

**ADVANCED CONTRACT AWARD NOTICE (ACAN):**

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified contractor.

**TITLE:**

Instructor to complete a major update of the course documentation and deliver legislative courses in both official languages support of the Ship Radio Inspection (SRI) program.

**INTRODUCTION:**

The Department of Fisheries and Oceans Canada (DFO) has a requirement for a qualified bilingual Instructor to provide the training necessary for Electronics Engineering Systems Technologists to perform ship radio inspections on board Canadian and International vessels on behalf of Transport Canada, Marine Safety. The courses are designed to give the maintenance technologists, new and already qualified Ship Radio Inspectors a full understanding or update of the Ship Radio Inspection.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for Instructor in support of the Ship Radio Inspection (SRI) program by Birchy Cope Training Services (BCTS). Before awarding a contract, the government would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this notice, by submitting a statement of capabilities during the 15 calendar days posting period.

The objective of the requirement is to update the formal training documentation package as Canadian National Safety regulations have had a major overhaul in 2019/2020 and to provide this updated package in French and English. The documentation must include any and all references to Canadian and International regulations as they apply to the Ship Radio Inspection Program.

To deliver two Ship Radio Inspection (SRI) Legislative Update Courses, one in English and one in French and deliver three Ship Radio Inspection Update courses, two in English and one in French. The training shall include any and all references to Canadian and International regulations as they apply to the Ship Radio Inspection Program.

If other potential suppliers submit a statement of capabilities during the 15 calendar days posting period that meet the requirements set out in the ACAN, the government will proceed to a full-tendering process on whether the government's electronic tendering service or through traditional means, in order to award the contract.

If no other supplier submits on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

**BACKGROUND:**

The training of Regional Electronics Maintenance Technologists is highly specialized. Their role as



members of the technical community is to support, maintain and repair the department's physical assets.

The Canadian Coast Guard(CCG) College currently does not have the resources to deliver this training, which is required by the Canadian Coast Guard and Transport Canada. Therefore, we must look to outside contractors who have the knowledge and capacity to assist in delivering this technical training.

**PURPOSE:**

To provide public notification that the Department of Fisheries and Oceans is considering awarding a contract to:

Birchy Copse Training Services  
976 Monica Crescent RR2  
Centreville, Nova Scotia B0P 1J0

**MINIMUM ESSENTIAL REQUIREMENTS:**

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

1. Provide an Electronics Technologist instructor that demonstrates 60 months(5 years) of experience in last 120 months(10 years) as a SRI Instructor.
2. The instructor must demonstrate 60 months(5 years) of experience in last 120 months(10 years) providing interpretation of the SRI regulations and be a certified Electronics Technologist to ensure quality training.

**JUSTIFICATION:**

The pre-identified supplier is the only supplier that we are aware of who offers a product which meets all the Minimum Essential Requirements listed above.

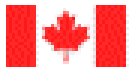
**INTELLECTUAL PROPERTY:**

Canada has determined that any Intellectual Property (IP) arising from the performance of the Work under the Contract will belong to Canada on the grounds of section 2 in Appendix A of the Policy (<http://www.ic.gc.ca/eic/site/068.nsf/eng/00005.html#appA>)

Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:

“Statutes, regulations or prior obligations of the Crown to a third party or parties preclude Contractor ownership of the Foreground IP”.

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the Contracting Authority identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.



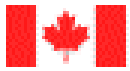
### **WORK REQUIREMENTS:**

The Department of Fisheries and Oceans Canada, Canadian Coast Guard College, in Sydney, Nova Scotia, requires the service of the qualified bilingual instructor to provide the following:

