RETURN OFFERS TO: RETOURNER LES OFFRES À: Bid Receiving - Réception des soumissions:
VIA EMAIL TO: bidsubmissions.GEN-NHQContracting@CSC-SCC.GC.CA
ATTENTION : Claudette Chabot

## REQUEST FOR A STANDING OFFER DEMANDE D'OFFRE À COMMANDES

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

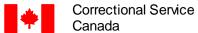
Canada, as represented by the Minister of the Correctional Service of Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service correctionnel Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments — Commentaires:

Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur :
Telephone # — Nº de Téléphone :
Fax # — No de télécopieur :
Email / Courriel :
GST # or SIN or Business # — $N^{\circ}$ de TPS ou NAS ou $N^{\circ}$ d'entreprise :

Title — Sujet:  Mould Awareness and Remediation, As bestos Awareness <u>and</u> Lead Awareness Training – Vocational Training - PSAB				
Awareness Training	Vocat	ionai man	•••	ig TOAD
Solicitation No. — No.	de l'in	vitation		Date:
21C50-20-3339073-A	NO 1	D'''		uly 30, 2021
Client Reference No.	— Nº. d	le Referer	ıc	e du Client
21C50-20-3339073-A				
GETS Reference No.	<b>— N</b> º. d	le Référen	ıc	e de SEAG
21C50-20-3339073-A				
Solicitation Closes —	-L'invit	ation		Time Zone
prend fin				Fuseau horaire
at /à : 14 :00				CST
On / Le : August 16, 2	2021 / le	16 août		Heure normale du centre
2021				
<b>Delivery Required — Liv</b> See herein – Voir aux pré		exigée:		
F.O.B. — F.A.B. Plant – Usine:	Destina	tion:		Other-Autre:
Address Enquiries to Claudette Chabot – C				•
Telephone No. – N° de téléphone:		Fax No. – N° de télécopieur:		
639-317-8547				
Destination of Goods, S				
Destination des biens, services et construction:				
Multiple as per call-up Multiples, selon la comm	ande sub	séquente.		
Security - Sécurité				
This request for a Stand				
Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.				
Instructions: See Herein Instructions: Voir aux présentes				
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur				
Name / Nom		Title	Э	/ Titre
O'ma a toma				
Signature		Dat	е	
(Sign and return cover			2 2	avec l'offre)



#### **TABLE OF CONTENTS**

## **PART 1 - GENERAL INFORMATION**

- 1. Introduction
- 2. Summary
- 3. Revision of Department name
- 4. Security Requirement
- Debriefings
- 6. Procurement Ombudsman
- Multiple Standing Offers

## **PART 2 - OFFEROR INSTRUCTIONS**

- Standard Instructions, Clauses and Conditions
- 2. Submission of Offers
- 3. Former Public Servant
- Enquiries Request for Standing Offer
- 5. Applicable Laws

#### PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 1. Evaluation Procedures
- 2. Basis of Selection

## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Precedent to Issuance of a Standing Offer and Additional Information

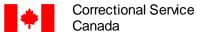
#### **PART 6 - SECURITY REQUIREMENT**

Security Requirement

#### PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

## A. STANDING OFFER

- Offer
- 2. Security Requirement
- 3. Standard Clauses and Conditions
- 4. Term of Standing Offer
- 5. Authorities
- 6. Proactive Disclosure of Contracts with Former Public Servants
- 7. Identified Users
- 8. Call-up Instrument
- 9. Limitation of Call-ups
- 10. Financial Limitation
- 11. Priority of Documents
- 12. Certifications and Additional Information
- 13. Aboriginal Business Certification



## 14. Applicable Laws

#### **B. RESULTING CONTRACT CLAUSES**

- 1. Statement of Work
- Standard Clauses and Conditions 2.
- Term of Contract 3.
- Proactive Disclosure of Contracts with Former Public Servants 4.
- 5. **Payment**
- 6. Invoicing Instructions
- 7. Insurance
- 8. Ownership Control
- Closure of Government Facilities 9.
- 10. Tuberculosis Testing
- 11. Compliance with CSC Policies
- 12. Health and Labour Conditions
- 13. Identification Protocol Responsibilities
- 14. Dispute Resolution Services
- 15. Contract Administration
- 16. Privacy
- 17. Information Guide for Contractors
- 18. Government Site Regulations

#### List of Annexes:

Annex A -Statement of Work Annex B -Basis of Payment

Security Requirements Checklist Annex C -

Annex D -Evaluation Criteria

Annex E -COVID-19 Fact Sheet for Contractors – Resuming program and service delivery in CSC Institutions

### **PART 1 - GENERAL INFORMATION**

#### 1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and

conditions of the RFSO;

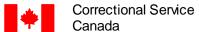
Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to

prepare their offer to address the evaluation criteria specified:

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will

be conducted, the evaluation criteria which must be addressed in the offer, and

the basis of selection;



Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security Requirement: includes specific requirements that must be addressed by Offerors; and

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

> 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

#### 2. **Summary**

2.1 The Correctional Service of Canada (CSC) CORCAN has a requirement to provide third party certification for Mould Awareness and Remediation, Asbestos Awareness, and Lead Awareness Training to groups of offenders at various institutions in the Prairie Region.

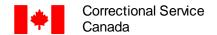
Objectives: To provide a training course that includes the following:

- Mould Awareness and Remediation,
- Asbestos Awareness, and
- Lead Awareness.

The Contractor must deliver the courses to groups of offenders at Federal Institutions in the Prairie Region, on an as and when requested basis. The course must not exceed 40 hours in length. The courses delivered must be recognized in the province of delivery and the Contractor must provide certificate(s) in Mould Awareness and Remediation, Asbestos Awareness and Lead Awareness to successful participants.

Deliverables: For each course, the Contractor must provide:

- a) Sufficient resources (instructor(s)) to facilitate in-class training for each of the locations proposed for the identified training. Since the Contractor must deliver the Training based on each institution's need, the Contractor must have sufficient resources to deliver training at the sites, as required by CSC;
- b) Training materials, written, practical exercises and testing as required for the completion of the applicable course;
- c) A comprehensive equipment and tool list to the Project Authority or delegated Manager two (2) weeks in advance of the program start date;
- d) All necessary materials which include, but are not limited to: all manuals, handouts, materials, Personal Protective Equipment (PPE), Occupational Health Safety (OHS) approved for each program and any other necessary equipment;



- e) Delivery of all materials and equipment to the location prior to start of course (materials and equipment will be stored on site at the location during the course);
- The identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada – CORCAN in the Prairie Region CORCAN managers from the various institutions identified in the Annex A – Statement of Work.

