

Solicitation No. - N° de l'invitation  
30000177- A  
Client Ref. No. - N° de réf. du client  
30000177

Amd. No. - N° de la modif.  
File No. - N° du dossier  
30000177 -A

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



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans  
Canada  
200 Kent Street | 200 rue Kent  
Ottawa, ON K1A 0E6

Email - courriel: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR STANDING OFFER**

**DEMANDE D'OFFRES À COMMANDES  
(DOC)**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Canada

<b>Title – Sujet</b> Level I and level II Thermography Certification courses		<b>Date</b> June 24, 2022
<b>Solicitation No. – N° de l'invitation</b> 30000177- A		
<b>Client Reference No. - No. de référence du client</b> 30000177		
<b>Solicitation Closes – L'invitation prend fin</b> <b>At / à :</b> 14 :00 Eastern Daylight Time (EDT) /14:00 heure avancé de l'est (HAE)  <b>On / le :</b> July 25, 2022		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci- inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b>  Olivier Trinh, Contracting Specialist <a href="mailto:Olivier.trinh@dfo-mpo.gc.ca">Olivier.trinh@dfo-mpo.gc.ca</a> and <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 SUMMARY .....	4
1.3 DEBRIEFINGS .....	5
1.4 TRADE AGREEMENTS .....	5
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	6
2.2 SUBMISSION OF OFFERS .....	6
2.3 FORMER PUBLIC SERVANT .....	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	7
2.5 APPLICABLE LAWS .....	8
2.6 BID CHALLENGE AND RECOURSE MECHANISMS .....	8
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS .....</b>	<b>9</b>
3.1 OFFER PREPARATION INSTRUCTIONS .....	9
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES .....	10
4.2 BASIS OF SELECTION .....	11
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>12</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	12
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION .....	12
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>
<b>A. STANDING OFFER .....</b>	<b>16</b>
6.1 OFFER .....	16
6.2 SECURITY REQUIREMENTS .....	16
6.3 STANDARD CLAUSES AND CONDITIONS .....	16
6.4 TERM OF STANDING OFFER .....	17
6.5 AUTHORITIES .....	17
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (IF APPLICABLE) .....	18
6.7 IDENTIFIED USERS .....	18
6.8 CALL-UP PROCEDURES .....	18
6.9 CALL-UP INSTRUMENT .....	19
6.10 LIMITATION OF CALL-UPS .....	19
6.11 FINANCIAL LIMITATION .....	19
6.12 PRIORITY OF DOCUMENTS .....	19
6.13 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	20
6.14 APPLICABLE LAWS .....	20
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>20</b>
6.1 STATEMENT OF WORK .....	20
6.2 STANDARD CLAUSES AND CONDITIONS .....	20
6.3 TERM OF CONTRACT .....	22
6.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	22
6.5 PAYMENT .....	22
6.6 INVOICING INSTRUCTIONS .....	23
6.7 INSURANCE .....	24
6.10 DISPUTE RESOLUTION .....	24

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

30000177- A

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

30000177

30000177 -A

---

<b>ANNEX "A" STATEMENT OF WORK .....</b>	<b>25</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>29</b>
<b>ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS.....</b>	<b>36</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

- 1.2.1 The Canadian Coast Guard (CCG) requires the services of qualified Contractor(s) who must provide as a minimum level I Thermography Certification courses in both English or French in live synchronous (non recorded) online courses or in person training across the country.
- The Canadian Coast Guard
  - From date of Standing Offer to March 31,2024 with options to extend;
  - The intent is to put in place up to nine (9) Standing Offers for the Canadian Coast Guard.
- 1.2.2 The Request for Standing Offers (RFSO) is to establish Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

---

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing will be in writing.

### **1.4 Trade Agreements**

The requirement is subject to the Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada - Ukraine Free Trade Agreement (CUFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

**As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual Standard Acquisition Clauses and Conditions manual (SACC) clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

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

The [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

Offers must be submitted only to the Contracting Officer by the date, time and place indicated on page 1 of the RFSO.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

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

### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

---

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

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.