1. A clear explanation of regulations which have been recently repealed and reference the new regulations, where applicable;
2. A full understanding and a clear update/refresher to the Ship Radio Inspection Program, while highlighting changes to the SRI Program as a result of Navigation Safety Regulations (NSR) 2020;
3. A clear explanation of the safety practices while performing Ship Radio Inspections. The Contractor shall make reference to the Canada Labour Code Part II, Transport Canada Regulations (TP5021), Maritime Occupational Health and Safety Regulations (SOR/2010-120) and the Right to Refuse Dangerous Work;
4. Quarantine Act according to the Department of Justice and its importance to the Ship Radio Inspection Program;
5. The radio coverage and the sea areas versus the radio equipment requirements;
6. Explain the Ship Station Radio Regulations, according to the Navigation Safety Regulations NSR 2020;
7. Explain the Ship Station (Radio) Technical Regulations, according to the Navigational Safety Regulations 2020;
8. A summary of the Ship Station Radio Regulations, and the Ship Station (Radio) Technical Regulations, according to the Navigational Safety Regulations 2020;
9. A clear explanation of the regulations and requirements for VHF Radio telephone equipment and Digital Selective Calling equipment;
10. Explain the requirements for the Satellite Ship Earth Stations;
11. Explain the regulations for Enhanced Group Calling equipment;
12. Explain the regulations for International Navtex Service receiving equipment;
13. Explain the requirements for Emergency Position Indication Radio Beacons(EPIRBs) and Search and Rescue Radar Transponders(SARTs);
14. Explain the regulations for Survival Craft VHF Radio telephones;
15. Ship Radio Inspections and issue certificates on behalf of Transport Canada-Marine Safety;



16. Explain the regulations for VHF-Radio Direction Finding(VHF-DF) equipment;
17. Explain the Fishing Vessel Regulations (Large and Small);
18. Explain the Shipping Safety Control Zones Order;
19. Explain the sheltered water, near coastal voyages and unlimited voyages;
20. Explain the Great Lakes Agreement;
21. Explain the Lifesaving Equipment Regulations (LSER) according to NSR 2020;
22. Explain the Navigation Safety Regulations (NSR 2020);
23. Describe the certificates issued by inspectors during domestic inspections and explain their application;
24. Explain the regulations which apply to vessels navigating under the Polar Act, and Mobile Offshore Drilling Units (MODUs);
25. Explain the International Convention for the Safety of Life At Sea (SOLAS) according to the International Maritime Organization (IMO);
26. Explain the regulations for Watch keeping requirements, according to the Standards of Training, Certification and Watch keeping for Seafarers (STCW);
27. Explain the regulations and requirements governing the Sources of Electrical Energy pertaining to vessels (TP127 55);
28. Explain the regulations and requirements governing the Emergency Sources of Electrical Energy for vessels;
29. Prepare an exam. An Instructor copy with answers, a student copy without answers and administer a written theory examination, as a means to evaluate the learners' knowledge of the Ship Radio Inspection program;
30. Prepare a multimedia CD (or USB flash drive) which includes the course content and references or links to all Regulations and Acts pertinent to the Ship Radio Inspection Program;
31. A Student manual divided into lessons containing all the information covered above;
32. Instructor lesson plans containing all the information above;

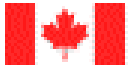


33. Instructor presentations matching the Instructor lesson plans;
34. Labs if any practical training is required to enhance the theory;
35. Provide a student course evaluation form, provided by Electronics and Informatics Technical Training (EITT), to enable the course participants to fully evaluate the course in terms of level of satisfaction, ability to apply the knowledge acquired to their work, the level of learning which occurred in the course and make recommendations for improvement to course content and approaches;
36. Prepare an End of Course Report and make some comments on the Candidate Report Forms for each of the candidates.

**DELIVERABLES:**

<b>Deliverable</b>	<b>DATE Due:</b>
Deliver one English SRI Legislative Course (10 days duration) online, using web based GoToTraining.com platform	<b>September, 2021</b>
Deliver one English session of the Ship Radio Inspection Update Course (5 day duration) online using web based GoToTraining.com platform.	<b>September, 2021</b>
Deliver one French session of the Ship Radio Inspection Legislative Course (10 day duration) online using web based GoToTraining.com platform.	<b>Fall 2021, dates to be determined</b>
Deliver one French session of the Ship Radio Inspection Update Course (5 day duration) online using web based GoToTraining.com platform.	<b>Fall 2021 dates to be determined</b>
Deliver one English session of the Ship Radio Inspection Update Course (5 day duration) online using web based GoToTraining.com platform.	<b>Fall 2021 dates to be determined</b>
At the end of each course, complete a written report on a End of Course Report Form provided by EITT.	<b>December 2021</b>

**\*\*Please note that the number of courses described in these deliverables are estimates only based on current identified requirements.**



### **COST ESTIMATE OF PROPOSED CONTRACT**

The total estimated value of the contract, including the optional periods is **\$211,312.50** (GST/HST included).

