



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet Defender Watercraft Training Formation sur les embarcations Defender	
Solicitation No. - N° de l'invitation W0100-221814/A	Date 2021-08-10
Client Reference No. - N° de référence du client W0100-22-1814	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-410-11345	
File No. - N° de dossier HAL-1-87055 (410)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2021-08-26 Heure Avancée de l'Atlantique HAA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Assal, Mariam	Buyer Id - Id de l'acheteur hal410
Telephone No. - N° de téléphone (902) 233-0685 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE PO BOX 99000, STN FORCES HALIFAX Nova Scotia B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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W0100-22-1814

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-1-87055

Buyer ID - Id de l'acheteur
HAL410
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

DND requires training for 85 CFB-Halifax Fire Fighters to safely operate Small Watercraft for rapid rescue in accordance with Transport Canada TP Document 14692 – Small Vessel Proficiency Training Course.

1.3 Debriefings

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

1.4 Canadian Content

The requirement is limited to Canadian services.

1.5 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

- Note: For bidders choosing to submit using epost Connect, the email address is:

TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca

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

- Facsimile number: 902-496-5016

2.3 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- (a) an individual;

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (one hard copy)
Section II: Financial Bid (one hard copy)
Section III: Certifications (one hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

1. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
2. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06) Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render bids non-compliant and will be given no further consideration.

MANDATORY TECHNICAL CRITERIA		CROSS REFERENCE TO SPECIFIC PAGE IN PROPOSAL
MT1	Specific Instruction Qualifications The main course instructor must hold a master certificate not lower than a Fishing Master, Fourth Class certificate or a Master 150 gross tonnage, Domestic certificate. The Master Limited certificate or other instructor qualifications will be considered on a case-by-case basis. If the course is under the supervision of more than one instructor, the assistant instructors must hold qualifications related to the marine industry or have related skills and be approved in accordance with the <i>Quality Management Manual – Marine Personnel Standards and Pilotage</i> .	
MT2	Recognized Institution Courses are to be provided by a “recognized institution” as defined in the <i>Marine Personnel Regulations</i> .	

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26) Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and

submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

[A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

5.2.3.2.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W0100-221814

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) *Contract Security Manual* (Latest Edition).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mariam Assal
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Atlantic Region
Address: 1713 Bedford Row
Halifax, NS B3J 1T3

Telephone: (902) 233-0685
Facsimile: (902) 496-5016
E-mail: mariam.assal@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

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work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is *(inserted at contract award)*:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *(bidder to complete)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.7.3 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. 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.
2. Invoices must be distributed as follows:
 - (a) The original and two (2) copies must be forwarded to the following address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2020-05-28) General Conditions - Professional Services (Medium Complexity)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List
- (f) the Contractor's bid dated _____ *(insert date of bid)*

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.13 SACC Manual Clauses

[G1005C](#) (2016-01-28) Insurance – No Specific Requirement

ANNEX A

STATEMENT OF WORK

Small Vessel Operator Proficiency Course

1. OBJECTIVE

- 1.1. To train and certify up to eighty five (85) Canadian Forces Base (CFB) Halifax Fire Fighters in the procedures required to safely operate Small Watercraft for rapid rescue in accordance with Transport Canada TP Document 14692 – Small Vessel Proficiency Training Course.

2. BACKGROUND

- 2.1. CFB Halifax is currently in the process of obtaining a Defender Class or Response Vessel for rapid response in emergency situations. In accordance with Transport Canada Marine Safety and Security, it is mandatory for all personnel operating small vessels of this tonnage, length and area of response be certified with the Small Vessel Operator Proficiency course.

3. SCOPE

- 3.1. The contractor shall provide one (1) Small Vessel Operator Proficiency Course for each Fire Fighter at the CFB Halifax Fire Department in accordance with Transport Canada Marine Safety and Security Division, to a maximum of eighty- five (85) CFB Halifax Fire Fighters.
- 3.2. The training shall be delivered onsite at CFB Halifax. Classroom location and building to be determined.
- 3.3. The qualifying course must be completed in four (4) consecutive days. The training hours per day may be extended as a result of emergency responses.
- 3.4. A written exam will be administered as per section 6. Evaluation of the Transport Canada TP Document 14692 – Small Vessel Proficiency Training Course.

