1. The ability to communicate with the employee(s) or employer when required;
2. The ability to initiate emergency response without delay.

The risks associated with all such work shall be assessed by the manager/supervisor as per the Risk Analysis and Hazard Prevention Direction and shall take into account:

- Environmental conditions
- The work activities to be carried out
- The equipment / tools to be used and the reliability of those tools

SECTION 5 – OBJECTIVE

The objective of this directive is to outline steps that must be taken to ensure that employees are able to communicate their need for help and, if necessary, to deploy emergency services or search and rescue measures without delay. Further, it outlines steps to be taken when employees cannot be contacted within defined check-in times as outlined by an approved itinerary/sail plan, or when an emergency is declared.

Managers/supervisors are required to confidently know the whereabouts of their employees to ensure those that are overdue are easily located. This is effectively accomplished by establishing, maintaining and monitoring a planned itinerary/sail plan.

SECTION 6 – DEFINITIONS

Check-in (*Appel de sécurité*): Refers to a call or other form of contact by the employee to the manager/supervisor, on-call person or third party provider to convey they are safe and on schedule as per the itinerary/sail plan.

Communication devices (*Dispositifs de communication*): Examples include, but are not limited to:

- Cellular phones
- Satellite phones: A mobile phone that connects to orbiting satellites instead of terrestrial cell sites
- Distress radio beacons, also known as emergency beacons, PLB (Personal Locator Beacon), ELT (Emergency Locator Transmitter) or EPIRB (Emergency Position-Indicating Radio Beacon), are tracking transmitters which aid in the detection and location of vehicles, boats, aircraft, and people in distress
- Satellite communication and tracking devices that utilize GPS-based messaging and emergency notification technologies (e.g. SPOT and inReach)
- Handheld radio: Very High Frequency (VHF) is the International Telecommunication Union (ITU) designation for the range of radio frequency electromagnetic waves from 30 MHz to 300 MHz Ultra High Frequency (UHF) uses frequencies ranging from 300 MHz to 3 GHz

Note: 911 services may not work in Territories and other locations; direct lines for local emergency services would be required.

Departmental official (*Représentant du ministère*): An ECCC employee carrying out a duty or function on behalf of management.

Emergency (*Urgence*): A serious, unexpected and often dangerous situation that poses, or that has a high probability of escalating to pose, an immediate risk to the health and safety of an employee.

Emergency Response Plan (*Plan d'intervention en cas d'urgence*): A plan of action for the efficient deployment and coordination of services, agencies and personnel to provide the earliest possible response to an emergency. Response plans must take into account the risk factors associated with the work, and its location in order for the plan to be implemented in a timeframe commensurate with those risks.

Employee (*Employé*): Any manager/supervisor or employee appointed for a term or for an indeterminate period, or a seasonal or casual employee, including a student.

Employer (*Employeur*): The Deputy Minister, Associate Deputy Minister, Branch Heads, Directors General, Directors, Managers, Supervisors within Environment and Climate Change Canada.

End Monitoring (*Fin de la surveillance*): Is the moment the employee returns to the office/temporary lodging/home and "checks-in" signifying the end of the employee's day or trip; effectively "ends monitoring".

Escalated Responder (*Répondant des demandes potentiellement critiques*): Is a departmental or third party contact person(s) who is identified on the itinerary/sail plan and are required to take action in the event of an emergency/failure to receive contact from an employee(s) that meet the criteria of this directive.

Field Work (*Travail sur le terrain*): Any operations conducted in the field.

Itinerary Monitor (*Surveillant de l'itinéraire*): Is a departmental or third party contact person(s) who is identified on the itinerary/sail plan and will receive check-in notifications and requests for assistance that meet the criteria of this directive from employee(s) performing work.

Itinerary/sail plan (*Itinéraire/plan de navigation*): A detailed schedule of field work including the start, end and check-in time(s); work location(s); general description of work to be performed; description of the field vehicle(s); names and phone numbers of the employee(s), proposed accommodations, Itinerary Monitor and Escalated Monitor; the names and phone numbers of the local authorities (such as police) to be called in the event of an overdue field party or declared emergency.

References to "the itinerary/sail plan" in this document are consistent with the ECCC Small Boat Safety Program, referring to the Check-In Itinerary and Sail Plan (Section 3.0 Sail Plan or Call-In Itinerary, Annex D – Sail Plan/Call-In Itinerary).

Manager/supervisor (*Gestionnaire/superviseur*): Any person who directs the work of one or more employees who perform identified tasks.

Medium to high-risk (*risques moyens ou élevés*): Following an assessment of risk, it is determined that the risk associated with the work being performed is considered medium to high risk. The ability to respond to individuals in an emergency situation must be taken into account when determining risk.