- The period for making call-ups against the Standing Offer is from Standing Offer award to July 31, 2022 with an additional two (2), one (1) year periods;
- 2.2 This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business.
- **2.3** This procurement is not subject to any trade agreements.

## 3. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

## 4. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the <a href="Industrial Security Program">Industrial Security Program</a> (ISP) of Public Works and Government Services Canada (http://ssi-iss.tpsgc-pwgsc.GC.ca/index-eng.html) website.

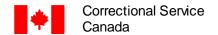
## 5. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

## 6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at <a href="mailto:boa.opo@boa-opo.gc.ca">boa.opo@boa-opo.gc.ca</a>, by telephone at 1-866-734-5169, or by web at <a href="mailto:www.opo-boa.gc.ca">www.opo-boa.gc.ca</a>. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the <a href="mailto:Procurement Ombudsman Regulations">Procurement Ombudsman Regulations</a> or visit the <a href="mailto:OPO website">OPO website</a>.

## 7. Multiple Standing Offers



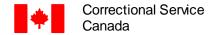
CSC may award of up to a maximum of two (2) Standing Offers, one (1) per each STREAM.

STREAM 1: Saskatchewan, North site: Willow Cree Healing Lodge

STREAM 2: Saskatchewan, South site: Okimaw Ohci Healing Lodge

Bidders can bid on one or on multiple streams however, they must provide services at the institutions listed within the identified stream.

The bidder <u>must</u> supply sufficient resources for the estimated volume of sessions per STREAM for which they are interested in providing service. (See Annex A – Statement of Work for the estimated volume of sessions per institutional site and STREAM).



#### PART 2 - OFFEROR INSTRUCTIONS

## 1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2020-05-28) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

#### 2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the email address indicated on page 1 of the request for standing offer.

Due to the nature of the request for standing offer, CSC will not accept offers submitted in hard copy or by facsimile.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

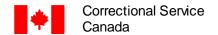
Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

#### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

#### **Definitions**

For the purposes of this clause,



"former public servant" is any former member of a department as defined in the <u>Financial</u> <u>Administration Act</u> 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
- 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 <u>Public Service Superannuation Act</u> (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the <u>Supplementary Retirement Benefits Act</u>, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the <u>Canadian Forces Superannuation Act</u>, R.S., 1985, c. C-17, the <u>Defence Services Pension Continuation Act</u>, 1970, c. D-3, the <u>Royal Canadian Mounted Police Pension Continuation Act</u>, 1970, c. R-10, and the <u>Royal Canadian Mounted Police Superannuation Act</u>, R.S., 1985, c. R-11, the <u>Members of Parliament Retiring Allowances Act</u>, R.S. 1985, c. M-5, and that portion of pension payable to the <u>Canada Pension Plan Act</u>, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES() NO()

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

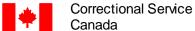
- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror'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 <a href="Contracting">Contracting</a> Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:



- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### 4. **Enquiries - Request for Standing Offer**

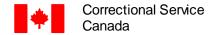
All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

#### 5. **Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



#### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

## 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: one (1) soft copy

Section II: Financial Offer: one (1) soft copy

Section III: Certifications: one (1) soft copy

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

Offerors should submit their technical and financial offer in two (2) separate documents.

#### Section I: Technical Offer

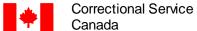
In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Offer

Offerors <u>MUST</u> submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

## **Section III: Certifications**

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



#### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

## 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

#### 1.1. Technical Evaluation

## 1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory requirements outlined in Annex D – Evaluation Criteria. Offers not meeting all mandatory criteria (M1 to M3) will be declared non-responsive and will be given no further consideration.

#### 1.2 Financial Evaluation

### 1.2.1 Evaluation of Price - Offer

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II:** Financial Offer of PART 3 – OFFER PREPARATION INSTRUCTIONS will be declared non-compliant.

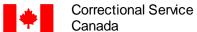
#### 2. Basis of Selection

## 2.1 Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria (M1 to M3 in Annex D) to be declared responsive.

The responsive offer with the lowest evaluated price in each identified STREAM (1-2) will be recommended for issuance of a standing offer.

In the case of a tie, the bid received first by the closing date and time, meeting all the requirements with the lowest evaluated price will be deemed the successful bidder for standing offer award.



#### PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

## Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer nonresponsive.

## 1.1 Integrity Provisions – Declaration of Convicted Offenses

- Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
  - i. it has read and understands the Ineligibility and Suspension Policy;
  - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - it is aware that Canada may request additional information, certifications, and validations iii. from the Offeror or a third party for purposes of making a determination of ineligibility or suspension:
  - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - none of the domestic criminal offenses, and other circumstances, described in the Policy V. that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - νi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.

B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed Integrity Declaration Form (http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html). Offerors must submit this form to Correctional Service of Canada with their offer.

## 1.2 Integrity Provisions - Required documentation

**List of names**: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:		
	_	
	_	
	_	
OR		
☐ The Offeror is a partnership		

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

### 1.3 Status and Availability of Resources

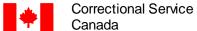
SACC Manual clause M3020T (2016-01-28) Status and Availability of Resources

## 1.4 Set Aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4 of the Supply Manual.

#### 2. The Offeror:

- i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
- ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.

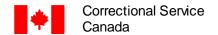


- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the abovementioned annex.
- 3. The Offeror must check the applicable box below:
  - () The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization. OR
  - ii. ( ) The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
- 4. The Offeror must check the applicable box below:
  - i. ( ) The Aboriginal business has fewer than six full-time employees. OR
  - ii. ( ) The Aboriginal business has six or more full-time employees.
- 5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
- 6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

## 1.4.1 Owner/Employee Certification – Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1.	lam (insert "an owner" and/or "a full-time
	employee") of (insert name of business), and an
	Aboriginal person, as defined in <u>Annex 9.4</u> of the <i>Supply Manual</i> entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2.	I certify that the above statement is true and consent to its verification upon request by Canada.
———Print	ed name of owner and/or employee
Signa	ature of owner and/or employee
	Date



## 1.5 Language Requirements - English Essential

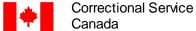
By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

## 1.6 Education and Experience

SACC Manual clause M3021T (2012-07-16) Education and Experience

## 1.7 Certification:

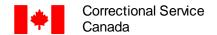
By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



#### **PART 6 - SECURITY REQUIREMENT**

#### 1. **Security Requirement**

- 1. Before issuance of a standing offer, the following conditions must be met:
  - the Offeror must hold a valid organization security clearance as indicated in Part (a) 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.



#### PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

#### A. STANDING OFFER

#### 1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

### 2. Security Requirement

- 2.1 The following security requirements (SRCL and related clauses provided by ISP) apply to and form part of the Standing Offer.
  - 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
  - 2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
  - 3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
  - 4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

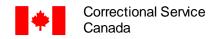
As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or it Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### 3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 4. Term of Standing Offer

### 4.1 Period of the Standing Offer



The period for making call-ups against the Standing Offer is from the date of standing offer award to July 31, 2022.

## 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2)**, **one (1) year periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### 5. Authorities

## 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Claudette Chabot

Title: Senior Contracting Officer

Correctional Service of Canada

NHQ Contracting and Materiel Services

Telephone: 639-317-8547

E-mail address: Claudette. Chabot@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### 5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

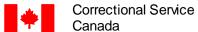
### 5.3 Offeror's Representative

(Fill in or delete, as applicable).

#### 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 <u>Public Service Superannuation Act</u> (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 <u>Contracting Policy Notice: 2012-2</u> of the Treasury Board Secretariat of Canada.

#### 7. Identified Users



The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada - CORCAN in the Prairie Region CORCAN managers from the various identified institutions in the Prairie Region.

#### 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

#### 9. **Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (insert total individual callup limitation) (Applicable Taxes included).

#### 10. **Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (insert the Standing Offer limit) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or \_\_\_\_\_ (insert number of months) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

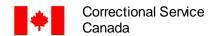
#### 11. **Priority of Documents**

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.

- the call up against the Standing Offer, including any annexes; a)
- b) the articles of the Standing Offer;
- the general conditions 2005 (2017-06-21), General Conditions Standing Offers Goods c) or Services
- d) the general conditions 2010B (2020-05-28); General Conditions – Professional Services (Medium Complexity)
- Annex A, Statement of Work; e)
- f) Annex B, Basis of Payment;
- Annex C, Security Requirements Check List; g)
- the Offeror's offer dated (insert date of offer), (if the offer was clarified or h) amended, insert at the time of issuance of the offer: "as clarified on\_\_\_\_\_" OR "as amended on \_\_\_\_\_\_ and insert date(s) of clarification(s) or amendment(s) if applicable).

#### 12. **Certifications and Additional Information**

#### 12.1 Compliance



Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 12.2 Status of Availability of Resources - Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

## 13. Aboriginal Business Certification

- The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in <u>Annex 9.4</u> of the <u>Supply Manual</u>.
- 2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
- 3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

#### 14. Applicable Laws

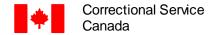
The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

#### B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a callup against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.



#### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

### 2.2 Replacement of Specific Individuals

- If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. The name, qualifications and experience of the proposed replacement; and
  - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the contract.

#### 3. Term of Contract

#### 3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

## 4. Proactive Disclosure of Contracts with Former Public Servants

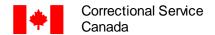
By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with <u>Contracting Policy Notice: 2012-2</u> of the Treasury Board Secretariat of Canada.

## 5. Payment

#### 5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

#### 5.2 Financial Limitation - Total



The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 5.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

#### 5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification SACC Manual clause C0705C (2010-01-11), Discretionary Audit

#### 5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

## 5.6 Payment of Invoices by Credit Card (to be indicated at time of award)

## 6. 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.

Each invoice must be supported by: a copy of time sheets to support the time claimed;

- 2. Invoices must be distributed as follows:
  - . One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Standing Offer.

### 7. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 8. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

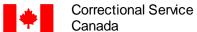
- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

## 9. Closure of Government Facilities

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

### 10. Tuberculosis Testing

- 10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 10.3 All costs related to such testing will be at the sole expense of the Contractor.



### 11. Compliance with CSC Policies

- 11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 11.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 11.3 Details on existing CSC policies can be found on the CSC website or any other CSC web page designated for such purpose.

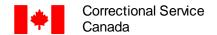
#### 12. Health and Labour Conditions

- 12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 12.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or Her Majesty.
- 12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## 13. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants:
- 13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.



## 14. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3) (d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at the Office of the Procurement Ombudsman email address, or by web at the Office of the Procurement Ombudsman website.

#### 15. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at the Office of the Procurement Ombudsman email address, by telephone at 1-866-734-5169, or by web at the Office of the Procurement Ombudsman website.

## 16. Privacy

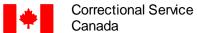
- 16.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 16.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

#### 17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

### 18. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.  $\frac{1}{2} \int_{\mathbb{R}^{n}} \frac{1}{2} \int_{\mathbb{R}^{n}} \frac{1}{$ 



#### ANNEX A - STATEMENT OF WORK

The Correctional Service of Canada (CSC) CORCAN has a requirement to provide third party certification for Mould Awareness and Remediation, Asbestos Awareness, and Lead Awareness Training to groups of offenders at various institutions in the Prairie Region.

## 1.0 Background:

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

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

### 2.0 Objectives:

To provide a training course that includes the following:

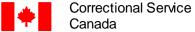
- Mould Awareness and Remediation,
- Asbestos Awareness, and
- Lead Awareness.

The Contractor must deliver these courses to groups of offenders at Federal Institutions in the Prairie Region, on an as and when requested basis. The course must not exceed 40 hours in length. The course(s) delivered must be recognized in the province of delivery and the Contractor must provide certificate(s) in Mould Awareness and Remediation, Asbestos Awareness and Lead Awareness to successful participants. (See paragraph 3.0.e).