---

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP. Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment".

#### **3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex "C" 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,

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The Bidder must meet all mandatory criteria listed. Any bid not meeting any one of the mandatory criteria below will be deemed non-compliant and will not be given further consideration.

#### Mandatory Criteria

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated as either a "Yes" or a "No". The contract will be awarded to the bidder that has met these requirements and has the lowest tendered prices.

No.	Mandatory Criteria	Compliant (Yes/No)	Reference to Bidder's Proposal
<b>M1</b>	Within the bid submission, the Bidder MUST provide documented proof that the proposed level I Thermography Certification course meets the educational requirements for certification in accordance with Recommended Practice No. SNT-TC-1A, as defined by the American Society for Nondestructive Testing (ASNT).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M2</b>	Within the bid submission, the bidder MUST provide proof that all instructors are Level III certified for thermography by the organization.  *Documented proof must be submitted with proposal using certificates of instructors with Level III Thermography certifications attached. Certificates for Instructors for both the English or French or both courses must be submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M3</b>	Within the bid submission, the Bidder MUST provide documented proof that they have established level I Thermography Certification courses offered in English or French or both.  Courses must be live synchronous online training or live and in person training or on demand online training. *1. Documented proof of level I Thermography Certification course in English and French must be submitted showing the scheduled dates the courses will be available in 2022 in English or French.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>M4</b>	<p>Within the bid submission, the Bidder MUST provide documented proof that they can provide custom onsite level I Thermography Certification courses with instructors online using live synchronous learning or in person which can be organized for groups of at least six (6) CCG employees.</p> <p>*Documented proof must be submitted with proposal of at least one custom course that has been delivered in the past five years from the time of the contract response closing date. The Bidder should provide the following details:</p> <ol style="list-style-type: none"> <li>1. The name of the client / representative or class list</li> <li>2. The total number of participants in the custom onsite course.</li> <li>3. The start and end date of the course.</li> <li>4. For proof of delivery, copies of bills of sale.</li> </ol> <p>All confidential/proprietary information can be removed</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
-----------	---	---	--

#### 4.1.2 Financial Evaluation

4.1.2.1 SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors.

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer(s) with the lowest cost will be awarded a standing offer, with ranking in order of lowest cost to highest up to nine (9) standing offers.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

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

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

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer 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 Offeror 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

**5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

**5.2.3.1 Status and Availability of Resources**

SACC Manual clause M3020T (2016-01-28) Status of Available Resources – Offer.

**5.2.3.2 Education and Experience**

SACC Manual clause A3010T (2010-08-16) Education and Experience

**5.2.3.3 List of Names for Integrity Verification Form**

Bidders must complete the List of Names for Integrity Verification form found in Attachment 1 to Part 5.

**5.2.3.4 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**5.2.3.5 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

30000177- A

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

30000177

30000177 -A

- 
- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:
- 

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

---

Signature

---

Print Name of Signatory

## **ATTACHMENT 1 TO PART 5 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 with their bid or offer. The required list differs depending on the bidder 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.

List of names for [integrity verification form](#)

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are not to be awarded without the prior written permission of the Contracting Authority (i.e a new SRCL must be submitted and processed following the same procedure as for the contract with security requirement).

#### **6.3 Standard Clauses and Conditions**

**As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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**

2005 (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.



The Offeror must provide this data **in accordance with the reporting requirements detailed** below. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a *quarterly basis* to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

first quarter: April 1 to June 30

second quarter: July 1 to September 30

third quarter: October 1 to December 31

fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 5 calendar days after the end of the reporting period.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from Date of Standing Offer to March 31,2024 inclusive.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year period, from April 1,2024 to March 31,2025 and from April 1, 2025 to March 31,2026 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### **6.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Olivier Trinh  
Title: Contracting Specialist  
Department: Fisheries and Oceans Canada  
Directorate: Materiel and Procurement Services  
Address: 200 Kent Street,  
Ottawa, ON K1A 0E6

---

Telephone: 873-455-0475  
E-mail: [olivier.trinh@dfo-mpo.gc.ca](mailto:olivier.trinh@dfo-mpo.gc.ca)

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

### 6.5.2 Project Authority

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

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

### 6.5.3 Offeror's Representative *(insert at award)*

### 6.6 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Canadian Coast Guard.

### 6.8 Call-up Procedures

- a. Multiple Standing Offers:
  - i. right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.
  - ii. Where there is travel costs involved, the travel costs will be included in the overall cost of the call-up, and the call-up that is the lowest cost will be awarded.

