



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Bid Fax: **1-866-246-6893**

Bid Email:

soumissionsouest-bidswest@canada.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR PROPOSAL

Proposal to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Comments:

Issuing Office:

Parks Canada Agency
National Contracting Services
Calgary, AB

Title: Incident Command Systems (ICS) Canada Training - I-300, I-400, Train the Trainer and Position Specific Delivery - Parks Canada Agency, Fire Management Program	
Solicitation No.: 5P420-21-0145/A	Date: 24 January, 2022
Client Reference No.: n/a	
GETS Reference No.: PW-22-00983095	

Solicitation Closes: At: 14:00 On: 23 February 2022	Time Zone: MST
--	---------------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Ryan Taylor	
Telephone No.: 587-436-5987	Fax No.: 1-866-246-6893
Email Address: ryan.taylor@pc.gc.ca	
Destination of Goods, Services, and Construction: See Herein	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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Amendment No.:
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Contracting Authority:
Ryan Taylor

Ver.07.07.21

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n/a

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IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is soumissionsouest.bidswest@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsouest.bidswest@canada.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3. Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier may not be accepted.

The only acceptable facsimile for responses to bid solicitations 1-866-246-6893.

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The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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

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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.

2.4. Applicable Laws

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

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

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. 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.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

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

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

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 at **Annex B**.

3.1.1. Exchange Rate Fluctuation

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

Section III: Certifications

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

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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

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex C to Part 4 of the Bid Solicitation**.

4.1.2. Financial Evaluation

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

4.1.3. 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.

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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.

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex D to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

5.2.3. 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

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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.

5.2.4. Additional Certifications Precedent to Contract Award

5.2.4.1. Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources.

5.2.4.2. Education and Experience

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. There is no security requirement applicable to the Contract.

6.2. Statement of Work

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

6.2.1. Work Authorization Process – As-and-when Requested Services

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

6.2.1.1 Work Authorization Process:

- (a) The Project Authority will provide the Contractor with a description of the work.
- (b) The WA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.
- (c) The Contractor must provide the *Project Authority*, within five days of receipt, the proposed total estimated cost for performing the work and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.

6.2.2. Minimum Work Guarantee

6.2.2.1. In this clause,

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

"Minimum Contract Value" means 10% of the Maximum Contract Value.

6.2.2.2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 6.2.2.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

6.2.2.3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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6.2.2.4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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](#) (2021-12-02), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to November 30, 2022 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period(s) from December 1, 2022 to November 30, 2023 inclusive under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Ryan Taylor
Contracting Officer
Parks Canada Agency
National Contracting Services

Telephone: (587) 436-5987
Facsimile: 1-866-246-6893
E-mail address: ryan.taylor@pc.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:

*** to be provided at contract award ***

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

The Contractor's Representative for the Contract is:

To Be Completed By the Bidder

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** SACC Manual clause A3025C to be inserted at contract award, if applicable ***

6.7. Payment

6.7.1. Basis of payment: Cost reimbursable – Limitation of expenditure – Work Authorizations

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in **Annex B**, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2. Basis of payment: Individual work authorizations

6.7.2.1. The Contractor will be paid for the Work specified in the authorized work authorization, in accordance with the Basis of payment at **Annex “B”**

6.7.2.2. Canada's liability to the Contractor under the authorized work authorization must not exceed the limitation of expenditure specified in the authorized work authorization. Custom duties are included and Applicable Taxes are extra.

6.7.2.3. No increase in the liability of Canada or in the price of the Work specified in the authorized work authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3. Limitation of Expenditure – Cumulative Total of All Work Authorizations

6.7.3.1. Canada's total liability to the Contractor under the Contract for all authorized Work Authorizations (WAs), inclusive of any revisions, must not exceed the sum of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.3.2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.7.3.3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorizes WAs, inclusive of any revisions,

whichever comes first.

6.7.3.4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.4. Single Payment

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

- a. 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.

6.8. Invoicing Instructions

6.8.1. 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.

Each invoice must be supported by:

- a. A copy of the Work Authorization, if applicable

6.8.2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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 ***** to be inserted at contract award *****.

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](#) (2021-12-02), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. SACC Manual Clauses

[B6802C](#) (2007-11-30), Government Property
[B9028C](#) (2007-05-25), Access to Facilities and Equipment

6.13. Insurance Requirements

SACC *Manual* clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement.