## 3.0 Tasks

## The Contractor must provide:

- Certified resource(s) (instructor(s)) to deliver the training course listed above for Mould Awareness and Remediation, Asbestos Awareness and Lead Awareness. The training must include classroom and application of knowledge learned in the classroom in a practical setting with hands-on-exercises for the courses that require it;
- b) The curriculum for the training program required in order to provide certification to participants at the identified area location in section 5.0 Locations of Work;
- c) All manuals, handouts, materials, Personal Protective Equipment (PPE) and necessary equipment for the Contractors' resource and participants. This includes the responsibility for transportation of resources and all course materials/equipment to and from the work location sites;



- d) A copy of the participant's manual to the Project Authority in advance of course, if requested;
- e) A training course that must result in a certification in each of the training topics listed below. The classroom and practical hand-on exercises must cover the following:
  - Mould Awareness and Remediation
  - Asbestos Awareness
  - Lead Awareness

NOTE: There is no computer availability for Offenders or internet access - All STREAMS of training courses MUST be instructor led / in-class facilitation without offenders requiring access to a computer or internet. Any computer equipment, if required by the instructor requires pre-approval by the delegated Manager.

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

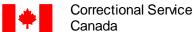
## The Contractor or Contractor's resource delivering the training must:

- Participate in an orientation at the identified location prior to delivery of training as per section 8.0 Orientation Prior to Course Delivery;
- Submit a comprehensive equipment and tool list to the Project Authority or delegated Manager two (2) weeks in advance of the program start date:
- Arrive at least 30 to 45 minutes prior to the start time of the course to allow time for processing by the principal entrance security and resolve any logistical issue, set up and be ready for arrival of participants:
- Have all materials prepared for the course as identified in section 8.0 Orientation Prior to Course Delivery:
- Ensure area of work is searched at the end of each day and any tool control, attendance management and security procedures are followed as identified in the site orientation prior to course delivery.

### 4.0 Deliverables

## For each course, the Contractor must provide:

- a) Sufficient resources (instructor(s)) to facilitate in-class training for each of the locations proposed for the identified training. Since the Contractor must deliver the Training based on each institution's need, the Contractor must have sufficient resources to deliver training at the sites, as required by CSC:
- Training materials, written, practical exercises and testing as required for the completion of the applicable course;
- c) A comprehensive equipment and tool list to the Project Authority or delegated Manager two (2) weeks in advance of the program start date;



- All necessary materials which would include, but are not limited to: manuals, handouts, materials, Personal Protective Equipment (PPE), (Occupational Health Safety (OHS) approved for each Program) and any other necessary equipment:
- Delivery of all materials and equipment to the location prior to start of course (materials and equipment will be stored on site at the location during the course);
- f) A list of successful participants to the delegated Manager;
- Hard copy of certificates for successful participants within 21 days of course completion, delivered to the delegated Manager; and,
- To the Project Authority, the dates of training, the location of training and number of participants within 21 days of completion of each course.

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

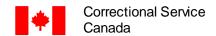
- Selection of participants with a confirmed number of participants for the course to be provided to the Contractor two working days prior to the course commencement date;
- Training facilities of delivery, including classroom required for use during classroom instruction (note that all types of media utilized for delivery of the training is subject to preapproval by the Project Authority or delegated Manager);
- c) At each location, sufficient space for practical training;
- At each location, sufficient space and access (dependent on site protocols) for the Contractor's resource to utilize this space, to store all of the Contractor's materials and necessary equipment for the duration of each course;
- e) Steel toe boots for all participants, as needed; and,
- CORCAN will provide the names of participants for each training session. If any additional f) information is required for certification and/or registration by the Contractor it will need to be collected directly from the participant by the Contractor.

CSC CORCAN, Project Authority will provide a list to the Contractor of the delegated Managers for each CSC institutional location upon award of the Standing Offer.

The Project Authority or delegated Manager for each CSC institutional location will work with the Contractor to determine course delivery dates.

#### 5.0 Locations of Work:

STREAM 1: Saskatchewan, North site



CSC Institutions	Security Classification	Estimated Number of courses per Year
Willow Cree Healing Lodge P.O. Box 520 Duck Lake SK, S0K 1J0	Minimum Security Facility	Up to 3 courses for Stream 1

#### STREAM 2: Saskatchewan, South site

CSC Institutions	Security Classification	Estimated Number of courses per Year
Okimaw Ohci Healing Lodge PO Box 1929 Maple Creek SK, S0N 1N0	Minimum Security Facility	Up to 2 courses for Stream 2

The estimated number of sessions per year does <u>not</u> constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location. The training sessions are to be held on an as and when needed basis, dependent on needs at each site.

\*Minimum class size will be 5 participants. Maximum class size will be 8 participants.

## **Travel and Living**

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

### 6.0 Hours of training

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

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

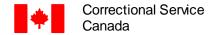
Specific times may vary slightly (start a bit later, end a bit earlier) at each location and will be identified at the time of the call-up for services. All locations will have a 30 to 90 minute shut down period during lunch for operational reasons. The shut-down period for lunch will be identified at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

## 7.0 Language of Work

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

## 8.0 Orientation Prior to Course Delivery

Prior to commencing delivery of each course (date acceptable to the Contractor and Delegated Manager), the Contractor's Resource must receive an Orientation, briefing on the policies and procedures including security procedures, delivery and storage of materials/equipment, review any logistical questions and other information necessary prior to course commencement including practical training. Site specific protocols relating to COVID-19 will be discussed as part of the site orientation. This will include protocols related to masks, hand-sanitizing, disinfecting of equipment, physical distancing, etc. The site orientation may last up to three



hours (may be shorter if it is not the first course that the Contractor has delivered at the location) and may be delivered via pre-reading, telephone, video conference or in person, as determined by the delegated CSC CORCAN manager at the site.

## **COVID-19 Mitigation Plans:**

Due to the COVID-19 pandemic situation, the number of participants in a vocational training session may vary depending on the availability of training space that will allow for compliance with COVID-19 mitigation requirements. The number of participants shall always be determined with consideration to opportunity for physical distancing.

Due to the impacts from the COVID-19 pandemic, temporary measures are being taken on-site at CSC institutions (Please refer to Fact Sheet for Contractors in Annex E
Resuming program and service delivery in CSC institutions).

