



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Alberta

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Safety Courses	
Solicitation No. - N° de l'invitation W0134-20R018/A	Date 2020-06-30
Client Reference No. - N° de référence du client W0134-20R018	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-014-11858	
File No. - N° de dossier EDM-9-42150 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-08-11	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lau, Chris	Buyer Id - Id de l'acheteur edm014
Telephone No. - N° de téléphone (780) 566-2195 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 4 WING COLD LAKE ATTN: WGSO B84 KINGWAY COLD LAKE Alberta T9M2C6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux
Canada Place/Place du Canada
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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Buyer ID - Id de l'acheteur
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six 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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial 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 Annexes include the Statement of Work, the Basis of Payment, the Mandatory Technical Evaluation Criteria, the Electronic Payment Instruments, the DND 626 Task Authorization Form and the Task Authorization Usage Report.

1.2 Summary

To provide personnel at 4 Wing Cold Lake with safety training courses to meet training requirements specified in the Canada Labour Code, Treasury Board Occupational Health and Safety – Policies, and the Department of National Defence (DND) General Safety Policy and Standards. Training will take place at 4 Wing Cold Lake, Cold Lake, Alberta in Building 84 or other training facilities as designated by the technical authority on an “as and when requested” basis.

The period of the Contract is for three (3) years from contract award and up to two (2) additional one (1) year periods under the same conditions.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PWGSC Western Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant (*To be filled in by bidder*)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;

-
- b. an individual who has incorporated;
 - c. a partnership made of former public servants; or
 - d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

-
- f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Bids transmitted by facsimile or hardcopy will not be accepted.

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 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

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B"

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

SACC Manual Clauses [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Mandatory Technical Evaluation Criteria are included in Annex "C".

4.1.2 Financial Evaluation

The Limitation of Expenditure will be calculated in the following method:

Items 1-4: Pricing will be evaluated by multiplying the unit price for each year by the maximum number of services and aggregating these totals.

The aggregated total of each line item be added together to determine the Total Limitation of Expenditure.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

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Buyer ID - Id de l'acheteur
edm014
CCC No./N° CCC - FMS No./N° VME

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

[Intentionally left blank]

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" *or* "DND 626, Task Authorization Form" *or* "Task Authorization" form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$6,000.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "F". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

the authorized task number or task revision number(s);

- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

-
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
 - v. the start and completion date for each authorized task; and
 - vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by project authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to this Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of _____ to _____ (*will be inserted at contract award*).

7.4.2 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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W0134-20R018

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File No. - N° du dossier
EDM-9-42150

Buyer ID - Id de l'acheteur
edm014
CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: Canada Place, Suite 1000, 9700 Jasper Avenue, Edmonton AB, T5J 4C3
Telephone: 780-566-2195
Facsimile: 780-497-3510
E-mail address: christopher.lau@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority (*To be released at contract award*)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail 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.

7.5.3 Contractor's Representative (*To be filled in by bidder*)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.6 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.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the Basis of Payment, in Annex "B", as specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

7.7.3 SACC Manual Clause

[H1000C](#) (2008-05-12), Single Payment
[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "E", DND 626, Task Authorization Form;
- (f) Annex "F", Task Authorization Usage Report;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

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W0134-20R018

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EDM-9-42150

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edm014
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OR

SACC *Manual* clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance

SACC *Manual* clause [G1005C](#) (2008-05-12), Insurance - No Specific Requirement

7.14 SACC *Manual* Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

ANNEX "A"

STATEMENT OF WORK

A. TITLE

Safety Training Courses

B. OBJECTIVE

To provide personnel at 4 Wing Cold Lake with safety training courses to meet training requirements specified in the Canada Labour Code, Treasury Board Occupational Health and Safety – Policies, and the Department of National Defence (DND) General Safety Policy and Standards. Training will take place at 4 Wing Cold Lake, Cold Lake, Alberta in Building 84 or other training facilities as designated by the technical authority on an "as and when requested" basis.

C. SCOPE OF WORK

The contractor must provide the following courses in accordance with provided prerequisites:

- I. Fall Protection
- II. Confined Spaces
- III. Hydrogen Sulphide (H2S)
- IV. Asbestos Awareness

Courses will be scheduled with the intent to run consecutive serials totalling three (3) to five (5) days, as demand warrants. The Contractor must be prepared to run three (3) or more courses back to back if demand warrants or due to time constraints (venue availability). Classes will run from 0745 a.m. to 1600 p.m. The technical authority will not normally request training to be scheduled in April, May, and December. The technical authority will liaise with the Contractor to determine the course schedule achievable and practical to both parties one (1) week after contract award. Course delivery must be available within a maximum of one (1) month from receipt of a DND confirmation of dates. All courses will focus entirely upon instruction and practical application. Student registration forms will be provided by the Technical Authority for completion by students as a record of participation. The Contractor must submit a manual and examination sample to the Technical Authority for approval prior to the course commencement to ensure all teaching points are present. A final exam mark must be provided to the Technical Authority to ensure attendees gained the basic knowledge prerequisites.