Overdue (*En retard*): Is when an employee(s) status or location is not known at a prescribed point in time as per an itinerary/sail plan.

Prescribed (*Prescrit*): Use of this adjective, such as "follow prescribed procedures", means to follow those procedures that have been established in order to conform to a rule, procedure or a guide. It is used in federal legislation and ECCC directives, policies and guidelines.

Reasonable timeframe (*Délai raisonnable*): When referencing an overdue employee(s), the reasonable timeframe shall not exceed one (1) hour from the agreed upon check in time. As the time will vary depending on the nature of the activity, location and level of risk of tasks being performed, it is recognized that one (1) hour may be too long in some instances.

Remote Site (*Site éloigné*): A remote area/site or an isolated work place is a work place that is more than two (2) hours travel time from a hospital or other medical facility under normal traveling or weather conditions while using normal means of transportation.

Work place (*Lieu de travail*): Any place where an employee is engaged in work for the employee's employer.

Working Alone (*Travailler seul*): Both conditions must be met:

1. To work alone at a field site, in an office, warehouse or laboratory setting; and in other circumstances where assistance is not readily available in the event of an injury, illness or emergency.
2. In order to define "readily available" the following three (3) assessment factors must be evaluated:
 - a. Awareness – will other persons capable of providing assistance be aware of the worker's needs?
 - b. Willingness – is it reasonable to expect those other persons will provide helpful assistance?
 - c. Timeliness – will assistance be deployed within a reasonable period of time?

For additional information regarding the safety and health of workers working alone, refer to the Interpretations, Policies and Guidelines (IPGs) from the Labour Program: [Workers Working Alone at a Work Place under the Control of the Employer - 905-1-IPG-059](#) and [ECCC Working Alone Directive](#).

SECTION 7 – RESPONSIBILITIES

Deputy Minister, Associate Deputy Minister, Branch Heads, Director Generals and Directors Responsibilities

- Ensure compliance with this directive;
- Allocate sufficient attention, resources and time to the implementation of the directive;
- Ensure that managers/supervisors have the appropriate tools, training and adequate support to direct and monitor the implementation of this directive;
- Ensure that employees at all levels receive training and ongoing support for the implementation of this directive.

Managers and Supervisors Responsibilities

- Comply with requirements of this directive and ensure that employees are informed of their responsibilities under the terms of the directive;
- Participate in learning and training sessions;
- Promote health and safety through training and information sessions;
- Inform employees of any work place hazards and associated risks;
- Assess risk associated with tasks to be conducted taking into consideration:
 - Geographic location, terrain and marine
 - Environmental conditions such as seasons, weather and wildlife
 - Work activities to be performed, including mode of transportation, type of equipment needed and whether working alone or with a team
 - Communication: types of communications devices required
- Develop a procedure (see Annex A) that meets the requirements of this directive, outlining the emergency contact protocol to follow in case of emergencies or if an employee(s) fails to check-in (overdue);
- Establish an Emergency Response Plan specific to the work conducted by employees (see Annex B and Annex E);
- Identify an Itinerary Monitor and Escalated Responder;
- Provide employee(s) with contact information for the Itinerary Monitor and the Escalated Responder;
- Ensure that employee(s) regularly reviews all Task Hazard Analyses (THAs) for all tasks assigned and follow all Safe Work Procedures (SWPs);
- Provide employees with the necessary personal protective equipment, training and information that is required to ensure their health and safety;
- Evaluate and choose the most appropriate/reliable means of communication based on the type and location of work;
- Ensure that employees have an up-to-date list of names, addresses and telephone numbers for local emergency services, such as emergency transportation (i.e. ambulance, taxi), health services, fire department, police and poison control centre;
- Ensure that check-in times are adjusted appropriately based on the identified hazards and associated risks for a particular trip;
- Ensure that the itinerary/sail plan has been filed, validated for accuracy and approved.
Note: All steps associated with itinerary/sail plan filing and approval may be conducted electronically.
- Ensure that appropriate safety equipment is on board the vehicle/craft;
- Maintain an up-to-date confidential list of employee's personal emergency contact person(s), phone number(s) and coordinate any communication with family members as necessary;
Note: This information is considered to be Protected "A" and must be stored electronically on a network drive, or if in hard copy, in a secure cabinet.
- Complete the Hazardous Occurrence Investigation Report (HOIR) when applicable (see Annex E), follow departmental process and adhere to timelines for reporting and recording.