## 6.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraph 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. A form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 6.11 Financial Limitation

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

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

## 6.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the supplemental conditions [4013](#) (2021-11-29) Compliance with on-site measures, standing orders, policies and rules, and [4014](#) (2021-11-29) Suspension of the work;
- d) the general conditions [2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services
- e) the general conditions [2010B](#) (2022-01-28) Professional services (medium complexity) ;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Electronic Payment Instruments;

hi) The Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 6.13 Certifications and Additional Information

### 6.13.1 Compliance

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

### 6.13.2 SACC Manual Clauses

SACC Manual clause [M3020C](#) (2016-01-28), Status of Availability of Resources – Standing Offer.

## 6.14 Applicable Laws

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

## B. RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

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

### 6.2 Standard Clauses and Conditions

#### 6.2.1 General Conditions

[2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

**6.2.1.1** Subsection 10 of [2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010B 10 (2013-03-21) Invoice submission  
Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca) c.c. the Project Authority. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;

- b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labor rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. Deduction for holdback, if applicable;
  - k. The extension of the totals, if applicable; and
  - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
  4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

## 6.2.2 Supplemental General Conditions

### 6.2.2.1 **4013** (2021-11-29) Compliance with on-site measures, standing orders, policies and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

### 6.2.2.2 **4014** (2021-11-29) Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) 24 (2014-09-25) - Default by the Contractor or section 25 (2020-05-28) Termination for convenience of general conditions **2010B** (2022-01-28) General conditions: Professional services (medium complexity).
2. 28) General conditions: Professional services (medium complexity).
3. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

4. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2024 inclusive.

#### **6.3.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) 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 at least 30 calendar days 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.

#### **6.3.2 Delivery Date**

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

### **6.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a 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.

### **6.5 Payment**

#### **6.5.1 Basis of Payment- Fixed unit rate – Limitation of Expenditure**

##### **Professional Fees**

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex B, to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

##### **Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, 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.

Estimated Cost: \$ \_\_\_\_\_

### 6.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.
3. 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.

### 6.5.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

### 6.5.4 Electronic Payment of Invoices – Call-up

*Insert the following clause when payment by credit cards is accepted by the Offeror.*

Section 15 Interest on Overdue Accounts, of 2010B (2022-01-28), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

### 6.6 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. Instruction to contracting officers:

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the monthly progress report.

2. Payments will be made provided that:

The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca)  
c.c. The Project Authority for the call-up

## 6.7 Insurance

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

## 6.10 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](#)".

## 6.11 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.



## ANNEX "A" STATEMENT OF WORK

### 1. TITLE

The Canadian Coast Guard requires the services of qualified Contractors who can provide as a minimum level I Thermography Certification courses in English or French in:

- live online synchronous learning; or
- in person training; or
- online on demand; or
- custom onsite with instructors in person which can be organized for groups of at least six (6) CCG employees.

### 2. BACKGROUND

Certified Thermography Training is essential for Canadian Coast Guard officers to carry out predictive maintenance inspections.

The Canadian Coast Guard (CCG) has a requirement to perform thermography inspections on CCG vessels. Coast Guard operational personnel will be conducting these inspections and require certified training.

The thermography training will be procured on as when requested basis by the CCG in British Columbia, Ontario, Quebec, Newfoundland, and Nova Scotia by regional or national training coordinators.

At the present time there are approximately 73 CCG employees which will represent the initial training to be scheduled. Ongoing training will also be needed as new people move into the respective roles.

The expected timeframe for thermography training will be on a continuous basis.