4. TASKS

- 4.1. The contractor shall provide Small Vessel Operator Proficiency Training for Fire Fighters at the CFB Halifax Fire Department in accordance with Transport Canada TP Document 14692 – Small Vessel Proficiency Training Course.

5. CONSTRAINTS

- 5.1. The course shall be delivered in English.
- 5.2. Trainees will be on active duty and interruptions in training may occur if personnel are required to respond to an emergency. Statistically, interruptions are unlikely, however should a call be received the response will be mitigated by the Fire Chief in an effort to avoid any disruption to training.
- 5.3. Maximum class size not to exceed twelve (12) students and approximately eight (8) courses will be required.

6. QUALIFICATION

- 6.1. Training provider must be a “recognized institution” as defined in the Transport Canada Marine Personnel Regulations.
- 6.2. The main course instructor must hold a master certificate not lower than a Fishing Master, Fourth Class certificate or a Master 150 gross tonnage, Domestic certificate.
- 6.3. If the course is under the supervision of more than one instructor, the assistant instructors must hold qualifications related to the marine industry or have related skills and be approved in accordance with the *Quality Management Manual – Marine Personnel Standards and Pilotage*.

7. CLIENT SUPPORT

- 7.1. Prior to the training date, if required, the project authority will arrange a site visit to familiarize the contractor with the response area at CFB Halifax.
- 7.2. DND will provide the classroom, overhead projector, white board, and standalone laptop running Microsoft Operating System required to deliver training effectively.

8. SCHEDULE

- 8.1. The contractor shall provide approximately eight (8) training courses. Additional courses may be required.
- 8.2. Training Dates will be selected and scheduled in consultation with the Project Authority upon contract award.
- 8.3. The tentative start date to be determined and training must be completed no later than end of fiscal year, 31-Mar-22.
- 8.4. Training Dates affected by COVID-19 restrictions and posturing will be rescheduled in consultation with the Project Authority.

9. DELIVERABLES

- 9.1. Contractor shall provide training in accordance with the curriculum outlined in Transport Canada TP Document 14692 – Small Vessel Proficiency Training Course. All persons who successfully complete the program based on the performance standards and pass mark will receive:
 - 9.1.1.A Transport Canada certificate of completion for Small Vessel Operator Proficiency.
 - 9.1.2.A laminated or plastic wallet card will be issued to meet the requirement for the certificate to be carried at all times on the water.
 - 9.1.3.The contractor shall provide all participants with required manuals required which they can keep in their possession for future reference as well as the contact person for future reference.
 - 9.1.4.Certificates to be administered by the Contractor on behalf of Transport Canada.
- 9.2. It is the responsibility of the Contractor to register successful personnel with Transport Canada.

ANNEX B

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

Bidders must provide the information required in the Tables, below. In the case of error in the extension of prices, the unit price will govern.

TABLE 1: KNOWN WORK

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE [BIDDER TO COMPLETE]	QTY	EXTENDED PRICE [BIDDER TO COMPLETE]
(A)	(B)	(C)	(D)	(E)	(F) = (D*E)
1	Small Vessel Operator Proficiency (SVOP) Training	ea.	\$	85	\$
TOTAL EVALUATED PRICE [BIDDER TO COMPLETE]					\$

TABLE 2: OPTIONAL WORK

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE [BIDDER TO COMPLETE]	QTY	EXTENDED PRICE [BIDDER TO COMPLETE]
(A)	(B)	(C)	(D)	(E)	(F) = (D*E)
1	Small Vessel Operator Proficiency (SVOP) Training	ea.	\$	5	\$
TOTAL EVALUATED PRICE [BIDDER TO COMPLETE]					\$