Employees Responsibilities

- Comply with requirements of this directive including check-in at pre-determined times;
Note: Failure to Check-in, or the inability to be reached at pre-determined times, will result in Emergency Response Plan being enacted.
- Contribute to the identification of work place hazards and associated risks;
- Inform management without delay of any health or safety issues related to the work, including hazards and hazardous occurrences;

- Complete all required training to perform work safely;
- Use all prescribed personal protective clothing/equipment and/or communication equipment;
- Comply with the appropriate Task Hazard Analysis (THA) and Safe Work Procedure (SWP) in addition to any trip specific instructions detailed by the manager/supervisor;
- Provide manager/supervisor with up-to-date prioritized emergency contact person(s) name and phone number(s);
- Submit completed itinerary/sail plan to the manager/supervisor for approval;
- Submit approved itinerary/sail plan to the Itinerary Monitor and Escalated Responder;
- Notify the manager/supervisor, Itinerary Monitor and Escalated Responder of any amendments to the itinerary/sail plan as necessary and without delay;
- Maintain a copy of the itinerary/sail plan at all times;
- Close the itinerary/sail plan when trip is completed.

Escalated Responder Responsibilities

- Comply with requirements of this directive **and remain available for contact by employees and be ready, willing and able to assist at all times;**
- Available and accessible at all times, by means of two-way communication, while performing the duties, until advised that the employee(s) has checked-in or the itinerary/sail plan has been closed;
- Identify an alternate contact in the event the Escalated Responder is not accessible during any open itinerary/sail plan cycle;
- Follow the prescribed procedures in this directive (Annex E), for contacting overdue employee(s);
- Coordinate any assistance requested by the employee(s) using all available means;
- Employ all available means to continue to contact the employee when notified by the Itinerary Monitor. Efforts shall continue until the employee(s) and has checked in or the itinerary/sail plan has been closed;
- Implement the Emergency Response Plan in the event that contact with the employee(s) is not established within a reasonable timeframe or an emergency is declared;
- Access up-to-date employee emergency contact information from the employee's manager/supervisor or the Itinerary Monitor, which will be provided to the departmental officials or policing authorities in the event of an emergency;
- Provide an update to the employee's manager/supervisor and the Itinerary Monitor(s) in the instance where an employee is unable to update their itinerary/sail plan directly;
- Notify the manager/supervisor of the events that are taking place and where/if search and rescue efforts have been initiated in cases where an employee(s) is overdue, or an emergency has been declared;
- Provide a summary of action taken in the event of an emergency as part of the investigation process in accordance with departmental Hazardous Occurrence Investigation and Reporting procedures.

Itinerary Monitor Responsibilities

- Comply with requirements of this directive **and remain available for contact by employee(s) and attempt to establish contact with employee(s) when not checked in;**
- Remain available and accessible at all times while performing the duties, until advised that the employee(s) has checked-in or the itinerary/sail plan has been closed;
- Identify an alternate contact in the event the Itinerary Monitor is not accessible during any open itinerary/sail plan cycle;

- Attempt to establish contact with employee(s) when they have not checked in and notify the Escalated Monitor of any overdue employee(s);
- Access up-to-date employee emergency contact information from the employee's manager/supervisor and Escalated Responder which will be provided to the departmental officials or policing authorities in the event of an emergency;
- Receive and retain data sent from communication devices;
- Provide a summary of action taken in the event of an emergency as part of the investigation process in accordance with departmental Hazardous Occurrence Investigation and Reporting procedures.

Note: Escalated Responder and Itinerary Monitor may be the same individual or party.

Occupational Health and Safety Division (OHSD) Responsibilities

- Develop this directive in collaboration and consultation with relevant stakeholders and the National Joint Occupational Health and Safety Policy Committee (NJOHSPC);
- Provide advice and guidance on issues related to occupational health and safety;
- Revise this directive as required;
- Provide advice and guidance to managers/supervisors and to Work Place OHS Committees or Representatives;
- Provide advice and guidance to managers/supervisors on the legal requirements of reporting;
- In collaboration with the NJOHSPC, monitor the effectiveness and application of this directive.

National Joint Occupational Health and Safety Policy Committee (NJOHSPC) Responsibilities

- Through the consultation process, participate in the development of this directive;
- Ensure the oversight and ongoing support for the implementation of this directive;
- In collaboration with the OHS Division, monitor the effectiveness and application of this directive.

Work Place OHS Committees and Representatives Responsibilities

- Through the consultation process, participate in the development of this directive; and
- Provide recommendations to managers/supervisors concerning situations of health and safety in the work place.

SECTION 8 – REQUIREMENTS

The manager/supervisor shall work with their employees to establish a safety check-in procedure and discuss any known or foreseeable hazards associated with the tasks to be performed.