## 9.0 Meetings

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

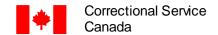
#### 10. Constraints

- a) Courses are delivered to federally sentenced offenders who are incarcerated at federal
  institutions (including minimum, medium and maximum security inmates). Policies related to
  security classification determination and federal institutions can be found on the following
  CSC website: <a href="https://www.csc-scc.gc.ca">www.csc-scc.gc.ca</a>;
- b) Participants may exhibit difficult or resistant behaviour:
- c) There may be delays entering the location. All items brought into the location must be inspected, x-rayed and may be tested for contraband;
- d) Individuals entering the location may also be subject to search procedures (for example dog search, ion scan, walk through metal detector, etc.);
- e) No computer availability for Offenders or internet access All courses MUST be instructor led/in-class facilitation;
- f) Courses may be delayed or cancelled due to operational requirements at the location. For example, scheduling conflicts, institutional shut downs, emergency situations which may modify the course schedule in part or in whole.

#### 11. Cancellation

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

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



#### ANNEX B - PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

## 1.0 Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive rates set out in this Annex, Applicable Taxes extra

\*The minimum number of participants per course is 5, and the maximum number of participants per course is 8.

#### 2.0 Rates

Prices are to be Firm Unit price per Participant.

A - Contract Period – From <u>Standing Offer Award to July 31, 2022</u>.

### **STREAM 1:** Saskatchewan North site

<b>Description:</b> Mould, Asbestos and Lead training as described in Annex A Statement of Work	All-inclusive firm rate <b>per participant</b> at a minimum security facility
a) Willow Cree Healing Lodge	\$

## **STREAM 2:** Saskatchewan South site

<b>Description:</b> Mould, Asbestos and Lead training as described in Annex A Statement of Work	All-inclusive firm rate <b>per participant</b> at a minimum security facility
a) Okimaw Ohci Healing Lodge	\$

#### 3.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article < To Be Inserted at Contract Award> of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive Rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

B - Option Period 1 - From <u>August 1, 2022 to July 31, 2023</u>.

**STREAM 1:** Saskatchewan North site

<b>Description:</b> Mould, Asbestos and Lead training as described in Annex A Statement of Work	All-inclusive firm rate <b>per participant</b> at a minimum security facility
a) Willow Cree Healing Lodge	\$

## **STREAM 2:** Saskatchewan South site

<b>Description:</b> Mould, Asbestos and Lead training as described in Annex A Statement of Work	All-inclusive firm rate <b>per participant</b> at a minimum security facility
a) Okimaw Ohci Healing Lodge	\$

## C - Option Period 2 - From August 1, 2023 to July 31, 2024.

## **STREAM 1:** Saskatchewan North site

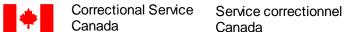
<b>Description:</b> Mould, Asbestos and Lead training as described in Annex A Statement of Work	All-inclusive firm rate <b>per participant</b> at a minimum security facility
a) Willow Cree Healing Lodge	\$

## **STREAM 2:** Saskatchewan South site

<b>Description:</b> Mould, Asbestos and Lead training as described in Annex A Statement of Work	All-inclusive firm rate <b>per participant</b> at a minimum security facility
a) Okimaw Ohci Healing Lodge	\$

## 4.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$<\forall To Be Inserted at Standing Offer Award> are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.



payment.

**5.0** Payment by Credit Card
Canada requests that Offerors complete one of the following:

(a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment.
The following credit card(s) are accepted:  Master Card:
(b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment will not be considered as an evaluation criteria.

## **ANNEX C** SECURITY REQUIREMENTS CHECK LIST

## DSD-PRA4129-CORCAN

Government of Canada Gouvernement du Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

PART A - CONTRACT INFORMATION / PARTIE A -	INFORMATION CONTRACTUEL		SECORITE (EVERS)				
1. Originating Government Department or Organization			h or Directorate / Direction génér	ale ou Direction			
Ministère ou organisme gouvernemental d'origine	CSC	COR	CAN				
3. a) Subcontract Number / Numéro du contrat de sou	us-traitance 3. b) Name an	d Address of Subo	ontractor / Nom et adresse du so	ous-traitant			
4. Brief Description of Work / Brève description du tra	avail						
Vocational Training - Mould Awareness and Remediation		eness Training for off	enders at various institutions in the Pr	airie Region.			
,	,						
5. a) Will the supplier require access to Controlled Go				No Yes			
Le fournisseur aura-t-il accès à des marchandis	es contrôlées?			Non L Oui			
5. b) Will the supplier require access to unclassified n	nilitary technical data subject to the	provisions of the	Technical Data Control	No Yes			
Regulations?				Non Oui			
	Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement						
sur le contrôle des données techniques?  6. Indicate the type of access required / Indiquer le type	ma d'acaba raquia						
6. a) Will the supplier and its employees require acce				✓ No Yes			
Le fournisseur ainsi que les employés auront-ils		des biens PROTE	GES et/ou CLASSIFIES?	Non Oui			
(Specify the level of access using the chart in Qualifier (Préciser le niveau d'accès en utilisant le tablea							
6. b) Will the supplier and its employees (e.g. cleaner		access to restrict	ed access areas? No access to	No √ Yes			
PROTECTED and/or CLASSIFIED information of		docess to restrict	a decess areas. No decess to	Non Oui			
Le fournisseur et ses employés (p. ex. nettoyeur		accès à des zone	s d'accès restreintes? L'accès				
à des renseignements ou à des biens PROTÉG	ÉS et/ou CLASSIFIÉS n'est pas au	ıtorisé.					
6. c) Is this a commercial courier or delivery requirem				No Yes			
S'agit-il d'un contrat de messagerie ou de livrais	on commerciale sans entreposage	e de nuit?		Non L Oui			
7. a) Indicate the type of information that the supplier	will be required to access / Indique	er le type d'informa	ation auquel le fournisseur devra	avoir accès			
Canada	NATO / OTAN	1	Foreign / Étranger				
7. b) Release restrictions / Restrictions relatives à la			l receign remains				
No release restrictions	All NATO countries	-	No release restrictions				
Aucune restriction relative	Tous les pays de l'OTAN		Aucune restriction relative				
à la diffusion		J	à la diffusion				
			1				
Not releasable			1				
À ne pas diffuser			1				
Restricted to: / Limité à :	Restricted to: / Limité à :	1	Restricted to: / Limité à :				
		]					
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le	e(s) pays :	Specify country(ies): / Précis	er le(s) pays :			
N/A			1				
			1				
7. c) Level of information / Niveau d'information							
PROTECTED A	NATO UNCLASSIFIED		PROTECTED A				
PROTÉGÉ A	NATO NON CLASSIFIÉ		PROTÉGÉ A				
PROTECTED B	NATO RESTRICTED		PROTECTED B				
PROTÉGÉ B	NATO DIFFUSION RESTREINT	E LLI	PROTÉGÉ B				
PROTECTED C	NATO CONFIDENTIAL		PROTECTED C				
PROTÉGÉ C	NATO CONFIDENTIEL		PROTÉGÉ C				
CONFIDENTIAL	NATO SECRET		CONFIDENTIAL				
CONFIDENTIEL	NATO SECRET		CONFIDENTIEL				
SECRET	COSMIC TOP SECRET		SECRET				
SECRET	COSMIC TRÈS SECRET		SECRET				
TOP SECRET			TOP SECRET				
TRÈS SECRET			TRÈS SECRET				
TOP SECRET (SIGINT)			TOP SECRET (SIGINT)				
TRÈS SECRET (SIGINT)			TRÈS SECRET (SIGINT)				