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6.14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF WORK

ICS Canada Training -I-300, I-400, Train the Trainer and Position Specific Delivery Parks Canada Agency, Fire Management Program

1. Background

The Parks Canada Agency (PCA) Fire Management Program was an early adopter of Incident Command Systems. Throughout the Late 90's and early 2000's the agency trained most of its Incident Command Team Members up to I-400 and ICS became the way to manage incidents.

In 2017 the Agency had multiple large incidents testing the agencies ability to work within the ICS structure. Several deficiencies were noted during After Action Reviews regarding the way in which the Agency operates within ICS. Most of challenges identified shortfalls in ICS training. Since then PCA has made it a priority to deliver position specific training ever year while maintaining required certifications in the I-series of courses.

2. Objectives

PCA requires the services of a contractor who can provide a minimum of four (4) instructors to deliver a minimum of 5 and a maximum of 12 sessions of ICS courses in multiple locations, in both English and French. The minimum will be composed of two I-300 level courses, two position specific training sessions and one train the trainer (T the T). The sessions will be delivered to PCA employees and other key response partners across Canada over the duration of the contract in 2022, and in 2023 if the option year is exercised.

3. Services/Actions Required

The Contractor must have the capacity to provide ICS Training Sessions across the country. The locations and dates will be determined by PCA, based on anticipated need. Estimated level of service for each year of the contract.

Course and Level	Minimum	Maximum
I-300	2	4
I-400	0	2
Position Specific Training (IC, OSC, PSC, LSC, FSC,)	2	4
Train the Trainer (I-300 or I-400)	1	2

The Contractor must provide ICS training-related services to The Training Coordinator, National Fire Management Division or their representative(s) for the Contract period. Reporting to the Manager, Office of Incident Management, the Contractor's resources must:

- 3.1 Participate in a kick-off meeting, in person or via video-conference, with the Project Authority or designate within one week of Contract Award.
- 3.2 Coordinate with the Project Authority or Their representative(s) to schedule in-class training and prepare a work plan including the schedule for the year and identifying instructor resources within one week of Contract Award.
- 3.3 Provide I-300 Online training in both official languages ideally within 4 weeks of contract award.
- 3.4 Make any minor changes required to the course material (such as the addition of PCA logos) if requested by the Project Authority, and provide the final version back to the Project Authority at least 3 weeks prior to each delivery.

- 3.5 Deliver each of the I-300, position specific and the T the T over the time prescribed by ICS Canada, to PCA personnel and participants from other agencies/communities.
- 3.6 Provide any ICS Canada Standardized training materials to be distributed (e.g. paper copies and printable electronic versions of student manuals, workbooks, forms, handouts, exams, exercise material) for training. PCA will provide all classroom equipment requested by the Contractor with the exception of laptops after coordination with Project Authority prior to each course.
- 3.7 Provide course participants with a standardized course evaluation (provided by PCA and endorsed by ICS Canada) and return completed evaluations along with consolidated feedback to the Project Authority.
- 3.8 Track and report back to the Project Authority within 5 days after each course delivery any noteworthy questions or concerns that come up during course delivery regarding PCA's use of ICS.
- 3.9 Document, track, and report back to the Project Authority a complete list of course participants for each session (including any non-PCA participants) identifying whether participants were successful or not within 5 business days of course completion.
- 3.10 Provide for all travel and accommodation requirements for its instructors for each course session as needed.
- 3.11 Provide ICS Canada standardized electronic course certificates to PCA for each successful participant within 5 business days of course completion in Portable Document Format (PDF).
- 3.12 Administer and evaluate any follow up exams that may be required for participants who are not successful in their first attempt at the exam.

4. Scope

- 4.1 All work will be in adherence to the Values and Ethics Code for the Public Sector <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049>.
- 4.2 All I-300, and I-400 Position Specific and Train the Trainer course materials and instruction will adhere to ICS Canada standards;
- 4.3 The number of participants per delivery will not exceed 12 per session delivery (or 24 with 2 instructors).
- 4.4 On-line delivery of the I-300 courses will be acceptable if provincial restrictions do not allow for training to occur all other training is highly preferred to be offered in person. Parks Canada will work with the contractor to find the best possible delivery method
- 4.5 All training must be delivered by one ICS Canada recognized instructor if there are fewer than 13 participants or two ICS Canada recognized instructors if there are 13 to 24 participants.
- 4.6 Training seats may, at PCA's sole discretion, be made available to other government departments and Canadian Interagency Forest Fire Center(CIFFC) Partners.
- 4.7 Each course delivery will be in accordance with the language requirements outlined in Section 5 of this document.
- 4.8 The Project Authority will determine when and where a delivery is required, based on participation numbers (a minimum number of 12 participants).

