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ATTENTION : Claudette Chabot

**AMENDMENT TO THE REQUEST FOR
STANDING OFFER
MODIFICATION DE LA DEMANDE
D'OFFRE À COMMANDES**

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT – CE DOCUMENT COMPORTE DES
EXIGENCES RELATIVES À LA SÉCURITÉ.

Issuing Office – Bureau de distribution

Correctional Service Canada (CSC)
Contracting and Materiel Services
National Headquarters (NHQ)

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Title — Sujet: Safety Training - Various | |
| Solicitation No. — N° de l'invitation 21C50-19-3141723 | |
| Solicitation Amendment No. – No. de la modification à l'invitation 003 | Date: December 16, 2019 |
| GETS Reference No. — N° de Référence de SEAG 21C50-19-3141723 | |
| Solicitation Closes — L'invitation prend fin at / à : 14 :00 On / Le : December 19, 2019 / le 19 décembre, 2019 | Time Zone Fuseau horaire CST Heure normale du centre |
| Delivery Required — Livraison exigée : See herein – Voir aux présentes | |
| F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre: | |
| Address Enquiries to — Soumettre toutes questions à: Claudette Chabot Claudette.Chabot@csc-scc.gc.ca | |
| Telephone No. – N° de téléphone: 306-659-9255 | Fax No. – N° de télécopieur: |
| Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente. | |
| Instructions: See Herein Instructions : Voir aux présentes | |



Request for Standing Offer (RFSO) Amendment 003 is issued to

1. Respond to questions 1 through 8 received the during the solicitation period; and
 2. Amend the Annex A - Statement of Work (SOW); (amend 11. Cancellation clause)
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1. Questions and Answers 1 through 8:

Question 1:

Because of the Student variance of either a class of 8 or 15 Students, would we be allowed to offer two separate range of pricing for either 8 Students and another price for 15 Students? Because of cost of books, travel and Instructors cost there is always a better discount with more Students.

Answer 1:

No. You must submit your financial proposal as per Annex B - Basis of Payment and Appendix B1 – Basis of Payment. Institutional sites work to fill courses to maximum participation, however dependent on site need and offender populations, participation numbers may vary slightly.

Question 2:

Stream 1 H2S Alive

- Page 26 reads - reads (minimum 8 hours course)
- Page 31 reads - (Medium & Maximum Security Level Institution is 5 hours per day)
- Energy Safety Canada (Governing body of the H2S Alive course) voice that it is mandatory to allow a 6 hours class ? ? ?

Answer 2:

Information from Energy Safety Canada courses indicates that courses are 8 hours in length. Please see link: <http://www.energysafetycanada.com/training/courses/detail/12009/h2s-alive>

Page 31 – 6.0 Hours of Work - indicates that the expected hours available for training at a Medium or Maximum Security Level Institution is 5 hours per day. Where the training would most likely take more than one (1) day to complete, bidders are then expected to provide a cost based on that.

Question 3:

We've had an incident where our Instructor was up at Grande Cache, Alberta - teaching H2S Alive and they had a lock down in the middle of the class and because of the interruption the Instructor struggled to complete the course. Is there an opportunity for the Instructor to host another class (at an extra charge) if he is not able to meet the course requirements?

Answer 3:

Information has been added to the cancellation clause; see the revised Annex A – Statement of Work, 11. Cancellation (attached herein).

Question 4:

Page 29 – 31, when mentioning 4 or 6 courses per year, is it possible to have all courses scheduled back to back to mitigate travel costs?

Answer 4:

No, courses are scheduled dependent on needs of the sites and offender population. We stagger courses throughout the year to accommodate transitioning offender population.

Question 5:

Out of the 4 to 6 courses per year - do you know which courses would be most favorable?

Answer 5:



No, courses are scheduled dependent on needs of the sites and offender population, as well as labour market trends.

Question 6:

Will we have to ensure that any potential instructor have valid security clearance prior to bidding on the work or can we work on the security clearances after submitting the proposal?

Answer 6:

Please refer to Part 6 – Security, Financial and Insurance Requirements of the Request for Standing Offer (RFSO). Valid security clearance(s) are not required at the time of bid submission. Security clearances are confirmed/validated prior to Standing Offer Award.

Question 7:

I understand the need for consistency in training when it comes to the various streams, but it makes it difficult bidding due to the locations. Do you know if there is a proposed schedule developed for the training? My concern is that we would bid on one of the streams in SK or MB and it could be that there is training one day, then perhaps a day off and then another day of training and that makes it difficult to bid. There is reference that some of the training could be 3 or 4 courses throughout the year, would these be consecutive days or random days throughout the year?

Answer 7:

Courses will be scheduled throughout the year. Trainings are staggered to accommodate different groups of offenders.