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## DSD-PRA4129-CORCAN



Contract Number / Numéro du contrat	
21C50-20-3339073	
Security Classification / Classification de sécurité	

DART A /con	tinued) / PARTIE A (suite)				
	plier require access to PROTECTED ar	nd/or CLASSIFIED COMSEC i	nformation or assets?		No Yes
	eur aura-t-il accès à des renseignement	s ou à des biens COMSEC dé	signés PROTÉGÉS et/o	u CLASSIFIÉS?	Non Oui
	ate the level of sensitivity: native, indiquer le niveau de sensibilité :				
9. Will the sup	plier require access to extremely sensite eur aura-t-il accès à des renseignement	ive INFOSEC information or as		licate?	No Yes
Short Title(s	s) of material / Titre(s) abrégé(s) du mat				
	Number / Numéro du document :	EDSONNEL /EQUIDNISSELIE	_		
	RSONNEL (SUPPLIER) / PARTIE B - P nel security screening level required / Ni				
~	RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SEC TRÈS SE	
	TOP SECRET- SIGINT TRÈS SECRET - SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET		TOP SECRET TRÈS SECRET
	SITE ACCESS ACCÈS AUX EMPLACEMENTS				
	Special comments: Commentaires spéciaux :				
	NOTE: If multiple levels of screening a REMARQUE: Si plusieurs niveaux de				e fourni
10. b) May uns	screened personnel be used for portions		als, un guide de classific	ation de la securite doit ett	No Yes
	onnel sans autorisation sécuritaire peut	t-il se voir confier des parties d	u travail?		NonOui
	will unscreened personnel be escorted? affirmative, le personnel en question ser	a-t-il escorté?			No Yes Non Oui
PART C - SAE	EGUARDS (SUPPLIER) / PARTIE C -	MESURES DE PROTECTION	(FOLIBNISSELIB)		
	ON / ASSETS / RENSEIGNEMENT		(FOOKMOSEOK)		
	supplier be required to receive and stor	re PROTECTED and/or CLAS	SIFIED information or as	sets on its site or	No Yes
premise	es? nisseur sera-t-il tenu de recevoir et d'ent	trenoser sur place des renseio	nements ou des hiens P	ROTÉGÉS et/ou	Non L Oui
CLASS		reposer sur place des renseig	nements ou des biens i	11012020 6000	
11 b) Will the	supplier be required to safeguard COM	SEC information or accets?			□ No □Yes
	nisseur sera-t-il tenu de protéger des rei		DMSEC?		Non Oui
PRODUCTIO	N				
11 a) \A(i) 4b a a		d/adifference of DDOTECT	ED		No
	production (manufacture, and/or repair an the supplier's site or premises?	d/or modification) of PROTECT	ED and/or CLASSIFIED I	naterial or equipment	No Yes
Les inst	allations du fournisseur serviront-elles à la	a production (fabrication et/ou ré	paration et/ou modification	n) de matériel PROTÉGÉ	
et/ou CL	ASSIFIÉ?				
INFORMATIO	ON TECHNOLOGY (IT) MEDIA / SUF	PORT RELATIF À LA TECHN	OLOGIE DE L'INFORMA	ATION (TI)	
	supplier be required to use its IT systems	to electronically process, production	ce or store PROTECTED	and/or CLASSIFIED	No Yes Oui
	ion or data? iisseur sera-t-il tenu d'utiliser ses propres	systèmes informatiques pour tra	aiter, produire ou stocker	électroniquement des	Nonou
	nements ou des données PROTÉGÉS et		, ,		
11. e) Will then	e be an electronic link between the suppli	er's IT systems and the govern	nent department or agen	cv?	No Yes
Dispose	ra-t-on d'un lien électronique entre le sys				Non Oui
gouvern	ementale?				
				ı	
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Page **37** of **45** 

## DSD-PRA4129-CORCAN

*	Government
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Gouvernement du Canada Contract Number / Numéro du contrat
21C50-20-3339073
Security Classification / Classification de sécurité