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ANNEX C

SECURITY REQUIREMENT CHECK LIST



Government of Canada
Gouvernement du Canada

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Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence		2. Branch or Directorate / Direction générale ou Direction CFB Halifax Fire Department	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Defender Water Craft Training			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux: A Visitor Access List (VAL) will be submitted as required.
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

- INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui
- PRODUCTION
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui
- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

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ANNEX F

TRANSPORT CANADA TP DOCUMENT 14692 – SMALL VESSEL PROFICIENCY TRAINING COURSE



TP 14692 E

Small Vessel Operator Proficiency Training Course


Responsible Authority	Approval
The Director, Marine Personnel Standards and Pilotage is responsible for this document, including any changes, corrections or updates.	<hr/> Director, Marine Personnel Standards and Pilotage Date signed: <hr/>

Canada

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	Transport Canada Marine Safety	Issue Date: Approval Date:	July 2007 July 2007	Ref.: TP 14692 E
Small Vessel Operator Proficiency	Information and Revisions			Page 2 of 10

DOCUMENT INFORMATION			
Title	Small Vessel Operator Proficiency Training Course		
TP No.	14692 E	Revision No.	0
Originator	Marine Personnel Standards and Pilotage 112 Kent St., 4th floor Tower B, Place de Ville Ottawa, Ontario K1A 0N5	Telephone	613-991-3120
		Fax	613-990-1538
		E-mail	MarineSafety@tc.gc.ca
		URL	http://www.tc.gc.ca/MarineSafety

Revisions			
Page No	Title	Date Revised	Revision No

Important

This publication is subject to periodic reviews and it is updated accordingly /
Cette publication est sujette à des revues périodiques et elle est mise à jour en conséquence.

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	Transport Canada Marine Safety	Issue Date: Approval Date:	July 2007 July 2007	Ref.: TP 14692 E
Small Vessel Operator Proficiency		Table of Contents		Page 3 of 10

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Small Vessel Operator Proficiency		General		Page 4 of 10

General

1. Background

The subject matter contained herein meets the requirements of a stand-alone course that addresses the particular need for minimum training of operators of commercial vessels, other than tugs and fishing vessels, up to 5 gross tonnage engaged on a near coastal, class 2 or a sheltered waters voyage, and for fishing vessels up to 15 gross tonnage or 12 meters overall length engaged on a near coastal, class 2 (including an inland voyage on Lake Superior or Lake Huron) or a sheltered waters voyage.

2. Goals

To provide course participants with:


- a) a basic understanding of the hazards associated with the marine environment and their own vessel and the prevention of shipboard incidents;
- b) the knowledge and skills necessary to safely operate a small non-pleasure vessel in near coastal and sheltered waters under normal operating conditions, including darkness and restricted visibility;
- c) additional knowledge on aids to navigation and seamanship to supplement individual experience.

3. Practical aspects of delivery

- 1) Marine Safety's involvement will be limited to course accreditation and quality assurance.
- 2) Course providers will issue the training certificate in the form specified by Marine Safety.
- 3) Successful completion of the approved training course is mandatory – i.e. there will be no option of a challenge exam.
- 4) No requirement for a proof of continued proficiency is contemplated at this time.
- 5) Course will be made available to candidates as near as possible to their community.
- 6) A person must be at least 18 years of age before using this certificate to carry out the duties of an operator of a commercial vessel.

4. Number of participants

The number of participants in a class should not exceed 12 per instructor for any practical demonstrations and must not exceed 24 per instructor for lectures and audio-visual presentations.

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Small Vessel Operator Proficiency		General		Page 5 of 10

5. Duration

Minimum 26 hours including 2 hours for evaluation.

6. Evaluation

- 1) The written examination approved by Marine Safety contains 50 multiple-choice questions and the pass mark is 70%.
- 2) Administering the examination orally may be considered on a case-by-case basis.