Question 8:

Are we able to provide additional pricing for the following stream lines, STREAMS 1 – H2S Alive, STREAM 2 – Confined Space and STREAM 3 – Flag Person for the F. AB Central sites? There is no pricing being requested for AB Central sites for these STREAMS.

Response 8:

Additional pricing for STREAMS 1 to 3 for AB Central sites will not be considered. Training STREAMS 1 to 3 for the AB Central sites and the AB South sites are not part of this Request for Standing Offer (RFSO). Pricing must be submitted for the STREAMS and SITES, in accordance with the information provided in Part 1, 7. Multiple Standing Offers and the Annex B – Basis of Payment and the APPENDIX B1 – Basis of Payment.

2. Amend the Annex A – Statement of Work (SOW):

Delete: **Annex A – Statement of Work** in its entirety; and

Insert: The following, new **Annex A – Statement of Work**.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



ANNEX A - STATEMENT OF WORK

The Correctional Service of Canada has a requirement to provide third party certification for various Safety Training courses to groups of male and female offenders at various institutions in the Prairie Region.

1.0 Background

CORCAN is an Agency of the Correctional Service of Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs and services that facilitate offenders' re-entry into the work force following their release. Our focus is to ensure that offenders who participate in CORCAN activities are fully, regularly and suitably employed in a work environment that strives to achieve private sector standards.

To facilitate reintegration of offenders to the community and to support their opportunities for obtaining employment, it is necessary to deliver vocational training programs. It is important to ensure that vocational certifications are recognized in the labour market and relevant to community employment, therefore, accessing third party certifiers that issue certifications that meet community standards is imperative.

2.0 Objective

To provide various Vocational Safety Training programs with third party certification to groups of offenders at the CSC locations listed in section 5.0 Location of Work. Upon successful completion of the training, the participants are to be provided with certificates.

The various training required is as per the following table: (Note that each training program is identified as STREAM 1 through 6) -

| STREAM 1 | STREAM 2 | STREAM 3 | STREAM 4 | STREAM 5 | STREAM 6 |
|-----------|----------------|-------------|-----------------|--------------------------------------|--------------------|
| H2S Alive | Confined Space | Flag Person | Fall Protection | Transportation Dangerous Goods (TDG) | Ground Disturbance |

3.0 Tasks

The Contractor must provide:

- a) Certified instructor'(s) to deliver training sessions for STREAMS as listed above for H2S Alive, Confined Space, Flag Person, Fall Protection, Transportation Dangerous Goods (TDG), and Ground Disturbance. The training must include classroom and application of knowledge learned in the classroom in a practical setting with hands-on-exercises for the courses that require it.
- b) the curriculum for the training program required in order to provide certification to participants at the identified area locations in section 5.0.
- c) all manuals, handouts, materials and necessary equipment for the Contractors' Resource and participants. This includes the responsibility for transportation of resources and all course materials/equipment to and from the work location sites.
- d) a training program that must result in a certification as per each of the STREAM of training listed below. The Classroom and practical hand-on exercises must cover the following, but is not limited to the following -

STREAM 1

H2S Alive (minimum 8hr course):

- Physical properties of Hydrogen Sulphide (H2S), how to recognize it, locations it can be found, health hazards;
- Hazard recognition and detection;



- Approved breathing apparatus, inspection and operation of self-contained breathing apparatus;
- Response strategy and techniques; and
- Practical training.

STREAM 2

Confined Space (minimum 6hr course):

- Confined space awareness;
- Identifying existing and potential confined space hazards;
- Methods to control and eliminate hazards;
- Worker responsibilities;
- Confined space classification;
- Personal protective equipment –
- Respiratory Protection
- Entry planning and authorization; and
- Emergency rescue procedures.

STREAM 3

Flag Person (minimum 4hr course):

- Techniques, equipment and legal requirements for Traffic Control Persons (TCP);
- Traffic control devices and proper protective equipment;
- Traffic Control skills: hand signalling, stop and slow signs, flagger's position;
- Understanding motorists;
- Job site preparation: setting up, maintaining, and removing work zones;
- Traffic control placement;
- Responsibilities and authorities; and
- Regulations and standards (Acts and legislation)

STREAM 4

Fall Protection (OSSA) - (minimum 6hr course):

- Dynamics of falling and protection against falls;
- Fall protection planning and hazard identification;
- Clearance & free fall calculations;
- Anchor points – types and strength requirements;
- Connectors;
- Equipment care & inspection;
- Rescue principles;
- Governing bodies & regulations;
- Fall protection systems;
- Fall arrest system components;
- Harness fitting;
- Suspension trauma; and
- Rescue procedures.

