



Request for Standing Offer (RFSO) Amendment 001 is issued to

1. Extend the closing date of the RFSO;
2. Respond to questions 1 to 9 received during the solicitation period;
3. Amend Part 6, 1. Security Requirement
4. Amend the Annex E - Evaluation Criteria;

1. The Solicitation Closing date identified on page one (1) of the RFSO has been extended:

Delete: **Solicitation Closing** date, September 8, 2020 @ 14:00 CST; and

Insert: The following, new **Solicitation Closing** date, **September 14, 2020 @ 14:00 CST.**

2. Questions and Answers:

Question 1:

OSSA Confined Space is being discontinued. The launch date of the new Energy Safety Canada course is September of 2020. The cut-off date of the old course is November of 2020. We would like to proceed with the tender using the new course, but unfortunately, the course has not been instructed by anyone as yet. Shall we use the old information, with references to the old course, or shall we use the new course information, which has not been taught yet?

Answer 1:

Regarding STREAM 2 – Confined Space training, Bidders must provide their information to address mandatory technical criteria to be based on the OSSA (Oilsand Safety Association) certification to teach the Confined Space course.

As noted in the Annex B – Statement of Work, CSC acknowledges that the Energy Safety Canada (ESC)'s in-class course is still being finalized, therefore ESC certification to deliver this training cannot yet be provided for proposed resources. Bidders must provide current certification to instruct the OSSA confined space course. While acknowledging that the OSSA (Oilsand Safety Association) Confined Space course is being phased out to be replaced with the ESC Confined Space, proposed resources will be evaluated on the OSSA certification to deliver the Confined Space course. However, as stated in the Annex B – Statement of Work, it will be expected that once ESC's train-the-trainer course is available for the in-class ESC Confined Space course, all proposed resources will be expected to take the train-the-trainer course **and** provide to the Project Authority their certification to deliver the new in-class ESC Confined Space course, prior to delivering any Confined Space courses to CSC institutions.

See attached herein, an amendment to Annex E – Evaluation Criteria, where wording has been removed for M2 to clarify the requirement for Stream 2 – Confined Space.

Question 2:

We are experts in fall protection and confined spaces training. Are we able to bid just for those types of courses specifically, or are you looking for someone who is able to provide trainings for Streams 1-6?

Answer 2:

As stated in the RFSO Part 1 – General Information, #7 and Annex B – Basis of Payment, bidders can bid on one or on multiple STREAMS, as per the below:

NOTE: Bidders can bid on one or on multiple STREAMS however, the training must be provided at the institutional sites listed within the identified location of work as per the Annex A – Statement of Work, 5.0 Location of Work (A-G).

Bidders are to clearly identify the STREAM and LOCATION for which service is being proposed.



Question 3:

Does the Integrity Declaration Form need to be submitted for each trainer that would be providing training at CSC, or for just the owner of the company?

Answer 3:

The Declaration Form needs to be submitted only if a declaration needs to be made as described in Subsection A. However, 1.2 Integrity Provisions – Required documentation – List of names is be submitted with the bidder's proposal.

Question 4:

Is The Designated Organizational Screening issued by the Contract Security Program (referred to in section 7) required before submission of the standing offer? Or can it be done if we are accepted?

Answer 4

Confirmation of the Designated Organizational Screening (DOS) issued by the Contract Security Program (CSP) is not required at time of bid submission. Security is confirmed once a bidder is recommended for award. If a bidder has not completed the Designated Organizational Screening process then CSC would sponsor the organization to complete the process prior to standing offer award.

Question 5:

Are the confined spaces and working at heights courses general intro courses, or is there a specific area of focus or other criteria? (i.e. tower fall protection, wind farm fall protection, rescue, etc.)?

Answer 5:

The confined space and fall protection courses are general courses and do not require any specific area of focus. Our clients may enter a wide variety of industries and therefore do not require specific areas of focus so long as the training meets the standards listed in the Annex B - Statement of Work.

Question 6:

Is it possible to organize the courses in a way where we can provide multiple trainings at a given location in a week, or is it more sporadic where we would typically offer one course at a time (trying to figure for travel expenses)?

Answer 6:

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 7:

For the purposes of delivering the practical portion of confined spaces and working at heights trainings, do your facilities have ladders, towers, or enclosures, etc. where we are able provide real-world scenarios? Obviously we can provide all of the PPE and testing equipment for the purpose of carrying out such training.

Answer 7:

Some sites may allow for real world scenarios in an enclosed space, while at others sites any practical training conducted will be confined to the classroom. Any PPE and testing equipment used for the purpose of carrying out practical training would be the responsibility of the Contractor.

Question 8:

Regarding the Appendix B1, are we to put a price per student in between 4-7 students and 8-15 students, or a minimum price for all students? Please clarify.

Answer 8:

As indicated in the Appendix B1 – Basis of Payment, bidders must submit their prices per Participant, for a group of 4-7 participants and per Participant, for a group of 8-15 participants.



Prices are to be Firm Unit price per Participant.

As indicated in the Annex A – Statement of Work and the Annex B – Basis of Payment, due to COVID-19 class room size may vary.

Question 9:

Also, the security Annex C, is it just to be attached to our submission if all the checked boxes pertain to our services?