Basic Requirements for Safety Check-in Monitoring

- Safety Check-in Monitoring is verification that employee(s) have reported they are safe, their location and/or reported a safe completion of a trip/day within a prescribed period of time;
- The minimum requirements of the itinerary/sail plan are included in Annex C and D (depending on the nature of the work);
- It is essential that all staff who require a Safety Check-In plan have access to a reliable communications device in the event of an emergency and to allow employees to check-in their position or status to an Itinerary Monitor;
- Scheduled check-in times must be appropriately matched with the hazards an employee will be exposed to on a given trip. The itinerary/sail plan (Annex C and D) have been designed to guide the manager/supervisor in collecting the information necessary in establishing a procedure. All established itinerary/sail plan must ensure the manager/supervisor is aware of any "overdue" employees within the reasonable timeframe that shall not exceed one (1) hour;
- If the employee(s) is overdue, efforts are to be made to contact the employee(s). If no contact can be made within the reasonable timeframe, the appropriate procedure outlined in Annex E - Safety Check-in Procedure Flowchart, is to be engaged.

Note: In many cases, a cellular phone provides adequate coverage, in other cases a satellite phone or other communication devices will provide better coverage as employees visit remote or mountainous areas. In these instances, an ECCC Branch may require employees to use two-way and multiple types of communications devices. Implementation of GPS and Beacon equipment in vehicles or "on-their-person" may facilitate identifying worker location when a search has to be initiated.

Contractors and other Service Providers

ECCC Branches may elect to use a contractor/agency who specialize in itinerary monitoring and/or escalated response. This practice has become common within the department and within other industries. In situations where calls are likely to be made outside of regular business hours or when it may be difficult to identify an internal ECCC Itinerary Monitor or ECCC Escalated Responder, an external service is highly recommended (i.e. 24/7 coverage). Managers/supervisors must tailor the check-in procedure to suit organizational needs but they must ensure that the procedure meets the requirements of this directive.

Note: Written agreements or Memorandums of Understanding (MOU) with other federal agencies qualifies as part of monitoring.

Note: The use of spouses or family members in the role as Itinerary Monitor, Escalated Responder or any other function, does not meet the requirements of this directive.

Note: A detailed Statement of Work defined in the contract/service agreement or MOU shall clearly outline the responsibilities of contractors/service providers for Itinerary Monitor and/or Escalated Responder as set out by this directive.

Note: Hiring a contractor/service provider does not negate the Employer's (ECCC manager/supervisor) responsibility under the Canada Labour Code Part II of ensuring the health and safety of every employee and persons granted access to an ECCC workplace.

SECTION 9 – MONITORING AND EVALUATION

The OHS Division will monitor performance and evaluate the effectiveness of this directive and, if necessary, revise or update:

- At least every three (3) years
- Whenever there is a change in conditions in respect of the hazards
- Whenever new hazard information in respect of a hazard in the work place becomes available
- Whenever significant improvement can be made due to new technologies in communication

The evaluation of the effectiveness shall be based on any the following documents and information:

- Conditions related to the work place and the activities of the employees
- Work place inspection reports
- Hazardous Occurrence Investigation Reports
- Safety audits
- First aid records and any injury statistics
- Observations of the NJOHSPC, Work Place Health and Safety Committee or Representative on the effectiveness of the present document
- Other relevant information

SECTION 10 – ENQUIRIES

Any enquiries or concerns regarding this directive should be addressed to the [OHS Division](#).

SECTION 11 – REFERENCES

Acts, Regulations, Policies, Guidelines:

Access to Information Act

Canada Occupational Health and Safety Regulations (COHSR)

Part II of the Canada Labour Code (CLC)

Policies, directives, standards and guidelines (TBS)

Privacy Act

Environment and Climate Change Canada Publications:

Accident Investigation and Reporting (OHS Division)

Critical Incident Response Guide (OHS Division)

First Aid Program (OHS Division)

Hazardous Occurrence Investigation Report (HOIR)(OHS Division)

Occupational Health and Safety Policy Statement

Risk Analysis and Hazard Prevention Directive (RAHPD)(OHS Division)

Small Aircraft Safety Guide (OHS Division)

Small boat Safety Program (OHS Division)

Working Alone Directive (OHS Division)

Values and Ethics Code

Task Hazard Analysis / Safe Work Procedures

Others:

RCMP Search and Rescue

Travel Directive, National Joint Council

ANNEX A - Factors When Developing Safety Check-In Procedures

As circumstances vary for each Branch, these points are intended as a guide only and are to be considered when assessing risk. Ensure questions are adapted to meet Branch needs.