5. Client Support

Parks Canada shall:

- 5.1 Make arrangements and pay for an appropriate venue for the course
 - 5.2 Provide basic materials to support course delivery as required and as agreed upon prior to the course delivery. This may include flip charts, pens, PowerPoint projectors, or similar resources which Parks Canada has; and
 - 5.3 Sending out training invitations and generating participant lists for each course
 - 5.4 Requesting confirmation of successful completion of prerequisites prior to loading any participant on the I-300, I-400, Position Specific, or the T The T courses; and
 - 5.5 Coordinating travel required for PCA personnel or other participants to attend training.
-

6. Delivery Schedule and Locations

All deliverables other than courses will be submitted to the National Fire Management Training Coordinator or their representative(s) electronically via e-mail in a recent version of MS Office software with the exception of printable student certificates, which will be delivered electronically via e-mail in Portable Document Format (PDF). These deliverables include:

1. The Work Plan – Article 3.
2. Changes to course material
3. Reports on noteworthy questions
4. List of course participants
5. Student Certificates
6. Quality findings – Article 9

Course deliveries will be adjusted as agreed upon during the initial planning and coordination meeting based on anticipated needs.

The Contractor must be able to provide the following course sessions:

Table 1: Course Delivery Sessions

Course	# of Sessions	Timelines	Language	Estimated Level of effort (including delivery, prep & follow up)
I-300	1	<ul style="list-style-type: none"> Delivery to be made in Prairies North region. Online Delivery can occur if COVID 19 restrictions dictate that In person courses are not acceptable 	English	3.5 days
I-300	1	<ul style="list-style-type: none"> Delivery to be made during the contract period in the Quebec or Atlantic region. Online Delivery can occur if COVID 19 restrictions dictate that In person courses are not acceptable 	French	3.5 days
I-400	0	<ul style="list-style-type: none"> Delivery to be made in Western Canada during the contract period. 	English	3.0 days
I-400	0	<ul style="list-style-type: none"> Delivery to be made in Atlantic Canada or Quebec during the contract period. 	French	3.0 days
Position Specific	2	<ul style="list-style-type: none"> Delivery to be made in Western Canada during the contract period. 	English	6.0 days
Train the Trainer	1	<ul style="list-style-type: none"> Delivery to be made in Western Canada during the contract period. 	English	1.0 days
Total	Min. 5 Max. 12	•		Min. 14 Max. 34

The level of effort is only an estimate made in good faith and is not to be considered in anyway as a commitment from the Government of Canada.

Courses deliveries will be restricted to the following locations when conducted in-person:

Atlantic Region: Halifax, Moncton

Prairies and Northern Region: Riding Mountain National Park, Prince Albert National Park, Winnipeg

Alberta: Banff, Calgary, Hinton, Jasper, Edmonton,

Quebec Region: Quebec City, Shawinigan, La Maurice National Park

Table 2: Anticipated deliveries per region

I-300				
Region	Minimum		Maximum	
	English	French	English	French
Prairies North / Alberta	1		2	
Atlantic or QUE		1		2
Subtotal	1	1	2	2
Total	2		4	

I-400				
Region	Minimum		Maximum	
	English	French	English	French
Prairies North	0		1	
Atlantic or QUE (French)		0		1
Subtotal	0	0	1	1
Total	0		2	

Position Specific				
Region	Minimum		Maximum	
	English	French	English	French
Prairies North / Alberta	2	0	4	0
Subtotal	2	0	4	0
Total	2		4	

Train the Trainer				
Region	Minimum		Maximum	
	English	French	English	French
Prairies North / Alberta	1	0	2	0
Subtotal	1	0	2	0
Total	0		2	

7. Project Schedule – Expected Start and Completion Dates

Professional Services are required from the date of contract award to November 30th 2022. PCA reserves the right to exercise one (1) additional twelve (12) month period from December 1, 2022 to November 30, 2023. To align with Government of Canada fiscal years the contractor is requested to submit invoices on or before March 31 for any work completed prior to this date.

8. Acceptance

The Contractor must monitor the quality of the training sessions provided by its instructors and document the findings. Copies of the documentation, detailing findings and remedial actions taken if required, are to be forwarded to the Project Authority. The Project Authority may review this documentation and require further action should it identify any deficiencies in the performed training.

All deliverables and services delivered under this Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction, or re-delivery, before payment will be authorized.