7. Specific instructor qualifications


The main course instructor must hold a master certificate not lower than a Fishing Master, Fourth Class certificate or a Master 150 gross tonnage, Domestic certificate. The Master Limited certificate or other instructor qualifications will be considered on a case-by-case basis. If the course is under the supervision of more than one instructor, the assistant instructors must hold qualifications related to the marine industry or have related skills and be approved in accordance with the *Quality Management Manual – Marine Personnel Standards and Pilotage*.

Recognized Institution

Courses are to be provided by a “recognized institution” as defined in the *Marine Personnel Regulations*. Approval procedures are provided in the chapter entitled *Approval of Marine Training Courses and Programs* of the *Quality Management Manual – Marine Personnel Standards and Pilotage*, published by the Department of Transport, Marine Personnel Standards and Pilotage Directorate.


Institutions must submit for approval their course syllabus, training manual, instructor qualifications and any other information required by the above-mentioned document, to the following address:

Marine Personnel Standards & Pilotage
Transport Canada, Marine Safety
112, Kent Street, Tower B, 4th Floor
Ottawa, Ontario K1A 0N5

 Transport Canada Marine Safety	Issue Date: July 2007 Approval Date: July 2007	Ref.: TP 14692 E
Small Vessel Operator Proficiency	Course Outline	Page 6 of 10


Course Outline

Knowledge Required	Teaching Time
1. Legal aspects and requirements of non-pleasure small vessel operations	1 hour
2. Basic construction terminology	0.5 hours
3. Vessel hull types and configurations	0.5 hours
4. Propulsion systems	1 hour
5. Mooring of a vessel and related seamanship work	0.5 hours
6. Manoeuvring a vessel	1 hour
7. Safe navigation and collision prevention	3 hours
8. Maintaining a vessel's stability	1 hour
9. Safe working practices and safety culture	1 hour
10. Marine weather and marine forecasts	2.5 hours
11. Use of radar for navigation safety	2 hours
12. Determination of a vessel's position using electronic navigation aids	1 hour
13. Use of marine charts and nautical publications to plan and execute a voyage	2 hours
14. Use of a magnetic compass for taking bearings and for steering	1 hour
15. The Canadian buoyage system	1 hour
16. Dealing with emergency situations	1.5 hours
17. The Search and Rescue resources	1 hour
18. Pollution prevention	0.5 hours
19. The Canada Shipping Act, 2001 and the Canadian regulations	1 hour
20. Departure preparation	0.5 hours
21. Quick reference checklists	0.5 hours
Examination	2 hours
Total	26 hours

 Transport Canada Marine Safety	Issue Date: July 2007 Approval Date: July 2007	Ref.: TP 14692 E
Small Vessel Operator Proficiency	Course Syllabus	Page 7 of 10

Course Syllabus

<p>1. Legal aspects and requirements of non-pleasure small vessel operations</p> <ul style="list-style-type: none"> (a) Understand the scope, purpose and limitations of the Small Vessel Operator Proficiency certificate (b) Define vessel, passenger and pleasure craft and understand applicable requirements when a vessel is not considered a pleasure craft (c) Know who requires a Small Vessel Operator's Proficiency certificate (d) Know Transport Canada's Small Vessel Inspections and Monitoring Program (e) Master's responsibility - safety (life, environment and property) and commercial aspects
<p>2. Basic construction terminology</p> <ul style="list-style-type: none"> (a) Definitions used to describe direction, locations and structural components of a small vessel (b) Know the basic terminology used in small vessel construction
<p>3. Vessel hull types and configurations</p> <ul style="list-style-type: none"> (a) Knowledge of the nature of displacement and planing hulls (b) Describe: <ul style="list-style-type: none"> (i) an open vessel (ii) an enclosed hull vessel (iii) an inflatable rescue craft (iv) a catamaran (v) other hull types
<p>4. Propulsion systems</p> <ul style="list-style-type: none"> (a) Describe the various propulsion systems available for small vessels, including: <ul style="list-style-type: none"> (i) outboard motors (ii) stern drives (iii) inboard engines (iv) jet drives (b) Explain basic engine starting and shut down procedures (c) Describe engine and propulsion systems surveillance and monitoring required and actions to be taken in case of emergency, fault or alarm
<p>5. Mooring of a vessel and related seamanship work</p> <ul style="list-style-type: none"> (a) Understand the role of ropes, lines, knots and splices in the marine industry (b) Explain the different construction methods and properties and limitations of synthetic and natural ropes (c) List the names of the common mooring lines and how to properly secure a vessel to a dock (floating and non-floating wharves) (d) Understand the role and when to use fenders (e) Demonstrate basic knots, bends and hitches
<p>6. Manoeuvring a vessel</p> <ul style="list-style-type: none"> (a) Capacity to manoeuvre the vessel for berthing, departure from the dock, navigation and anchoring (b) Knowledge of the vessel's turning circle and manoeuvring characteristics (c) As applicable, the effect of propellers, rudders, jets and outboard engines when moving ahead and astern and when manoeuvring (d) Effect of winds and currents when manoeuvring (e) Understand what constitutes a good anchorage (f) Know how to properly lower and set an anchor (g) Know the procedures for riding at anchor (h) Know how to properly weigh and stow the anchor (i) Explain the different variations of small vessel anchors