PART C - (continue	d) /	PAR	TIE	C - (suite)												
For users comple					e the sum	mary cha	rt below to in	dicate the cate	egory(ies	) and leve	l(s) of	f safe	egua	rding required	at the su	pplier's
site(s) or premise	es.					•							•			
Les utilisateurs q								le tableau réc	apitulatif	ci-dessou	s pou	ır ind	ique	r, pour chaqu	e catégori	e, les
niveaux de sauve	egar	de r	equis	aux installation	ons du fou	ırnisseur.										
For users comple																
Dans le cas des				ui remplissent	le formula	ire <b>en lig</b>	ne (par Inter	net), les répor	nses aux	questions	préc	éden	ites s	ont automation	quement s	aisies
dans le tableau r	éca	pitula	itif.		01		CUART (	TABLE 411 B	É O A DITI							
					SU	IMMARY	CHART /	TABLEAU R	ECAPIT	JLATIF						
	_										_					
Category		OTECT		CLA	ASSIFIED			NATO						COMSEC		
Catégorie	PF	ROTÉ	3É	CL	.ASSIFIÉ											
		Т	Т			TOP	NATO	NATO	NATO	COSMIC		OTECT				Тор
	A	В	С	CONFIDENTIAL	SECRET	SECRET	RESTRICTED	CONFIDENTIAL	SECRET	TOP SECRET	Pi	ROTÉG T	É	CONFIDENTIAL	SECRET	SECRET
				CONFIDENTIEL		TRÈS	NATO	NATO		COSMIC	A	В	С	CONFIDENTIEL		TRES
						SECRET	DIFFUSION RESTREINTE	CONFIDENTIEL		TRÈS SECRET						SECRET
Information / Assets																
Renseignements / Biens Production	+	+	_								+	-				+
T Madia /	╙	_	_								$\perp$	_				
IT Media / Support TI																
IT Link / Lien électronique																
Lion diddioniquo	_												_			
														_		
12. a) Is the descrip										ماداخده				[	No	Yes
La description	du	trava	III VIS	e par la prese	nte LVER	S est-elle	de nature P	ROTEGEE et	ou CLAS	SIFIEE?				L	Non	∟ U Oui
If Yes, classif	v th	is fo	rm l	ov annotating	the top a	nd botto	m in the are	a entitled "S	ecurity C	lassificat	ion"					
Dans l'affirma																
« Classificati	on c	le sé	curi	té » au haut e	et au bas	du formu	ılaire.									
40> \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\					0001	DDOTEO	TED1//	01 400151550								
12. b) Will the docu La documenta															✓ Non	Yes
La documente	111011	aoo	00100	a la prodonto	LVLINO	ora t ono	. No legel	0000 02 100	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						Non	∟ Oui
If Yes, classif	y th	is fo	rm l	y annotating	the top a	nd botto	m in the are	a entitled "S	ecurity C	lassificat	ion"	and	indi	cate with		
attachments	(e.g	. SE	CRE	T with Attach	ments).											
Dans l'affirma																
« Classificati			curi	té » au haut e	et au bas	du formu	laire et indi	quer qu'il y a	des pièc	es jointe	s (p.	ex. S	SECF	RET avec		
des pièces jo	ınte	s).														

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

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## DSD-PRA4129-CORCAN



Contract Number / Numéro du contrat
21C50-20-3339073

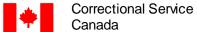
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PART D - AUTHORIZATION / PART 13. Organization Project Authority / C							
Name (print) - Nom (en lettres moulé	Title - Titre		Signature				
Margie Brown	Manager, E	Employment and Employability	Marg	ie Brown	Digitally signed by Margie Brow Date: 2020.09.02 13:56:03 -06'0	rn O'	
Telephone No N° de téléphone 306-659-9518	Facsimile No N° de	télécopieur	E-mail address - Adresse cour Margie.brown@csc-scc.gc.ca		Date 2020-09-02	2	
14. Organization Security Authority /	14. Organization Security Authority / Responsable de la sécurité de l'organisme						
Name (print) - Nom (en lettres moulé	es)	Title - Titre		Signature			
Rita Dubois		te de la s	ct Security Analyst sécurité des contrats	Duboi	s, Rita	Tailly signed by Dubois, Riza (GHCA, OHGC, OHHCSO-SOC, OUHNHQ-AC, OUHPERS, HTSBace, Risa; HISBACE, Risa; HISBACE, Risa approving this document assion: NHO-AC HISBACE, PART SIGNED HISBACE, PART SIGNE	
Telephone No N° de téléphone 613-992-8995 Facsimile No N° de télécopieur Rita Dubois@CSC-SCC.GC.CA					)-09-03		
<ol> <li>Are there additional instructions ( Des instructions supplémentaires</li> </ol>				t-elles jointes	?	✓ No Non	Yes Oui
16. Procurement Officer / Agent d'ap	provisionnement						
Name (print) - Nom (en lettres moulé	es) Se	Title - Titre nior Cont	racting Officer	Signature Cha	abot,	Digitally signed by Chabot, Claudette DN: C=CA, O=GC, OU=CSC-SCC, CN="Claudette"	Chabot,
Claudette Chabot	Agente d'ap	provision	nement principale p.i.	Clau	udette	Reason: I am the author of this document Location: your signing location here Date: 2020-09-02 14:35:00 Foxt PhantomPDF Version: 9.7.0	
Telephone No N° de téléphone 306-659-9255		audette.C	E-mail address - Adresse con habot@csc-scc.gc.ca		Date	2020-09-02	
17. Contracting Security Authority / A	utorité contractante en	matière de sé	écurité				
Cynthia Laverdure		tre		Signature			
Contract Security Officer				Laverdu	ıre, Cynthi	Digitally signed by Laverdu Cynthia Date: 2020.09.16 11:05:00 -	
cynthia.laverdure@pwgsc.g	<u>c.ca</u>	ur	E-mail address - Adresse con	urriel	Date		
					I		

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#### ANNEX D - EVALUATION CRITERIA

#### 1.0 Technical Evaluation:

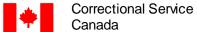
- 1.1 The following elements of the offer will be evaluated in accordance with the following evaluation criteria.
  - Mandatory Technical Criteria

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 ongoing.
- 1.5 References must be provided for each project/employment experience.
  - 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.
  - 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:
    - Name: a.
    - Organization;
    - Current Phone Number, and
    - Email address if available

## 1.6 Response Format

- 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.
- 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.



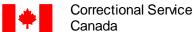
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the 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 -\_\_\_\_\_

Number	Mandatory Technical (MT) Criteria	Offeror Response Description (include location in offer)	Met/Not Met
M1	Industry Recognition of Course - Industry recognized means that the training provided by the Bidder will result in certification recognized by the industry.		
	The Bidder must:  1. Provide *Written confirmation that the Mould Awareness and Remediation, Asbestos Awareness and Lead Awareness training course is industry recognized and falls within the Provincial regulations (respective province) where the bidder is bidding.		
	<ul> <li>*Written confirmation of Industry Recognition of course must be provided by at least two (2) references (customers); (see note below regarding written confirmation)</li> </ul>		
	<ol> <li>Provide contact information for the two (2) references used for point '1' above. References may be contacted.</li> </ol>		
	References must be provided as follows: Client's name and Company/Organization/Group Name Telephone number and/or email address of client		
	*Written confirmation may be in the form of a letter from a certifying body and/or companies/industry sites who have used Bidder's training course, and attest the Bidder's training is 'Industry Recognized'.		
	Proof of industry recognition must be submitted with the bid.		