### 3. OBJECTIVE OF THE REQUIREMENT

The objective of this contract is to provide Certified Thermography Training to the Canadian Coast Guard for the period from date of award to March 31, 2024 with options to extend the contract period for an additional two (2) one (1) year period to an estimated 50 students per year. Canadian Coast Guard employees will receive training in French or English, depending on the preferred language.

### 4. SCOPE OF WORK

The Canadian Coast Guard is seeking qualified contractors who will deliver the services described in this Statement of Work.

### 5. DELIVERABLES

- The level I or 2 Thermography Certification must be offered as live online synchronous learning, or in person training or online on demand or custom onsite with instructors in person which can

---

be organized for groups of at least six (6) CCG employees.

- In English or French.
- The Contractor must supply all course material, and any other items that are required for the completion of the course. It will be Coast Guards responsibility to supply the Infrared cameras for the employees.
- The Contractor must supply ongoing training meeting the requirement as described in this SoW Annex 'A'.
- All certificates must be delivered to the individuals who have successfully completed the course in a laminated wallet size format and a printed 8.5 x 11" paper document. Both certificates must not have an expiry date.

## 6. RESOURCE REQUIREMENTS

The Canadian Coast Guard is seeking accredited Contractors who must deliver the Services described In this SoW Annex 'A'.

The Contractors must have qualified level III thermography instructors who must instruct these courses for the Coast Guard employees and meet the deliverables required.

## 7. LOCATION OF WORK

The training must be delivered online or on site across the country at locations offered by the contractor or site specific courses if requested by Coast Guard.

Site specific courses requested by Coast Guard will be at the six sites listed in the location column of the second table in **Annex "B"**.

## 8. TRAVEL & LIVING EXPENSES

Travel and Living expenses incurred to meet the requirements described herein, specifically for custom onsite training delivered exclusively to CCG, at the locations outlined in **Annex "B"**, will be reimbursed at rates according to the Government of Canada Treasury Board Secretariat Travel Directive. Please [refer to clause 6.5.1](#). All invoices are to be submitted to the Project Authority.

## 9. METHOD AND SOURCE OF ACCEPTANCE

The Project Authority must have the right to reject any service that is not considered satisfactory and in accordance with the below requirements:

- a) Thermography Certification Level 1 and 2 courses fully meet the educational requirements for certification in accordance with recommended practice No, SNT-TC-1A, as defined by the American Society for Non-Destructive Testing (ASNT).
- b) The Contractor must have established level I Thermography Certification courses offered in English or French, online or in person in Canada.
- c) Online courses must be live, interactive synchronous learning or on demand.
- d) Training must allow the recipient to use any IR camera, model, or manufacturer.

All certificates must be supplied to the students as described in deliverables.

## 10. REPORTING REQUIREMENTS

The contractor must provide to the Coast Guard employees certificates within two weeks (ten (10) business days) of the completion of the training and course requirements.

## 11. PROJECT MANAGEMENT CONTROL PROCEDURES

The Project Authority is responsible for the control procedures as follows:

- a) The regional training coordinators will identify to the Contractor a minimum of 2 weeks in advance the desired date(s) for the training.
- b) The Contractor must provide the Project Authority with a list of qualified courses available with a detailed course timetable and pedagogical needs (classroom supplies).
- c) Upon completion and acceptance of the training the Contractor must provide, within five business days, all certificates for the course participants.
- d) The Contractor must rectify any misspelt names or errors on the certificates within three (3) business days.

## 12. SPECIFICATIONS AND STANDARDS

The training sessions and materials provided by the Contractor must be the latest and current version standards and training requirement set by ANSI/ASNT CP-105 & CP-189 of the American Society for Non-Destructive Testing. Previous versions and methods will not be accepted.

The Canadian Coast Guard needs to provide training in both official languages and therefore, the Contractors must indicate whether they provide training and all course material in English or French.

## 13. LANGUAGE OF WORK

The instructor(s) provided by the Contractor must be fluent in English or French to provide training modules. Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advance level. Please see below legend.