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7. Safe navigation and collision prevention

A basic understanding of the *Collision Regulations* and Canadian modifications with particular reference to:

- (a) The terms "making way", "underway", "risk of collision", "stand on vessel", "give way vessel" and "safe speed"
- (b) Responsibilities for collision avoidance
- (c) The need to keep a proper lookout
- (d) Recognition of the signs, lights and shapes carried by vessels encountered in the area of operation
- (e) International and Canadian distress signals
- (f) The benefit and requirement to use a radar reflector
- (g) Actions to be taken in sight or out of sight of other vessels in good visibility and in reduced visibility
- (h) Navigation lights
 - (i) Describe navigation lights for small vessels including masthead light, sidelights and the stern light
 - (ii) Understand the role and use of all-round navigation lights
 - (iii) Understand the role and use of anchor lights
- (i) Sound signals
- (j) The role and use of shapes on own vessel and observed

8. Maintaining a vessel's stability


- (a) Understand the hazards of Free Surface Effect
- (b) Understand the hazards of loose water (or fish) on deck
- (c) Understand the principles of vessel stability and precautions when loading and unloading weights (passengers, equipment, fish or cargo)
- (d) Know the effects associated with vessel load distribution and trim
- (e) Know the hazards associated during icing conditions
- (f) Understand the principles of freeboard and effects of fresh and salt water including Fresh Water Allowance
- (g) Know the importance of maintaining watertight integrity
- (h) Understand the requirement for proper stowage of equipment and cargo
- (i) Understand the concept and the importance of reserve buoyancy

9. Safe working practices and safety culture

- (a) Understand the necessity for keeping the vessel shipshape
- (b) Know the hazards within the marine workplace
- (c) Precautions necessary when working aloft
- (d) Precautions to be taken when entering confined spaces
- (e) Demonstrate the signals for directing winch or crane operations
- (f) Know the standard industry procedures for safe refuelling operations
- (g) Care of life jackets, PFD's anti-exposure suits and other lifesaving equipments
- (h) Care of fire detection and extinguishing equipment
- (i) Flares: types, safe use, storage and disposal
- (j) Safety in towing (distress assistance)

10. Marine weather and marine forecasts

- (a) Understand the origin and reliability of a marine forecast and where one can be obtained
- (b) State the marine wind speed categories
- (c) Understand the significance and difference of the marine weather warnings, small craft warnings, gale, and storm warnings
- (d) Association between wind shift and the movement of a barometer
- (e) Know small vessel operating procedures in bad weather
- (f) Understand the significance of the various sea states and how they affect small vessel operation including land effects and deflection
- (g) Understand the danger associated with thunderstorms, squall line recognition

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- (h) Understand the conditions that lead to Icing
- (i) Associate the forecasted weather effect with loading a small vessel