### **PERIOD OF THE PROPOSED CONTRACT**

The period of the proposed contract is from date of award to March 31, 2022 with two (2) additional 12 month options.

### **LOCATION OF WORK:**

The updating of the Student and Instructor manuals will be done at the Contractors' facilities. Training will be completed online using web based training platform GoToTraining.com. A maximum of three observers, over and above the 12 participants, may attend.

### **TRAVEL:**

There is no travel for this requirement.

### **LANGUAGE OF WORK:**

The Contractor must be able to work in both the official languages English and French.

### **APPLICABLE STATUTORY AND REGULATORY REQUIREMENTS**

Applicability of the following policy requirements applicable to this ACAN process is the following applicable sections:

### **POLICY INFORMATION**

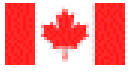
#### **Applicable Exceptions to Soliciting Bids under the Government Contracts Regulations (GCRs) (Section 6):**

Government Contracts Regulations (GCRs), 6d) only one person or firm is capable of performing the work

“The Company is the same contractor who developed and has delivered this training since 2007 and provided a complete overhaul of training materials plus training courses over the last two years. Several RFPs’ have been posted in previous years and the proposed Contractor is the only company who has demonstrated an interest in providing this training and responded to the RFPs’. This training and knowledge is very technically specialized. The Ship Radio Inspection(SRI) Legislative Training and knowledge is very technically specialized, and requires an instructor who is knowledgeable of the SRI/IRN program, as it applies to Canadian Coast Guard. The Proposed contractor employs a training consultant who possesses the necessary qualification and available to the delivery of this training. They must also be an Electronics Technologist. Given the above information, a Sole Source solution is being pursued.”

### **TRADE AGREEMENTS:**

The requirement is subject to the Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), and the Canadian Free Trade Agreement (CFTA).



**SECURITY:**

There is Reliability security requirements for this contract.

**SUPPLIERS' RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES**

Suppliers who consider themselves fully qualified and available to provide the services described herein may submit a Statement of Capabilities in writing to the Contracting Officer identified in this Notice (See below) on or before the closing date. The Statement of Capabilities must clearly demonstrate how the supplier meets the requirement described herein.

**CLOSING DATE FOR A SUBMISSION OF A STATEMENT OF CAPABILITIES**

The closing date and time for accepting written statements of capabilities challenging this requirement is **July 9, 2021 at 2p.m. Eastern Daylight time (EDT)**. As it is intended to proceed in a timely manner, responses received after the closing date will not be considered.

Inquiries and statements of capabilities are to be directed to:

**Meenu Bhatia**

Contracting Officer

Procurement Hub – Ottawa Office

Telephone: (613)-298-4795

E-mail: [Meenu.Bhatia@dfo-mpo.gc.ca](mailto:Meenu.Bhatia@dfo-mpo.gc.ca)

Please note that the Department of Fisheries and Oceans Canada will not accept hard copy submissions. **Email submissions must be less than 10MB; if the file(s) are larger please split them into more than one email.**

The Department is not responsible for misdirected or delayed submissions. All submissions must be received by the closing date and time specified above.

All submissions should note the following file number in the subject line of the e-mail: **30000324**

Statement of Capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a competitive procurement. Information provided will be used by DFO for technical evaluation purposes only and will not to be construed as a proposal. Your written Statement of Capabilities must provide sufficient evidence that demonstrates it is capable of fulfilling the Fisheries and Oceans Canada's requirement. Suppliers who submit a Statement of Capabilities prior to the closing date and time will be notified in writing as to the Department's decision whether it will continue with the aforementioned procurement, or proceed to a full bid solicitation process.

If other potential suppliers submit a statement of capabilities during the fifteen (15) calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.



**Fisheries and Oceans  
Canada**

**Pêches et Océans  
Canada**

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

Should you have any questions concerning this requirement, please contact the identified Contracting Officer.