Legend	Oral	Comprehension	Written
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>*ask and answer simple questions;</li> <li>*give simple instructions; and</li> <li>*give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>*fully understand very simple texts;</li> <li>*grasp the main idea of texts about familiar topics; and</li> <li>*read and understand elementary points of information such as dates, numbers, or names from</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>*write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>

		relatively more complex texts to perform routine job-related tasks.	
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>*sustain a conversation on concrete topics; report on actions taken;</li> <li>*give straightforward instructions to employees;</li> <li>*provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>*grasp the main idea of most work-related texts;</li> <li>*identify specific details; and</li> <li>*distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>*deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>*support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>*understand most complex details, inferences and fine points of meaning; and</li> <li>*have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>*write texts where ideas are developed and presented in a coherent manner.</li> </ul>

---

## ANNEX "B" BASIS OF PAYMENT

### Instruction:

For the tables below, please indicate the cost per student in columns A, B, and C, and the cost per group of 6 students in column D, for **ONLY** the course delivery format which you offer. Subsequently, indicate in the "Indicate Language Offered" column which languages are offered for each course format.

If you do not offer the course in a particular delivery format, you can leave the "Price per student" column blank for that delivery format and indicate N/A for the language offered column for that particular course delivery format.

Note that leaving "Price per Student" columns blank does not affect your eligibility for this set of standing offers, but at least one 'Price per Student' column must be filled out for each option in order to be considered eligible.

**1. From Date of Standing Offer to March 31, 2024**

**a. In person and online training**

Item	Description	Location	A. Cost per student for live and in person training	B. Cost per student for on demand online training	C. Cost per student for live synchronous online training	Indicate Language Offered English (E), French (F), Both (B), or N/A
1	Delivery of Thermography training as described in the Statement of work.	British Columbia,	\$	\$	\$	A- B- C-
2	Delivery of Thermography training as described in the Statement of work.	Ontario	\$	\$	\$	A- B- C-
3	Delivery of Thermography training as described in the Statement of work.	Québec	\$	\$	\$	A- B- C-
4	Delivery of Thermography training as described in the Statement of work.	Newfoundland and Labrador	\$	\$	\$	A- B- C-
5	Delivery of Thermography training as described in the Statement of work.	Nova Scotia	\$	\$	\$	A- B- C-

**b. Custom on-site training**

Any travel allowance provided for by this set of standing offers, as outlined in section 8 of Annex "A", will apply only to custom onsite training at the locations indicated in the following table. CCG reserves the right to solicit a standing offer call-up from a bidder local to the training location.

Item	Description	Location	Cost per student for custom onsite level I	Minimum number of students	D. Total cost (applicable taxes excluded)	Indicate Language Offered English (E), French (F), Both (B), or N/A
6	Delivery of Thermography training as described in the Statement of work.	9860 West Saanich Road Sidney, BC V8L 4B2	\$	6	\$	
7	Delivery of Thermography training as described in the Statement of work.	200 Kent St, Ottawa, ON K1A 0E6	\$	6	\$	
8	Delivery of Thermography training as described in the Statement of work.	401 King St W, Prescott, ON K0E 1T0	\$	6	\$	
9	Delivery of Thermography training as described in the Statement of work.	101 Bd Champlain, Québec, QC G1K 4H9	\$	6	\$	
10	Delivery of Thermography training as described in the Statement of work.	280 Southside Rd, St. John's, NL A1E 0A3	\$	6	\$	
11	Delivery of Thermography training as described in the Statement of work.	1 Challenger Dr Dartmouth, NS B2Y 4A2	\$	6	\$	

**2. Option Year 1: April 1, 2024 to March 31, 2025**

**a. In person and online training**

Item	Description	Location	A. Cost per student for live and in person training	B. Cost per student for on demand online training	C. Cost per student for live synchronous online training	Indicate Language Offered English (E), French (F), Both (B), or N/A
1	Delivery of Thermography training as described in the Statement of work.	British Columbia,	\$	\$	\$	A- B- C-
2	Delivery of Thermography training as described in the Statement of work.	Ontario	\$	\$	\$	A- B- C-
3	Delivery of Thermography training as described in the Statement of work.	Québec	\$	\$	\$	A- B- C-
4	Delivery of Thermography training as described in the Statement of work.	Newfoundland and Labrador	\$	\$	\$	A- B- C-
5	Delivery of Thermography training as described in the Statement of work.	Nova Scotia	\$	\$	\$	A- B- C-