STREAM 5

Transportation Dangerous Goods (TDG) – (minimum 3hr course):

- An overview of TDG Requirements and Regulations
- Responsibilities of Shippers, handlers and carriers
- Nine classes of Dangerous Goods
- Shipping Documentation
- Placards, Labels and Safety Marks
- Different means of containment



- Special Situations
- Emergency Response Plans (ERAP) and actions

STREAM 6

Ground Disturbance (minimum 4hr course):

- Identify and define ground disturbance;
- Describe hazards of ground disturbance;
- Describe permits and agreements will be required;
- Identify and locating underground facilities; and
- Associated regulations and responsibilities.

NOTE: There is no computer availability for Offenders or internet access – All STREAMS of training courses MUST be instructor led / in-class facilitation.

The estimated number of courses for each program per year for each location is listed below in 5.0 Location of Work. The estimated course requirement does not constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location.

- d) **The Contractor or Contractor's resource** delivering the training **must:**
- Participate in an orientation at the identified location prior to delivery of training as per section 8.0 Orientation Prior to Course Delivery.
 - Work with the Designated Manager at each location to determine course dates;
 - Arrive, at least, 30 to 45 minutes prior to the start time of the course to allow time for processing by the principal entrance security and resolve any logistical issue, set up and be ready for arrival of participants;
 - Have all materials prepared for the course and seek assistance from CSC personnel when needed or practical training as identified in section 10.0 Site Visit Prior to Course Delivery; and
 - Ensure area of work is searched at the end of each day and any tool control, attendance management and security procedures are followed as identified in the site orientation prior to course delivery.

4.0 Deliverables

For all training within the identified STREAM programs, the **Contractor must provide:**

- a) Sufficient resources (instructors) to facilitate in-class training for each of the locations proposed for the identified STREAM of training.
- b) Training materials, written, practical exercises and testing as required for the completion of the applicable course;
- c) A detailed course outline;
- d) All necessary materials which include but are not limited to: manuals, handouts, materials, Personal Protective Equipment (PPE) and Occupational Health Safety (OHS) approved for each program and any other necessary equipment;
- e) Delivery of all materials/equipment to the location prior to start of course (materials/equipment will be stored on site at the location during the course);
- f) A list of successful participants to the Designated Manager;
- g) Hard copy of certificates for successful participants within 21 days of course completion, delivered to the Designated Manager (can be delivered by email or mail); and,
- h) To the Project Authority, the dates, the location of training and the number of participants within 21 days of completion of each course.

For each course, **CSC (CORCAN) must provide:**

- a) Selection of participants with a confirmed number of participants for the course to be provided to the Contractor two working days prior to the course commencement date;
- b) Training facilities of delivery, including classroom and any equipment required for use during



- classroom instruction (note that all types of media utilized for delivery of the training is subject to pre-approval by the Project Authority and the type of media will be identified in the call-up);
- c) At each location, sufficient space for practical training; and
 - d) At each location, sufficient space and access (dependent on site protocols) for the Contractor's Resource to this space, to store all of the Contractor's materials and necessary equipment for the duration of each course.
 - e) Gloves and steel toe boots for all participants.

CSC CORCAN, Project Authority will provide a list to the contractor of the designated managers for each CSC institutional location upon award of the Standing Offer.

The designated manager for each CSC institutional location will work with the Contractor to determine course delivery dates.

Estimated Volume

The estimated number of courses for each program per year for each location is included below. The following estimated course requirement does not constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location.

The minimum number of participants per course is 8 and the maximum number of participants per course is 15.

The designated manager for each CSC institutional location will work with the Contractor to determine course delivery dates.

5.0 Location of Work:

The Contractor must perform the work at the CSC Institution, Healing Lodge or Community location as identified below (A – G).

| A. | CSC Institutions for SK North | Security Classification | Estimated Number of Sessions / Per Stream / Per Year |
|----|---------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------|
| | Saskatchewan Penitentiary 15 th Street West P.O. Box 160 Prince Albert SK, S6V 5R6 | Minimum and Medium Security Facility | Up to 4 courses |
| | Willow Cree Healing Lodge P.O. Box 520 Duck Lake SK, S0K 1J0 | Minimum Security Facility | Up to 4 courses |

| B. | CSC Institutions for SK Central | Security Classification | Estimated Number of Sessions / Per Stream / Per Year |
|----|--------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------|
| | Regional Psychiatric Centre 2520 Central Ave N PO Box 9243 Saskatoon SK, S7K 3X5 | Medium Security Facility | Up to 4 courses |
| | Community Industries 2410-11 th Street West Saskatoon Saskatchewan; | Community Facility | Up to 6 courses |



| C. CSC Institutions for SK South | Security Classification | Estimated Number of Sessions / Per Stream / Per Year |
|----------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------|
| Okimaw Ohci Healing Lodge PO Box 1929 Maple Creek SK, S0N 1N0 | Minimum Security Facility | Up to 4 courses |
| Oskana, CCC 1650 Halifax Street Regina, SK S4P 1S8 | Community Facility | Up to 2 courses |