Number	Mandatory Technical (MT) Criteria	Offeror Response Description (include location in offer)	Met/Not Met
M2	Proposed resource(s) certification to instruct:  The Bidder's proposed resource(s) must be certified to instruct Mould Awareness and Remediation, Asbestos Awareness and Lead Awareness.  The Bidder must provide for EACH proposed resource, the proposed resource's name and documentation (e.g. certificate letter(s), etc.) that demonstrates the proposed resource is certified to instruct the training that is industry certified, as defined under M1.  Proof of certification for EACH proposed resource must be submitted with the bid.		
M3	Proposed resource(s) experience:  The Bidder's proposed resource(s) MUST have delivered a minimum of six (6) (any combination of) Mould Awareness and Remediation, and/or Asbestos Awareness and/or Lead Awareness training courses within the last four (4) years prior to the bid solicitation closing date.  To demonstrate experience for EACH resource being proposed the Bidder must provide:  a) Resource name b) Client's name; (including a telephone number and/or email address of client); c) Course details: Course name and date(s) course facilitated. (Dates to be provided in the following format: day/month/year to day/month/year)  It is the bidder's responsibility to clearly show how the proposed resource(s) meet the above experience criteria. Failure to do so will result in your proposal being deemed non-responsive.  See Example below of how to submit the M3 requirement for each resource being proposed: a) Resource (Trainer): Joe Bell		

Number	Mandatory Technical (MT) Criteria	Offeror Response Description (include location in offer)	Met/Not Met
	<ul> <li>b) Client: John Doe, ABC Company; phone: (555) 555-5555);</li> <li>email: testing@generic.com;</li> <li>c) Course details: <ul> <li>Asbestos Awareness - January 15-16, 2020</li> <li>Lead Awareness - Feb 17, 2020</li> <li>Mould Awareness and Remediation - March 20 and 28, 2020 (2 courses)</li> <li>Asbestos Awareness - April 15-16, 2020</li> <li>Lead Awareness - May 5, 2020</li> <li>Lead Awareness - August 26, 2020</li> </ul> </li> </ul>		
	Proof of experience for EACH resource proposed (minimum 6 courses) may be met through providing required course details for one or more Clients.  Proof of experience for each proposed resource must be submitted with the bid.  Note: For M3 criteria - If all information is not provided with the proposal, Canada will request it and the bidder will have 24 hours form the time of the request to provide it.		



## ANNEX E – FACT SHEET FOR CONTRACTORS – Resuming program and service delivery in CSC institutions

## What is CSC's plan to resume programs and services?

Resuming program and service delivery is essential to supporting CSC's legislated mandate. As restrictions related to COVID-19 begin to ease in regions across the country, CSC is working diligently to ensure the safe and gradual resumption of certain services and programs in federal institutions.

The timeline around reinstating any activities will vary across the country, informed by national, provincial and local circumstances and public health advice.

As resumption of activities unfold, CSC will closely monitor the situation within its institutions. At the sign of one case of transmission in a site, contractors will no longer be allowed entry in that site until the outbreak is contained through contact tracing, testing and isolation.

As these activities slowly resume, there are measures in place for those coming into the institutions detailed in this document.

#### What should I know before I return to an institution?

CSC is actively screening all persons entering CSC institutions. These measures are in place to ensure the safety of everyone in the institution and to limit the risk of infection from COVID-19.

Before coming to an institution, ask yourself the following questions:

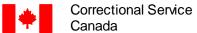
- Are you feeling sick (a new cough, headache, weakness, fever, difficulty breathing, etc.)?
- Have you travelled outside Canada in the past 14 days?
- Have you provided care or had close contact with a person with COVID-19 without personal protection equipment?
- Are you coming from a community where there is a travel ban?
- Do you need to cross a provincial boundary and does public health in that province require you to self-isolate for 14 days?

If you answered ves to any of these questions, do not enter a CSC institution. Consult your local public health authorities as you may be required to self-isolate.

#### What should I know when I arrive at an institution?

You will have your temperature taken by a non-touch thermometer when you enter. If you register a temperature of 38°C or higher you will be required to sit at the entrance for fifteen minutes to allow your temperature to normalize. When fifteen minutes have passed, you will take a second temperature reading orally yourself using a disposable thermometer. If the second reading yields a result of 38°C or above, you will not be allowed to enter the operational site and will be instructed to return home immediately and contact your local public health authorities to seek testing for COVID-19.

What can I expect in an institution?



CSC is putting in place several measures to help prevent COVID-19 from entering the institutions and to control the spread if it does. The measures will vary based on the configuration of each location and the public health risk in each community.

You will be required to wear a mask on the premises at all times. We encourage you to bring your own, however if you arrive without one, CSC will provide one. You will also be required to clean and sanitize your hands at the main entrance and throughout the day as you move about the facility.

All offenders and staff have been provided masks to wear and are encouraged to respect the physical distancing of two meters. You will also be required to respect the same physical distancing.

We advise that you reach out to your CSC contact to find out what measures are in place in the specific institution you will be visiting.

## Are there measures in place to keep me safe from COVID-19 while in an institution?

CSC is actively engaging experts on public health and infection prevention in response to the COVID-19 pandemic. In our institutions, we have put the following measures in place to limit the introduction of COVID-19 and reduce the spread of the virus:

- Active screening of all persons entering CSC institutions.
- Masks are being provided to all offenders and staff to wear. Contractors are also required to wear a mask, and will be provided with one if they do not have their own.
- Physical distancing of two meters is being enforced.
- Office doors will be kept open when possible for air circulation and shared offices will be disinfected between uses.
- Cleaning practices have been enhanced, including disinfecting common areas and highcontact surfaces.
- Shared equipment will be cleaned before and after each use.
- Hand sanitizer will be available to staff, inmates and contractors throughout the institution, including program spaces.

For group programming, groups will be significantly smaller, chairs will be spaced apart, everyone will be wearing masks, and session lengths may be shorter.

All sites will implement measures based on the layout of individual institutions and the status of the virus in each local area. Our top priority remains the health and safety of inmates, staff and all those entering our institutions.

#### Have more questions?

We advise that you reach out to your CSC contact for more information, including information regarding specific institutions.