**b. Custom on-site training**

Any travel allowance provided for by this set of standing offers, as outlined in section 8 of Annex "A", will apply only to custom onsite training at the locations indicated in the following table. CCG reserves the right to solicit a standing offer call-up from a bidder local to the training location.

Item	Description	Location	Cost per student for custom onsite level I	Minimum number of students	D. Total cost (applicable taxes excluded)	Indicate Language Offered English (E), French (F), Both (B), or N/A
6	Delivery of Thermography training as described in the Statement of work.	9860 West Saanich Road Sidney, BC V8L 4B2	\$	6	\$	
7	Delivery of Thermography training as described in the Statement of work.	200 Kent St, Ottawa, ON K1A 0E6	\$	6	\$	
8	Delivery of Thermography training as described in the Statement of work.	401 King St W, Prescott, ON K0E 1T0	\$	6	\$	
9	Delivery of Thermography training as described in the Statement of work.	101 Bd Champlain, Québec, QC G1K 4H9	\$	6	\$	
10	Delivery of Thermography training as described in the Statement of work.	280 Southside Rd, St. John's, NL A1E 0A3	\$	6	\$	
11	Delivery of Thermography training as described in the Statement of work.	1 Challenger Dr Dartmouth, NS B2Y 4A2	\$	6	\$	

**3. Option Year 2: April 1, 2025 to March 31, 2026**

**a. In person and online training**

Item	Description	Location	A. Cost per student for live and in person training	B. Cost per student for on demand online training	C. Cost per student for live synchronous online training	Indicate Language Offered English (E), French (F), Both (B), or N/A
1	Delivery of Thermography training as described in the Statement of work.	British Columbia,	\$	\$	\$	A- B- C-
2	Delivery of Thermography training as described in the Statement of work.	Ontario	\$	\$	\$	A- B- C-
3	Delivery of Thermography training as described in the Statement of work.	Québec	\$	\$	\$	A- B- C-
4	Delivery of Thermography training as described in the Statement of work.	Newfoundland and Labrador	\$	\$	\$	A- B- C-
5	Delivery of Thermography training as described in the Statement of work.	Nova Scotia	\$	\$	\$	A- B- C-

**b. Custom on-site training**

Any travel allowance provided for by this set of standing offers, as outlined in section 8 of Annex "A", will apply only to custom onsite training at the locations indicated in the following table. CCG reserves the right to solicit a standing offer call-up from a bidder local to the training location.

Item	Description	Location	Cost per student for custom onsite level I	Minimum number of students	D. Total cost (applicable taxes excluded)	Indicate Language Offered English (E), French (F), Both (B), or N/A
6	Delivery of Thermography training as described in the Statement of work.	9860 West Saanich Road Sidney, BC V8L 4B2	\$	6	\$	
7	Delivery of Thermography training as described in the Statement of work.	200 Kent St, Ottawa, ON K1A 0E6	\$	6	\$	
8	Delivery of Thermography training as described in the Statement of work.	401 King St W, Prescott, ON K0E 1T0	\$	6	\$	
9	Delivery of Thermography training as described in the Statement of work.	101 Bd Champlain, Québec, QC G1K 4H9	\$	6	\$	
10	Delivery of Thermography training as described in the Statement of work.	280 Southside Rd, St. John's, NL A1E 0A3	\$	6	\$	
11	Delivery of Thermography training as described in the Statement of work.	1 Challenger Dr Dartmouth, NS B2Y 4A2	\$	6	\$	

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

30000177- A

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

30000177

30000177 -A

---

### **ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS**

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

- Acquisition Card;
- Direct Deposit (Domestic and International);