Working Alone

- Is working alone prohibited under the ECCC Working Alone Directive?
- Is it legal for the person to be alone while doing certain activities?
 - For example: some jurisdictions may restrict working alone in a confined space or during lockout / tag-out operations.
- Is it reasonable for the person to be alone at all?
- What is a reasonable length of time for the person to be alone?
- How long will the person be alone to finish the job?
- What time of the day will the person be alone? Or season?

Communication

- What forms of communication devices are available?
- Are the devices in good working order?
- Is it necessary to "see" the person or is voice communication adequate?
- Will emergency communication systems work properly in all situations?
- Are there known dead zones in cellular and/or satellite network coverage?
- If the communication systems are located in a vehicle, do you need alternative arrangements to cover the person when they are away from the vehicle?
- Are two-way communication devices available/required?
- Is there a need for two or more different types of communications devices?
- Will the employee have their communication device "on-their-person" the entire time?

Work Location and Transportation

- Is the work in a remote or isolated work location?
- Are the location directions well documented?
- Are there established protocols to leave trace for search and rescue?
- What mode(s) of transportation is required?
- Is the vehicle equipped with emergency supplies, first aid kit and fire extinguisher?

Note: Laboratories, storage rooms, utility rooms and warehouses are not typically considered an isolated work location. However, a safety check-in plan may still be required if the nature of the work and/or work location pose a risk where emergency response could be delayed.

ANNEX B - Elements for an Emergency Response Plan

In accordance with this directive, the branch/manager/supervisor will develop its own Emergency Response Plan relative to the work location, the task being performed, environmental/geographical conditions, availability of local search and rescue. This will require a thorough analysis of the work conducted the identification of hazards and the associated risks.

In the event that contact with the employee(s) is not established within the reasonable timeframe or an employee(s) declares an emergency, the Escalated Responder(s) will implement an Emergency Response Plan. The objective of the Emergency Response Plan is to ensure that employees are located even if local policing authorities deem that this is not an emergency.

Mandatory Elements for Emergency Response Plan

1. Maintain and provide up-to-date, prioritized contact information including phone numbers, which will be provided to the departmental officials or policing authorities; (mandatory)
2. Include how to initiate a search for the employee even if the local policing authority does not deem this an emergency; (mandatory)
3. Continue to attempt to contact employee following the Emergency Contact Protocol listed on the itinerary/sail plan and all other available means; (mandatory)
4. Take notes, detailing calls made, to whom and the time of the attempted calls to the employee(s); (mandatory)
5. If possible, take note of GPS coordinates for pinpointing the location of the employee(s);
6. If employee(s) are flying in remote areas, contact the air charter company to see if they or the pilot has information or has closed their flight plan;
7. If you are unable to make contact within the reasonable timeframe, contact the local policing authority who will determine whether an immediate search is required or not; (mandatory)
8. Notify departmental officials, Branch Senior Management and Senior OHS Advisor of the events that are taking place in cases where an employee is considered overdue and when search and rescue efforts have been initiated or an emergency has been declared; (mandatory)

Note: If you have determined that a critical incident has occurred, refer to the ECCC Critical Incident Response Guide. This guide should be accessible to Escalated Responders at all times.

Note: Anytime an Emergency Response Plan is activated, a departmental Hazardous Occurrence Investigation Report (HOIR) must be completed.

ANNEX C - Itinerary/Sail Plan for Field Work

The manager/supervisor, in collaboration with their employee(s) must create an itinerary/sail plan that will correspond with the tasks to be performed, equipment to be used and geographic location. The itinerary/sail plan below is provided as an example:

Field Party Leader:					
Name:		Phone No:			
Field Party Team Members:					
Name:		Phone No:			
Name:		Phone No:			
Name:		Phone No:			
Field Excursion Information					
Purpose of Field Excursion / Description of Work Activities to be Performed:					
Known / Foreseeable / Anticipated Hazards (Tasks, geographic location-including latitude & longitude, cellular network coverage availability)					
Local Authority Contact Information					
Police	RCMP	Park Warden	Other:		
Phone No:	Phone No:	Phone No:	Phone No:		
Coast Guard	Transport Canada	Charter – Boat, aircraft	Other		
Phone No:	Phone No:	Phone No:	Phone No:		
Detailed Itinerary (Add lines as necessary)					
	Trip Details	Dates	Time (timezone)	Remarks (accommodation name/phone number)	
1	Departure:	/ /	--:-- ()		
	Arrival:	/ /	--:-- ()		
2	Departure:	/ /	--:-- ()		
	Arrival:	/ /	--:-- ()		
3	Departure:	/ /	--:-- ()		
	Arrival:	/ /	--:-- ()		
Communications					
Devices (Check All That Apply)					
EPIRB:	GPIRB:	PLB:	SPOT / InReach:	VHF Radio:	Other:
Cellular:- Phone No:			Satellite- Phone No:		
Radio channels monitored					
HF :		VHF :	MF :		
Transportation Information					
Vehicle- Fleet, Rental or Personal:					
Make:	Model:	Color:	Plate number:		
Charter or flight info					
Small Boat Itinerary (if applicable)					
Pre-trip weather forecast:					
Phone No of nearest Rescue Coordination Centre or Marine Rescue Sub-Centre:					
Boat Description					
Vessel Name:		Vessel Registration number:			
License number:	Number of people on board:	Number of Lifejackets:			