D. Government Furnished Support/Equipment/Information

4 Wing Cold Lake will provide the following: a classroom facility, complete with teaching aids such as TV/VCR, Overhead Projector, Flip Charts, Computer for Power Point Presentations, Whiteboards, Tables, Chairs, etc. (Note: All disks/USB flash drives must be checked for viruses prior to use in DND computers). Additional support will be provided as stated herein for each course.

E. SPECIAL CONSIDERATIONS

4 Wing Cold Lake will provide a briefing on all safety, security and administrative requirements for the on-site training facility and any issues specific to 4 Wing Cold Lake as required. Any additional support or information required by the Contractor should be communicated to the technical authority in advance of the start date of any course, to ensure any requests can be responded to and actioned in time to support a training course.

MINIMUM COURSE REQUIREMENTS APPENDIX 1 TO ANNEX "A"

FALL PROTECTION TRAINING PREREQUISITES

The purpose of this one day (7 hours) course is to provide the background knowledge and practical skills to enable all students to inspect and use Fall Protection equipment in order to develop effective fall prevention controls and procedures. **Maximum 20 Students per course.**

References: A Canada Labour Code Part II
B. Canada Occupational Health and Safety Regulations
C. General Safety Program Standards

1. Introduction to Fall Protection

- Purpose of Government Act, Regulations and Standards
- Legislated requirements for use of fall protection
- Definition of Fall Protection
- Uses of Fall Protection vice Fall Restraint Systems
- Fall Protection Statistics/ Frequency and Severity
- Minimizing potential falling distances
- Conditions of the Workplace

2. Fall Protection Requirements

- Elimination of Fall Hazards
- Traditional Fall Protection Requirements (Guardrails, Covers, etc)
- Fall Restraint Requirements
- Fall Arrest Systems/ Safety Precautions
- Standard Work Place and Legislated Procedures

3. Fall protection Systems (Anchor Points)

- Definition of Anchor Points
- Engineering Requirements of Anchor Points
- Improvised Anchor Points
- Inspection of Anchor Points/Safety Precautions
- Applicable Anchor Point Regulations

4. Connecting Methods (Lanyards)

- Definition of Lanyard Use
- Types of Lanyards
- Lanyard Components
- Selecting the proper Lanyard
- Hazards associated with various Lanyard components.
- Proper use and inspection requirements of Lanyards/Safety Precautions
- Applicable Lanyard regulations

5. Shock Absorbers

- Applicable use of Shock Absorbers
- Hazards associated with Shock Absorbers
- Practical hands on Shock Absorber hook up exercise
- Inspection requirements of Shock Absorbers

Applicable Shock Absorber Regulations

6. Harnesses

Definition of Harnesses
Various types and makes of Harnesses
Composition of Harnesses (Rings and Straps)
Primary and secondary Functions
Various Harness classifications
Hazards associated with Harness use
Proper donning and adjusting procedures for Harnesses
Practical hands on donning exercise
Proper use of Harnesses
Inspection requirements of Harnesses
Applicable Harness Regulations

7. Lifeline Systems

Definition of Lifeline systems (Self Retracting, Vertical, Horizontal and Ladder Climbing Devices)
Hazards with these Lifeline Systems
Inspection of Lifeline Systems
Rope Requirements for Lifeline Systems
Types of Fall Arrestor systems
Hook up procedures
Applicable Lifeline Regulations

4 WING COLD LAKE WILL PROVIDE THE FOLLOWING:

1. Harnesses and a tripod/hoist assembly are available to the Contractor, however this equipment is for training purposes only and is not certified for use where an actual fall hazard exists.

THE CONTRACTOR MUST SUPPLY THE INSTRUCTION AND THE FOLLOWING:

1. Provide course handouts and an agenda that progressively and cohesively covers the subject matters for the course duration. Shipping of manuals shall be the contractor's responsibility;
2. Course manual that is current and comprehensive based on all subject matter listed above. This manual is intended not only as a course-teaching manual but also as a future reference tool;
3. Course teaching materials to support course requirements;
4. Provide sufficient qualified instructor(s) to ensure the safety of students at all times (Instructors must be able to provide a comprehensive resume upon request);
5. The course basic requirement must be such that it tests students on their knowledge and ability during practical and theory exercise. A combination score of 70% is required for successful completion of the course and must be supported by documentation.
6. The Contractor must supply all teaching aids and equipment not provided by 4 Wing Cold Lake;
7. Feedback forms (evaluations) on course content/instruction/materials to be filled out by students upon course completion and provided to the Technical Authority. The Technical Authority will review these prior to being forwarded to the Contractor.
8. Provide a Certificate of Training upon completion of the course. Certificates should indicate an expiry date three years after the date of course completion.