Answer 9:

The Annex C – Security Requirement Check List’s purpose is to identify to all stakeholders what the security requirement for these Safety Training Services are, should Standing Offers be awarded to offeror(s) as a result of this Request for Standing Offer process. The Annex C – Security Requirement Check List goes hand in hand with the security clauses indicated in RFSO Part 6, 1. Security Requirement and Part 7, 2. Security Requirement.

Once a bidder is recommended for Standing Offer issuance, then CSC would move to confirm security or sponsor the organization to complete the security process with the CSP.
See also question and response #4.

3. Amend Part 6, 1. Security Requirement:

Delete: **Part 6, 1. Security Requirement** in its entirety; and

Insert: The following, new **Part 6, 1. Security Requirement**, attached below.

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

4. Amend the Annex E - Evaluation Criteria:

Delete: **Annex E – Evaluation Criteria** in its entirety; and

Insert: The following, new **Annex E – Evaluation Criteria**, attached herein.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



ANNEX E - EVALUATION CRITERIA

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is imperative that the offer address each of these criteria to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.



- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

MANDATORY TECHNICAL CRITERIA – _____

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation and supporting data to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria specified below will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

#	Mandatory Technical Criteria	Offeror Response Description (include location in offer)	Met/Not Met
M1	<p>Industry Certification:</p> <p><u>For each of the training STREAM(S)</u> that the bidder proposes to provide service for, the bidder must:</p> <ul style="list-style-type: none"> - name the Stream and, - provide proof of documentation as to how the <u>training is industry certified</u> <p>Industry certified means the training provided by the bidder will result in certification recognized by the industry at a level equivalent to but not limited to;</p> <ul style="list-style-type: none"> • Energy Safety Canada (formerly ENFORM and OSSA) • Occupational Safety and Health Administration (OSHA), • Canadian Provincial / Territory jurisdictions OHS regulations, • Canadian Standards Association (CSA), • Canadian Occupation Health & Safety (OH&S) • Transport Canada • Alberta Safety Association • Alberta Common Ground Alliance (ABCGA) <p>Provision of “proof of documentation” from the industry may be in the form of a letter or certificate from a third party federal or provincial quality assurance approvers, which demonstrates the bidder’s training is industry certified.</p> <p>Certification that is only recognized specifically by a single company or work site location does not meet this standard.</p> <p>*Note some training has province specific OHS requirements. In instances where provincial OHS approval is required, documentation of provincial approval <u>must be provided with bid.</u></p>		



	<p>It is the Bidder’s responsibility to clearly show how you meet the industry certification as required in the above criteria. Failure to do so could result in your proposal being deemed non-responsive.</p>		
<p>M2</p>	<p>Proposed resource(s) certification to instruct:</p> <p>A) For each of the identified training STREAM(S) that the bidder proposes to provide service for, <u>the Bidder must provide:</u></p> <ul style="list-style-type: none"> - the name(s) of its proposed resource(s) certified to instruct. <p>B) The Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> - current, valid documentation which demonstrates that the resource is certified to instruct the industry certified training, as defined under M1. (e.g. certificates and/or letter(s)), <p>If the Bidder is proposing resource(s) as trainer(s) for <u>multiple STREAMS</u>, the bidder must clearly show how <u>each</u> resource is certified for <u>each</u> applicable STREAM being proposed.</p> <p>It is the bidder’s responsibility to clearly show how the proposed resource(s) meets the certification to instruct as required in the above criteria. Failure to do so could result in your proposal being deemed non-responsive.</p>		
<p>M3</p>	<p>Proposed resource(s)’ experience:</p> <p>For <u>each</u> of the identified STREAM(S) that the bidder proposes to provide service for, the Bidder’s proposed resource(s) must have EACH delivered a <u>minimum of twelve (12) courses</u> as a current certified instructor with experience being <u>within the last three (3) years</u> prior to the bid solicitation publication date.</p> <p>To demonstrate the experience, the Bidder <u>must</u> provide for <u>EACH proposed resource</u>, details of the courses they have facilitated that include:</p> <ul style="list-style-type: none"> a) Resource name b) Name of STREAM c) Client’s name; (including a telephone number and/or email address of client); d) Start and end date of each course facilitated (day/month/year to month/year) 		



	<p>It is the bidder's responsibility to clearly show how the proposed resource(s) meet the above experience criteria. Failure to do so could result in your proposal being deemed non-responsive.</p> <p>See <u>Example</u> below of how to submit the M3 requirement for each resource being proposed:</p> <p>a) Resource (Trainer): Joe Bell</p> <p>b) STREAM 1, Forklift Training</p> <p>c) Client: John Doe, ABC Company; phone: (555) 555-5555); email: testing@generic.com;</p> <p>d) Course dates:</p> <ol style="list-style-type: none">1) Date 1(e.g January 15, 2018)2) Date 2 (e.g. February 10, 2018)3) Date 3 (e.g March 11, 2018)4) Date 4 (e.g March 23, 2018)5) Date 5 (e.g April 19, 2018)6) Date 6 (e.g August 20, 2018)7) Date 7 (e.g August 29, 2018)8) Date 8 (e.g September 30, 2018)9) Date 9 (e.g October 22, 2018)10) Date 10 (e.g January 16, 2019)11) Date 11 (e.g April 23, 2019)12) Date 12 (e.g November 23, 2019)		
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