Size & type of vessel:		
Color of hull:	Color of cabin:	Color of deck:
Supervisor / Manager Information		
Contact (1)	Alternate Contact (2)	Alternate Contact (3)
Name:	Name:	Name:
Phone No:	Phone No:	Phone No:
Notes:	Notes:	Notes:
Itinerary Monitor Information		
Contact (1)	Alternate Contact (2)	Frequency of Check-Ins
Name:	Name:	Every:
Phone No:	Phone No:	Notes:
Notes:	Notes:	
Escalated Responder(s) Information		
Contact (1)	Alternate Contact (2)	Alternate Contact (3)
Name:	Name:	Name:
Phone No:	Phone No:	Phone No:
Notes:	Notes:	Notes:
Emergency Contact Protocol (in order of sequence if employee fails to call in)		
1. Employee		
2. Others in field party		
3. Hotel, landowners, etc.		
4. Local policing authority		
Authorizations		
Itinerary Submitted By:		
Employee Name:	Phone No:	
Employee Signature:	Date: / /	Alternate:
Itinerary Approved By:		
Manager/Supervisor Name:	Phone No:	
Manager/Supervisor Signature:	Date: / /	Alternate:
Itinerary Closed By:		
Employee Name:	Phone No:	
Employee Signature:	Date: / /	Alternate:

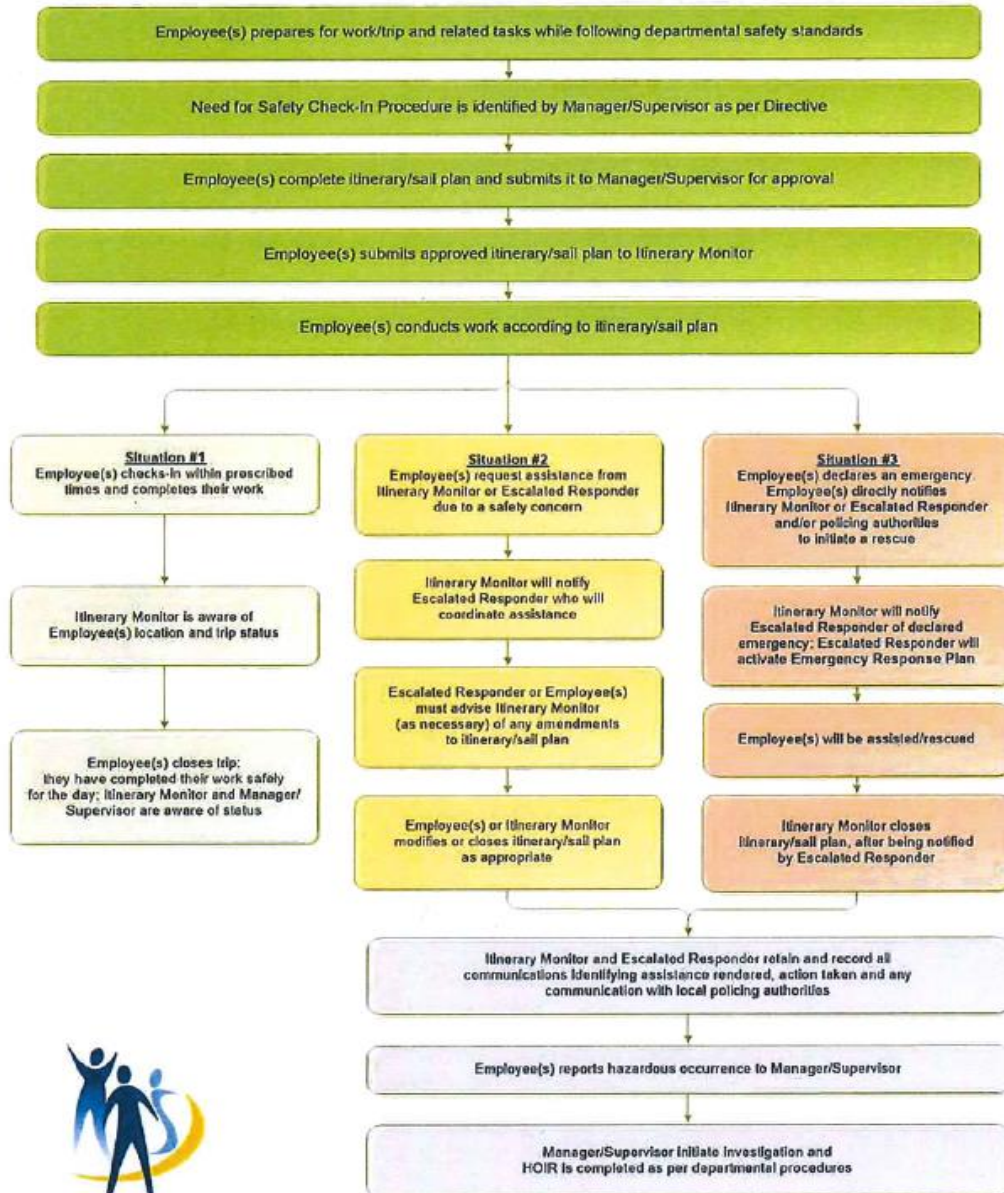
ANNEX D – Itinerary for Non-Field Work

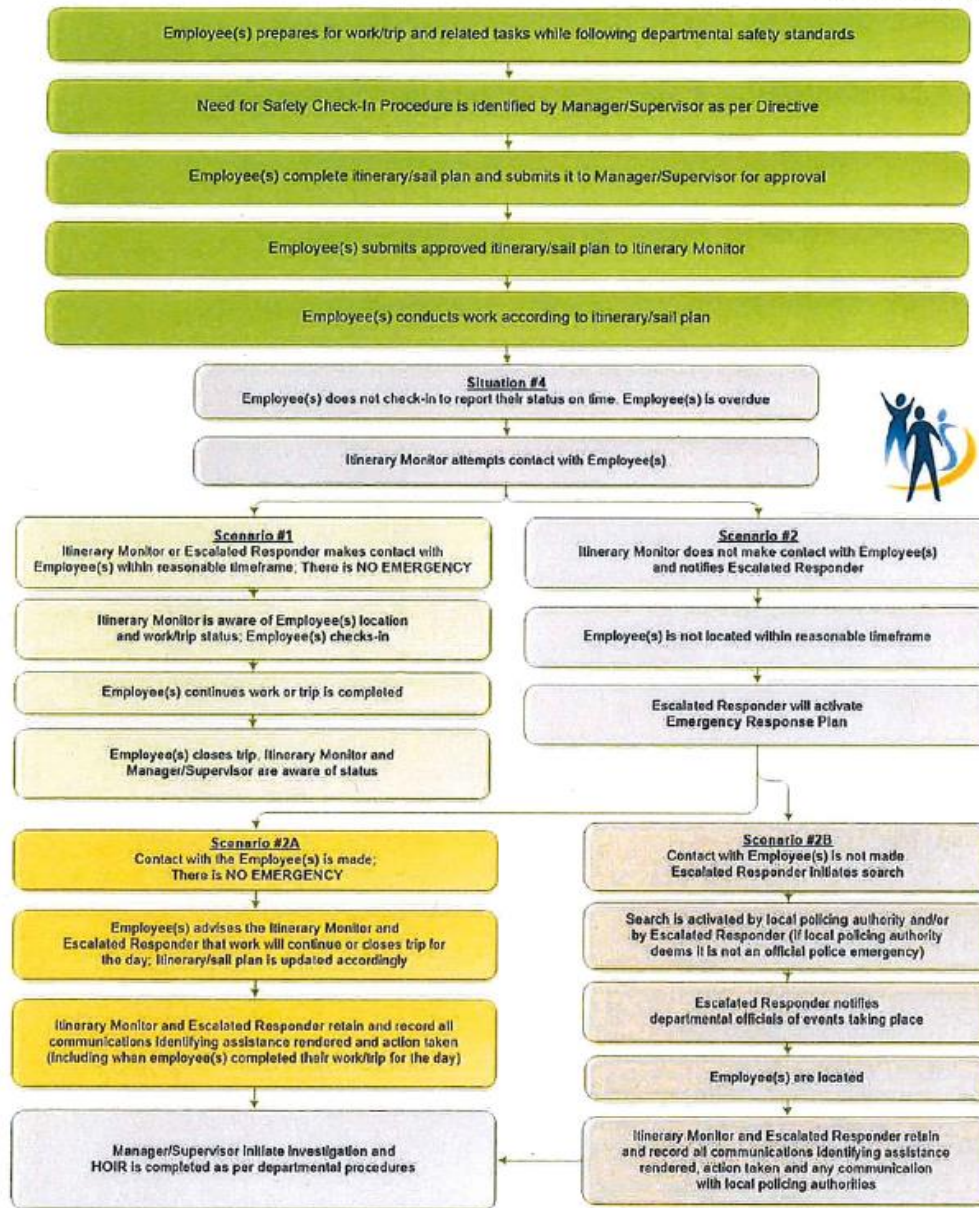
Employee Information			
Name:		Phone No:	
Work Information			
Purpose and Description of Work Activities to be Performed:			
Work Site Description (i.e. 5320 122 St NW, Edmonton, AB, Room 1234)			
Known / Foreseeable / Anticipated Hazards (Tasks, geographic location-including latitude & longitude, cellular network coverage availability)			
Local Authority Contact Information			
Prov. Police Authority	Chemical Spill	Fire / Electrical	Other:
Phone No:	Phone No:	Phone No:	Phone No:
Detailed Itinerary (Add lines as necessary)			
Trip Details	Dates	Time (time zone)	Remarks (accommodation name/phone number)
Departure:	___/___/___	--:-- ()	
Arrival:	___/___/___	--:-- ()	
Transportation Information			
Vehicle- Fleet, Rental or Personal:			
Make:	Model:	Color:	Plate number:
Supervisor/Manager(s) Information			
Contact (1)	Alternate Contact (2)	Alternate Contact (3)	
Name:	Name:	Name:	
Phone No:	Phone No:	Phone No:	
Notes:	Notes:	Notes:	
Itinerary Monitor Information			
Contact (1)	Alternate Contact (2)	Frequency of Check-Ins	
Name:	Name:	Every:	
Phone No:	Phone No:	Notes:	
Notes:	Notes:		
Escalated Responder(s) Information			
Contact (1)	Alternate Contact (2)	Alternate Contact (3)	
Name:	Name:	Name:	
Phone No:	Phone No:	Phone No:	
Notes:	Notes:	Notes:	
Emergency Contact Protocol (in order of sequence if employee fails to call in)			
1. Employee			
2. Others in field party			
3. Hotel, landowners, etc.			
4. Local policing authority			
Authorizations			
Itinerary Submitted By:			
Employee Name:		Phone No:	
Employee Signature:		Date: ___/___/___	Alternate:
Itinerary Approved By:			