CONFINED SPACES TRAINING PREREQUISITES

This 3-day course (21 Hours) is designed for employees and supervisors working in environments where confined space entry is required, to provide awareness of hazards and control measures required to ensure safe work procedures. **Maximum 16 students per Course.**

Student Certificates shall be presented to the successful candidates at the end of training on the last day of the course.

The following prerequisites are mandatory requirements for training 4 Wing personnel to work in confined spaces:

References: A Canada Labour Code Part II

- B. Canada Occupational Health and Safety Regulations
- C. Treasury Board Occupational Health and Safety Standards
- D. General Safety Program Standards

INTRODUCTION TO CONFINED SPACES

Purpose of Occupational Safety & Health Regulations (Canada Labour Code)
Employer Responsibilities
Employee Responsibilities
Definition of a Competent Worker
Hazard Assessment
Emergency Procedures
Entry Procedures (including Entry Permit)
Hot work requirements
Ventilation Equipment
Record Training

CONFINED SPACES CHARACTERISTICS & HAZARDS

Definition of a Confined Space
Atmospheric Hazards
Oxygen Deficiency
Combustible Gases
Combustible Vapours
Toxic Atmospheres (H₂S, CO₂, CO, etc.)
Characteristics of Combustible and Toxic Gases
Physical hazards of Confined Spaces

ATMOSPHERIC TESTING

Detection and Measurement Instrumentation
Principals of Operation and Calibration Techniques
Combustible Gases & Vapours
Toxic Contaminants
Oxygen Deficiency
Safety Considerations

PROTECTIVE EQUIPMENT

Personal Protective Equipment

- Head Protection
- Eye Protection
- Hearing Protection
- Foot Protection
- Respiratory Protection
 - Purifying Filters
 - Self Contained Breathing Apparatus (S.C.B.A.)
- Hand Protection
- Protective Clothing
- General Protective Equipment
 - Lifelines & Harnesses
 - Ventilation Equipment
 - Lifting/Fall Arrest Devices
 - Lock Outs & Blanks
 - Non-Sparking Tools
 - Warning Devices
 - Immunization & Personal Hygiene
- Personal Training
 - First Aid
 - CPR

ENTRY PROCEDURES

- Hazard Assessment
- Safety Considerations
- Entry Permits
- Safety Equipment Considerations
- Atmospheric Testing Procedures/Records
- Ventilation Considerations
- Special Entry Requirements

EMERGENCY & RESCUE PROCEDURES

- Ropes and Knots
- Casualty Evacuation

4 WING COLD LAKE WILL PROVIDE THE FOLLOWING:

1. Gas measuring equipment (detectors) for classroom and practical training requirements.
2. Self Contained Breathing Apparatus (SCBA).
3. Confined Spaces Entry and Hazardous Assessment Forms.
4. Scenario location in order for Contractor to set up mobile confined space tank for practical application of entry and confined space rescue.

THE CONTRACTOR MUST SUPPLY THE INSTRUCTION AND THE FOLLOWING:

1. Provide course handouts and an agenda that progressively and cohesively covers the subject matters for the course duration. Shipping of manuals shall be the contractor's responsibility.
2. Course manual that is current and comprehensive based on all subject matter listed above. This manual is intended not only as a course teaching manual but also as a future reference tool.
3. Course teaching materials to support course requirements.
4. Comprehensive sample forms and support documentation on confined spaces problems and situations.
5. Provide sufficient qualified instructor(s) to ensure the safety of students at all times. (Instructors must be able to provide a comprehensive resume upon request)
6. The course basic requirements shall be such that it tests students on their knowledge and ability during practical and theory exercises. A combination score of 70% for successful completion of the course shall be supported by documentation.
7. The contractor must supply all teaching aids and equipment not provided by 4 Wing Cold Lake.
8. Feedback forms (evaluations) on course content/instruction/materials to be filled out by students upon course completion and provided the Technical Authority. The Technical Authority will review these prior to being forwarded to the Contractor.
10. Provide a Certificate of Training upon completion of the course. Certificates should indicate an expiry date three years after the date of course completion.