11. Use of radar for navigation safety

- (a) Knowledge of the basic principle of radar and its functioning:
 - (i) Start-up procedure
 - (ii) Function and effect of main commands
 - (iii) Interpretation of the radar image
- (b) Ability to use radar for positioning:
 - (i) Identification of radar marks useful for navigation
 - (ii) Bearing-taking and distance measurement by radar
- (c) Understanding the use of radar for collision avoidance

12. Determination of a vessel's position using electronic navigation aids

- Ability to correctly use the GPS:
- (a) Starting procedure and functioning of the device
 - (b) Correct use of data supplied by the instrument
 - (c) Recognizing possible errors, lack of reliability and the need to double check

13. Use of marine charts and nautical publications to plan and execute a voyage

- (a) Demonstrate ability to plot a position on the nautical chart
- (b) Understand the requirement to carry nautical charts on board
- (c) Demonstrate basic nautical chart reading, course and position plotting
- (d) Demonstrate the use of nautical publications (List of Lights, Canadian Tide and Current Tables, Notices to Mariners)

14. Use of a magnetic compass for taking bearings and for steering


- (a) Know how to use a magnetic compass and its application to the nautical chart of the operational area
- (b) Compass deviation on small vessels and how to check the compass and make a simple deviation card

15. The Canadian buoyage system

- (a) Understand the Canadian buoy system
- (b) Demonstrate using vessel models (or equivalent) how to navigate a channel marked by lateral buoys
- (c) Demonstrate using vessel models (or equivalent) how to navigate a waterway marked by day beacons
- (d) Explain fairway, bifurcation, cautionary, isolated and special purpose buoys
- (e) Explain how cardinal buoys indicate the preferred passage
- (f) Understand the significance of Scuba diving buoys and the "diver's flag"

16. Dealing with emergency situations

- (a) Be able to identify measures to be taken in emergency situations such as:
 - (i) Collision
 - (ii) Grounding
 - (iii) Flooding
 - (iv) Fire
 - (v) Man overboard
 - (vi) Release of a polluting substance or liquid
- (b) Measures to be taken to ensure protection and safety of crew members and passengers in emergency situations
- (c) The master's obligation with regard to initial and subsequent reports to be made in case of a marine occurrence

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17. The Search and Rescue resources

- (a) Know the Search and Rescue resources available in area of operation
- (b) Know the Marine SAR coordination system in the operational area
- (c) Understand what happens after an "operator" initiates a distress call
- (d) Know the spoken Distress, Urgency and Routine prefixes on VHF radio
- (e) Understand the responsibilities when hearing or responding to a distress call

18. Pollution prevention

- (a) Knowledge of the precautions to be taken during fuelling
- (b) Knowledge of the statutory requirements to report pollution incidents
- (c) Knowledge of *Division 4 – Sewage* and *Division 5 – Garbage* of the *Prevention of Pollution from Ships and for Dangerous Chemicals Regulations*

19. The Canada Shipping Act, 2001 and the Canadian regulations

- (a) Basic knowledge of the Canada Shipping Act, 2001
- (b) A basic understanding of the provisions of the:
 - (i) *Small vessel regulations or Fishing vessel safety regulations*, as applicable
 - (ii) Parks and Marine mammals Protection legislations if applicable
 - (iii) *Prevention of Pollution from ships and for Dangerous Chemicals Regulations*

20. Departure preparation

- (a) Understand the importance of running the bilge blower
- (b) Understand the necessity of planning for fuel consumption
- (c) Understand the benefit of using a "Departure Checklist"
- (d) Understand how to file a "Sail or Trip plan"
- (e) Understand the requirement to be aware of local hazards within the operational area

21. Quick reference checklists

The benefits of using the following checklists to improve operational safety:

- (a) Daily Maintenance Checklist
- (b) Weekly Maintenance
- (c) Safety Gear
- (d) Engine Start-up
- (e) Departure Preparation
- (f) Pre voyage
- (g) Post voyage
- (h) Fuelling
- (i) Heavy Weather