To ensure the quality of all instruction, at any time the Project Authority:

- may have a representative monitor a course at any time,
- may follow up with trainees listed on a course roster and ask questions concerning how the Contractor conducted the course,
- will review the course evaluation forms that the trainees complete, and
- may require remedial action from the Contractor if the course delivery doesn't meet the requirements of the Contract.

9. Constraints

It is anticipated that all course deliveries will be complete by November 30th, 2022 for the initial term of the contract. For training completed prior to March 31, 2022 invoices should be submitted on or before March 31. For the optional period, training between December 1, 2022 and March 31, 2023 should be invoiced on or before March 31 2023.

10. Language Requirements

Training must be provided in both official languages. While most of the courses will be conducted in English, at least 2 instructors must be capable of delivering instruction in French at the 300 and 400 level.

Contractor resources delivering English courses must be able to communicate effectively in English both orally and in writing at or above the Advanced Professional Proficiency level stated below. The resource(s) identified to deliver French courses must be able to communicate effectively in French both orally and in writing at or above the Advanced Professional Proficiency level stated below.

Oral Proficiency Rating Scale

Proficiency	Definition
Advanced Professional Proficiency	Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references. May have some difficulty with some dialects and slang.

Reading Proficiency Rating Scale

Proficiency	Definition
Advanced Professional Proficiency	Able to read fluently and accurately all styles and forms of the language in any subject as well as those pertinent to professional needs. Understands all sociolinguistic and cultural references. Can follow unpredictable turns of thought readily in editorial, conjectural, and literary texts, as well as in materials in own special field, including official documents and correspondence. Recognizes all professionally relevant

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Proficiency	Definition
	vocabulary known to the educated non-professional native reader. Speed and accuracy is often nearly that of a well-educated native reader.

Writing Proficiency Rating Scale

Proficiency	Definition
Advanced Professional Proficiency	Able to write the language precisely and accurately in a variety of prose pertinent to social issues and professional needs. Errors of grammar, syntax, punctuation and vocabulary are rare. Writing is consistently and explicitly organized with appropriate connectors and discourse devices (ellipsis, parallelisms, subordinates).

11. Work Location

Training will be conducted in facilities provided by PCA in the city or park designated for each training session. Course preparation, report preparation and any other required activity to complete the Contractor's obligations under the Contract will be conducted at the Contractor's facility.

ANNEX B

BASIS OF PAYMENT

*** To Be Completed by the Bidder ***

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) Total Combined Evaluated Estimated Bid Price Calculation: For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of *Table 1.1 Firm Unit Prices – Course Fees*, *Table 1.2 Estimated Travel Costs – Per Trainer*, *Table 2.1 Firm Unit Prices – Course Fees* and *Table 2.2 Estimated Travel Costs – Per Trainer*.

1. Contract Year 1: Date of Contract to – November 30, 2022

1.1 Firm Unit Prices – Course Fees – Year 1

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and material costs as required to fulfill the requirements of Annex A – Statement of Work as defined.

Course fees will also apply of training delivered virtually.

Item No.	Course and Level	Unit of Measure	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Amount (PU x EQ)
1.1.1	I-300 (French or English)	Per Course	\$ _____	4	\$ _____
1.1.2	I-400 (French or English)	Per Course	\$ _____	2	\$ _____
1.1.3	Position Specific Training - IC, OSC, PSC, LSC, FSC. (French or English)	Per Course	\$ _____	4	\$ _____
1.1.4	Train the Trainer (I-300 or I-400) (French or English)	Per Course	\$ _____	2	\$ _____
1.1.5	Additional Instructor - course delivery for 13 to 24 participants (French or English)	Per Course	\$ _____	1	\$ _____

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1.2 Estimated Travel Costs – Round-Trip Per Trainer– Year 1

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Item No.	Training Regions	Estimated Travel Costs
1.2.1	Atlantic Region (Halifax, Moncton)	\$
1.2.2	Quebec Region (Quebec City, Shawinigan, La Maurice National Park)	\$
1.2.3	Prairies and Northern Region (Riding Mountain National Park, Prince Albert National Park, Winnipeg)	\$
1.2.4	Alberta: Banff, Calgary, Hinton, Jasper, Edmonton	\$

Note: Travel may not be required for all training sessions.

1.3 Estimated Total Combined Price – Year 1

The total evaluated Year 1 price is the sum of Table 1.1 *Firm Unit Prices – Course Fees* and Table 1.2 *Estimated Travel Costs – Per Trainer*.