HYDROGEN SULPHIDE (H2S) TRAINING PREREQUISITES

This 1-day course (7.5 Hours) is designed to provide hazard awareness and control measures for employees working where H2S may be present or supervisors of personnel entering environments with potential concentrations of H2S. **Maximum 20 students per Course.**

ENFORM cards are to be distributed to students in accordance with ENFORM administrative protocols, after they have successfully completed the training.

The following prerequisites are mandatory requirements for training 4 Wing personnel to work in an environment containing H2S:

INTRODUCTION TO HYDROGEN SULFIDE (H2S)

- Properties of H2S
- Material Safety Data Sheets on H2S
- Locations and Sources
- Characteristics of H2S
- Signage
- Health Hazards
- Routes of Entry
- Scales of Measuring H2S
- Worker Exposure Limits
- Toxicity Levels

HAZARDS FROM OTHER GASES AND LIQUIDS

- Hydrocarbon fires and Explosions
- Hydrocarbon Narcosis and Oxygen Deficiency
- Hydrate Formations
- Naturally Occurring Radioactive Materials
- Iron Sulphide

ATMOSPHERIC TESTING PROCEDURES

- Special Entry/Work Requirements
- Ventilation Considerations
- Atmospheric Testing Records
- Confined Spaces Testing

PERSONAL PROTECTION EQUIPMENT (PPE)

- Head Protection
- Eye Protection
- Foot Protection
- Hearing Protection
- Skin Protection

Respiratory Protection

- Types of Respirators Used for H2S
 - Self Contained Breathing Apparatus (SCBA)
 - Supplied Air Breathing Apparatus (SABA)
- Prerequisites for wearing Respirators
- Fit Testing
- Inspection

Advanced PPE

- Atmospheric Sensing Equipment
 - Detector Tube Devices
 - Electronic Monitors

Personal Training

First Aid
CPR

EMERGENCY & RESCUE PROCEDURES

Initial Response Strategy
Ropes and Knots
Casualty Evacuation
Rescue Techniques

4 WING COLD LAKE WILL PROVIDE THE FOLLOWING:

1. Self Contained Breathing Apparatus (SCBA)
2. Electronic Gas Detection Monitors

THE CONTRACTOR MUST SUPPLY THE INSTRUCTION AND THE FOLLOWING:

1. Provide course handouts and an agenda that progressively and cohesively covers the subject matters for the course duration. Shipping of manuals shall be the contractor's responsibility.
2. Course manual that is current and comprehensive based on all subject matter listed above. This manual is intended not only as a course teaching manual but also as a future reference tool for retention by students.
3. Course teaching materials to support course requirements.
4. Comprehensive sample forms and support documentation on H2S problems and situations.
5. Provide sufficient qualified instructor(s) to ensure the safety of students at all times. (Instructors must be able to provide a comprehensive resume upon request)
6. The course basic requirements shall be such that it tests students on their knowledge and ability during practical and theory exercises. A combination score of 70% for successful completion of the course shall be supported by documentation.
7. The contractor must supply all teaching aids and equipment not provided by 4 Wing Cold Lake.
8. Feedback forms (evaluations) on course content/instruction/materials to be filled out by students upon course completion and provided the Technical Authority. The Technical Authority will review these prior to being forwarded to the Contractor.
9. Submission of attendees names to ENFORM (Calgary), for production and issue of Completion of Training cards for distribution to students. Cards should indicate an expiry date three years after the date of course completion.

ASBESTOS AWARENESS TRAINING PREREQUISITES

The purpose of this one day (7.5 hours) course is to provide the background knowledge and practical skills to enable supervisors and employees to recognize the various types of asbestos, risks, and hazards associated with the different types. **Maximum 20 Students per course.**

The following prerequisites are mandatory requirements for training 4 Wing Personnel on Asbestos repair and abatement procedures.

References: A Canada Labour Code Part II
B. Canada Occupational Health and Safety Regulations
C. General Safety Program Standards

1. Identifying the various types, properties, and uses of asbestos

Define the two classifications and sub-categories of Asbestos
Describe the various characteristics, colours, properties, and point of manufacture.
Define the common uses of asbestos and potential high risk areas
Describe the methods, types, and applications of Friable Sprayed Products used in buildings, cover pipes, and boiler asbestos insulation

2. Assessing the health and exposure risks

Routes of Entry
Health risks associated with exposure to asbestos
Factors to be considered on encountering asbestos
Diseases or conditions associated with exposure