| D. CSC Institutions for MB | Security Classification | Estimated Number of Sessions / Per Stream / Per Year |
|-------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------|
| Stony Mountain Institution Highway #7 North at Stony Mountain Stony Mountain MB, R0C 3A0 | Minimum and Medium Security Facility | up to 4 courses |
| Osborne Centre CCC 1048 Main Street Winnipeg, MB R2W 3R3 | Community Facility | Up to 6 courses |

| E. CSC Institutions for AB North | Security Classification | Estimated Number of Sessions / Per Stream / Per Year |
|--------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------|
| Grande Cache Institution Hoppe Ave Bag 4000 Grande Cache AB, T0E 0Y0 | Medium Security Facility | Up to 4 courses |

| F. CSC Institutions for AB South | Security Classification | Estimated Number of Sessions / Per Stream / Per Year |
|-----------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------|
| Bowden Institution Hwy 2 PO Box 6000 Innisfail AB, T4G 1V1 | Minimum and Medium Security Facility | Up to 4 courses |
| Drumheller Institution Hwy 9PO Box 3000 Drumheller AB, T0J 0Y0 | Minimum and Medium Security Facility | Up to 4 courses |

| G. CSC Institutions for AB Central | Security Classification | Estimated Number of Sessions / Per Stream / Per Year |
|-----------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------|
| Edmonton Institution for Women 11151 178 Street Edmonton AB, T5S 2H9 | Minimum and Medium Security Facility | Up to 4 courses |
| Grierson Centre 9530 101 st Ave | Minimum Security Facility | Up to 4 courses |



| | | |
|--------------------------------------------------------------------------------------|---------------------------|------------------------|
| Edmonton AB, T5H 0B3 | | |
| Community Industries 3940 53 rd Ave NW Edmonton, AB, T6B 3N7 | Community Facility | Up to 6 courses |
| Pê Sâkâstêw Centre Highway 2A PO Box 1500 Maskwacis AB, T0C 1N0 | Minimum Security Facility | Up to 4 courses |

(<http://www.csc-scc.gc.ca/facilities-and-security/001-0005-eng.shtml>).

Travel and Living – There will be no travel and living expenses associated with this Standing Offer.

6.0 Hours of Work

The Contractor must provide training during the available location operational hours (Monday to Friday, 8:00 am to 4:00 pm);

Expected hours available for training at a Community and Minimum Security Level Institution is 8 hours per day.

Expected hours available for training at a Medium and Maximum Security Level Institution is 5 hours per day.

Specific times may vary slightly (start a bit later, end a bit earlier) at each location and will be identified at the time of the call-up for services. All locations will have a 30 to 90 minute shut down period during lunch for operational reasons. The shut down period for lunch will be identified at the time of call-up for services.

7.0 Language of Work

The Contractor’s Resources must deliver the courses (read, communicate orally and in writing) in English.

8.0 Orientation Prior to Course Delivery

Prior to commencing delivery of each course (date acceptable to the Contractor and Designated Manager), the Contractor’s Resource must receive an Orientation, briefing on the policies and procedures including security procedures, delivery and storage of materials/equipment, review any logistical questions and other information necessary prior to course commencement including practical training. This may last up to three hours (may be shorter if it is not the first course the Resource has delivered at the location) and may be delivered via pre-reading, telephone, video conference or in person, as determined by the designated CSC CORCAN manager at the site.

9.0 Meetings

The Project Authority may call a meeting at any time to resolve urgent matters, and/or resolve any issues or concerns. The location, date and time will be agreed upon between the Project Authority and Contractor.

10. Constraints

- a) Courses are delivered to federally sentenced offenders who are incarcerated at federal institutions (including minimum, medium and maximum security inmates). Policies related to security classification determination and federal institutions can be found on the following CSC website: www.csc-scc.gc.ca
- b) Participants may exhibit difficult or resistant behaviour;



- c) There may be delays entering the location. All items brought into the location must be inspected, x-rayed and may be tested for contraband;
- d) Individuals entering the location may also be subject to search procedures (for example dog search, ion scan, walk through metal detector, etc.); and
- e) Participants are not allowed access to the internet.

11. Cancellation

In the event that a scheduled session must be cancelled or rescheduled by CSC, the Project Authority, his/her designated manager or the institution, will give the Contractor a minimum of 24 hours notice. A message will be deemed as notification. Course session(s) will be rescheduled at the earliest convenience. It is the contractor's responsibility to call the institution prior to leaving the day of the training to ensure that a lockdown has not been issued in the previous 24 hours.

In the event that a cancellation occurs and a notice of 24 hours isn't provided and in case of a lockdown when the Contractor is on site, the Contractor will be entitled to bill CSC the full value of one day of the course cost.