A.	ESTIMATED TOTAL COMBINED <u>EVALUATED</u> PRICE – YR 1 (sum of all items under 1.1 & 1.2) (excluding applicable tax)	\$
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-Continued on next page-

2. Option Year: December 1, 2022 – November 30, 2023

2.1 Firm Unit Prices – Course Fees – Option year

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and material costs as required to fulfill the requirements of Annex A – Statement of Work as defined.

Course fees will also apply of training delivered virtually.

Item No.	Course and Level	Unit of Measure	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Amount (PU x EQ)
2.1.1	I-300 (French or English)	Per Course	\$ _____	4	\$ _____
2.1.2	I-400 (French or English)	Per Course	\$ _____	2	\$ _____
2.1.3	Position Specific Training - IC, OSC, PSC, LSC, FSC. (French or English)	Per Course	\$ _____	4	\$ _____
2.1.4	Train the Trainer (I-300 or I- 400) (French or English)	Per Course	\$ _____	2	\$ _____
2.1.5	Additional Instructor - course delivery for 13 to 24 participants (French or English)	Per Course	\$ _____	1	\$ _____

2.2 Estimated Travel Costs - Round-Trip Per Trainer – Option Year

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Item No.	Training Regions	Estimated Travel Costs
2.2.1	Atlantic Region (Halifax, Moncton)	\$
2.2.2	Quebec Region (Quebec City, Shawinigan, La Maurice National Park)	\$

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2.2.3	Prairies and Northern Region (Riding Mountain National Park, Prince Albert National Park, Winnipeg)	\$
2.2.4	Alberta: Banff, Calgary, Hinton, Jasper, Edmonton	\$

Note: Travel may not be required for all training sessions.

2.3 Estimated Total Combined Price – Option Year

The total evaluated optional year price is the sum of Table 2.1 *Firm Unit Prices – Course Fees* and Table 2.2 *Estimated Travel Costs – Per Trainer*.

B.	ESTIMATED TOTAL COMBINED EVALUATED PRICE – OPTION YR (sum of all items under 2.1 & 2.2) (excluding applicable tax)	\$
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3. Estimated Total Combined Evaluated Bid Price

The total evaluated bid price is the sum Table A + B.

C.	ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (A + B = C) (excluding applicable tax)	\$
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Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

ANNEX C TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

**** To Be Completed by the Bidder****

1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly recommends that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder’s technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

2. Submission Requirements

The Bidder must submit one (1) electronic version of their technical bid, in Adobe PDF format.

3. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
M1	Understanding the Requirement.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
	The Bidder must demonstrate that it is capable of providing the required services necessary to satisfy this requirement as detailed in the Statement of Work. The proposal must include a project overview plan that shows the Bidder can deliver courses as required in various locations AND virtually, if necessary. All instructors proposed to meet the course schedule must meet the mandatory requirement M2 below. The plan must detail the Quality Control methods that will be applied to the delivery of courses, and also detail the anticipated classroom equipment requirements that will be requested from PCA.			

<p>M2</p>	<p>Endorsement as a qualified ICS Canada Instructor.</p> <p>The Bidder must provide qualifications of proposed instructors. The bidder must demonstrate that all proposed instructors are recognized as a qualified ICS Canada instructor by an ICS Canada Authority Having Jurisdiction in a province or territory, or by an ICS Canada Agency Authority Having Jurisdiction for the level of training courses required.</p> <p>A copy of a letter, certification or other proof issued by the appropriate authority must be attached to the proposal.</p>	<p><input type="checkbox"/> Met</p>	<p><input type="checkbox"/> Not Met</p>	
<p>M3</p>	<p>Language.</p> <p>The Bidder must provide at least two (2) instructors who can deliver training in English for each English delivery and two (2) of the proposed Instructors who can deliver training in French for the French delivery of Both the ICS 300 level and ICS 400 level courses.</p> <p>Note: for the purpose of this M3, advanced level is measured in terms of oral, comprehension, and written skills as per the Language Requirements of the SOW.</p> <p>The Bidder must provide the following information for each instructors to confirm their language ability:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of Instructor and language abilities. <input type="checkbox"/> Course title, date and location; <input type="checkbox"/> Name of the client organization that received the training <input type="checkbox"/> Clearly identify the language training was conducted in. 	<p><input type="checkbox"/> Met</p>	<p><input type="checkbox"/> Not Met</p>	

Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

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ANNEX D TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Declaration

I, _____, (*name*)

_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

ANNEX E TO PART 5 OF THE BID SOLICITATION

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 (<input type="checkbox"/>) No (<input type="checkbox"/>)

If so, the Bidder 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, 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

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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.