3. Personal Protective Equipment (PPE)

Identify types of PPE
Identify types, classes, and uses or respiratory equipment
Code of practice for respiratory protection equipment
Protection factors of various respirators
Reasons for fit testing including facial shapes and hair
Types of fit testing and qualitative methods
Need for record keeping
Inspection, cleaning, storage, and maintenance of respiratory equipment
Protective clothing

4 WING COLD LAKE WILL PROVIDE THE FOLLOWING:

1. A classroom facility complete with teaching aids such as TV, Overhead projector, computer for presentations, tables, chairs, etc. (NOTE: All computer disks must pass check for viruses prior to use)

THE CONTRACTOR MUST SUPPLY THE INSTRUCTION AND THE FOLLOWING:

1. Provide course handouts and an agenda that progressively and cohesively covers the subject matters for the course duration. Shipping of manuals shall be the contractor's responsibility.
2. Course manual that is current and comprehensive based on all subject matter listed above. This manual is intended not only as a course-teaching manual but also as a future reference tool;
3. Course teaching materials to support course requirements;

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W0134-20R018

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-9-42150

Buyer ID - Id de l'acheteur
edm014
CCC No./N° CCC - FMS No./N° VME

-
4. Provide sufficient qualified instructor(s) to ensure the safety of students at all times (Instructors must be able to provide a comprehensive resume upon request);
 5. The course basic requirement must be such that it tests students on their knowledge and ability during practical and theory exercise. A combination score of 70% is required for successful completion of the course and must be supported by documentation.
 6. The Contractor must supply all teaching aids and equipment not provided by 4 Wing Cold Lake;
 7. Feedback forms (evaluations) on course content/instruction/materials to be filled out by students upon course completion and provided to the Technical Authority. The Technical Authority will review these prior to being forwarded to the Contractor
 8. Provide a Certificate of Training upon completion of the course. Certificates should indicate an expiry date three years after the date of course completion.

ANNEX “B”

BASIS OF PAYMENT

- The firm, all-inclusive rates, specified herein include any of the following expenses that may need to be incurred to satisfy the terms of the Contract:
 - Any travel expenses for travel (including travel, meals, expenses, lodging, etc) between the Contractor's place of business and 4 Wing Cold Lake (Cold Lake, Alberta);
 - Any costs to ship training material not otherwise provided by 4 Wing Cold Lake;
 - Any costs for labour, materials, equipment (not otherwise provided by 4 Wing Cold Lake), tools and supervision.
- The rates specified herein are for **the maximum number of students per class**, as indicated in Appendix 1 to Annex "A", Minimum Course Requirements.
- GST is not to be included in the unit prices but will be added as a separate item to any invoice issued against the Contract.
- Estimated usages are for evaluation purposes only.

Item	Description	Estimated # of Courses Per Year	Firm Price Per Course: Year 1	Firm Price Per Course: Year 2	Firm Price Per Course: Year 3	Firm Price Per Course: Year 4 (optional)	Firm Price Per Course: Year 5 (optional)	Total
		(A)	(B)	(C)	(D)	(E)	(F)	[G = (AXB) + (AXC) + (AXD) + (AXE) + (AXF)]
1.	Fall Protection Training (maximum 20 students)	5	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____
2.	Confined Spaces Training (maximum 16 students)	5	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____
3.	Hydrogen Sulphide (H2S) Training (maximum 20 students)	5	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____ /course	\$ _____

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4.	Asbestos Awareness Training (maximum 20 students)	5	\$ _____ /course	\$ _____				
Total Assessed Bid Price (GST/HST excluded):								\$ _____

ANNEX "C"

MANDATORY TECHNICAL EVALUATION CRITERIA

1. Bidders must provide documentation illustrating adherence to Minimum Course Requirements Appendix 1 to Annex "A". They must submit teaching materials and sample exams to be used. Training material will be evaluated to ensure that all teaching points required as per Appendix 1 Minimum Course Requirements are addressed. The evaluated training material and sample examinations must be to Alberta standards. It is the responsibility of the Bidder to ensure that the correct information is included. PWGSC reserves the right to distribute the information to the evaluation team for evaluation purposes.
2. Bidders must provide the names and qualifications of individuals proposed to teach the courses. Individuals proposed must be Qualified Persons under the Canada Labor Code-Canada Occupational Health and Safety Regulations. Such trainers shall have satisfactorily completed a training program for teaching the subjects they are expected to teach, or they shall have the academic credentials and instructional experience necessary for teaching the subjects. (Trainers who teach any of the above training subjects shall have competent instructional skills and a good command of the subject matter of the courses they are to teach.)

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ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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ANNEX "E"

DND 626 TASK AUTHORIZATION FORM

(As Attached)

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

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ANNEX "F"

TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca

Or

Facsimile: (780) 497 – 3510