Manager/Supervisor Name:	Phone No:	
Manager/Supervisor Signature:	Date: __/__/__	Alternate:
Itinerary Closed By:		
Employee Name:	Phone No:	
Employee Signature:	Date: __/__/__	Alternate:

ANNEX E – Safety Check-in Procedure Flowchart: Possible Situations 1,2,3, and 4

Safety Check-in Situation #1, 2, 3





ANNEX E SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 5000041797
Security Classification / Classification de sécurité

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	2. Branch or Directorate / Direction générale ou Direction	
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 Worker safety monitoring system and emergency response contract access employees' personal information.		
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 type="checkbox"/> No Non	<input checked="" 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 checked="" 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 checked="" 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"/>
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 checked="" 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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 checked="" 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



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
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?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Bob Rowsell	Title - Titre Manager WSTD RSS/ESTL	Signature <i>[Signature]</i>	Date 2019-07-18
Telephone No. - N° de téléphone 905-336-4943	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel bob.rowsell@canada.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Linda Carriere	Title - Titre Manager, Regional Security	Signature Carriere, Linda <i>[Signature]</i>	Date Sept 6, 2019
Telephone No. - N° de téléphone 604-666-6984	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel linda.carriere@canada.ca	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Haidi Nohle	Title - Titre Procurement	Signature <i>[Signature]</i>	Date 2019 09 06
Telephone No. - N° de téléphone 705-319-6982	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel haidi.nohle@canada.ca	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX F INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX G
ITINERARY MONITOR – BIDDER CERTIFICATION

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, it meets mandatory technical requirements M.2. – M.14. and will provide mandatory technical requirements M.2. – M.14. under the resulting contract.

In order to demonstrate compliance with mandatory certifications M.2. – M.14, the Bidder must complete, sign and submit the following certification with its proposal.

Name of the Bidder: _____

Signature of the Bidder: _____

Solicitation Number: _____

Date Signed: _____

ANNEX H
ESCALATED RESPONDER CALL CENTRE – BIDDER CERTIFICATION

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, it meets mandatory technical requirements M.16. – M.19. and will provide mandatory technical requirements M.16. – M.19. under the resulting contract.

In order to demonstrate compliance with mandatory certifications M.16. – M.19, the Bidder must complete, sign and submit the following certification with its proposal.

Name of the Bidder: _____

Signature of the Bidder: _____

Solicitation Number: _____

Date Signed: _____