



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre National Hydrological Services – Occupational Health and Safety Training</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000067335</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2022-12-05</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 3:00 P.M. on – le 2022-12-30</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time</p>	
	<p>F.O.B – F.A.B See herein</p>		
	<p>Address Enquiries to - Adresser toutes questions à Shawn Davis shawn.davis@ec.gc.ca</p>		
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2023-01-15</p>		
	<p>Destination of Services / Destination des services Various Locations</p>		
	<p>Security / Sécurité There is no security requirement associated with this solicitation.</p>		
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>			
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>		
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>			
<p>Signature</p>		<p>Date</p>	



TABLE OF CONTENTS

Contents

PART 1 – GENERAL INFORMATION.....	4
1.1 Security Requirement.....	4
1.2 Statement of Work	4
1.3 Comprehensive Land Claims Agreement(s)	4
- Ta’an Kwach’an Council Final Agreement	4
- Kwanlin Dun First Nation Final Agreement	4
- Tlicho Land Claims Agreement.....	4
1.4 Debriefings	4
PART 2 - BIDDER INSTRUCTIONS.....	5
2.1. Standard Instructions, Clauses and Conditions.....	5
2.2 Submission of Bids	6
2.3 Former Public Servant – Competitive Bid.....	6
2.4 Enquiries - Bid Solicitation	7
2.5 Applicable Laws.....	7
2.6 Bid Challenge and Recourse Mechanisms	8
PART 3 - BID PREPARATION INSTRUCTIONS.....	9
3.1 Bid Preparation Instructions.....	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	25
4.1 Evaluation Procedures	25
4.4 Basis of Selection	25
PART 5 - CERTIFICATIONS.....	33
5.1. Certifications Required with the Bid.....	33
5.2 Certifications Precedent to Contract Award and Additional Information	33
PART 6 - RESULTING CONTRACT.....	35
6.1 Security Requirement.....	35
6.2. Statement of Work	35
6.3. Standard Clauses and Conditions.....	36
6.4. Term of Contract.....	37
6.5. Comprehensive Land Claims Agreement(s)	37
6.6. Authorities.....	38



6.7. Proactive Disclosure of Contracts with Former Public Servants 39

6.8. Payment..... 39

6.9. Invoicing Instructions – Monthly Payment..... 40

6.10. Certifications and Additional Information 40

6.11. Applicable Laws 40

6.12. Priority of Documents 40

6.13. Insurance Requirements – Specific requirement 41

6.14. Dispute Resolution 41

ANNEX A..... 42

STATEMENT OF WORK..... 42

ANNEX B..... 72

BASIS OF PAYMENT..... 76

ANNEX C..... 77

INSURANCE REQUIREMENTS 77

ANNEX D..... 79

TASK AUTHORIZATION (TA) FORM 79

List of Annexes:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Insurance requirements
- Annex D Task Authorization Form (TA)



PART 1 – GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement applicable to the requirement.

1.2 Statement of Work

The Work to be performed is detailed under Annex “A” of the resulting contract clauses.

1.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Ta’an Kwach’an Council Final Agreement
- Kwanlin Dun First Nation Final Agreement
- Tlicho Land Claims Agreement

1.4 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 PSPC/PWGSC *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 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):



Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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



Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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



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

2.6 Bid Challenge and Recourse Mechanisms

- a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading [Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

Office of the Procurement Ombudsman (OPO)
Canadian International Trade Tribunal (CITT)

- c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy in PDF format).

Section II: Financial Bid (1 electronic copy in PDF format)

Section III: Certifications (1 electronic copies in PDF format)

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

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Shawn Davis

Solicitation Number: 5000067335

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should 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 requests 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 1.4 Bidders should include the following information in their financial bid:
 - (a) Their legal name; and
 - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1 TO PART 3 - FINANCIAL BID PRESENTATION SHEET

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.

The Bidder must provide five prices for each course listed in the table below to be considered responsive.

- Price A is for 1-8 participants, this range cannot be altered
- Price B is for 9-12 participants, this range cannot be altered.
- Price C is for 13-16 participants, this range cannot be altered.
- Price D is for 17-20 participants, this range cannot be altered.
- Price E is for 20-24 participants, this range cannot be altered.
- Price F is for 1-6 participants, this range cannot be altered.
- Price G is for 7-10 participants, this range cannot be altered.
- Price H is for 11-14 participants, this range cannot be altered.
- Price I is for 15-18 participants, this range cannot be altered.
- Price J is for 18-24 participants, this range cannot be altered.

These prices must include the cost of materials* and insurance.

*Note – refer to Appendix D of Annex A for list of materials that must be included

Estimated number of trainer travel days cannot be altered.

An allowance has been provided for rentals and travel.
This is for evaluation purposes only and provided in good faith.
The Bidder must use the price in the table below, Price L, as any revision to Price L will result in the bid being deemed non-responsive.

Only information provided in the table below will be considered by Canada

Year 1 – for a one-year period					
Course Name	Price for 1-8 Participants Price A	Price for 9-12 Participants Price B	Price for 13-16 Participants Price C	Price for 17-20 Participants Price D	Price for 20-24 Participants Price E
Wilderness First Aid	\$ _____ (1)	\$ _____ (15)	\$ _____ (29)	\$ _____ (43)	\$ _____ (57)
Wildlife Awareness and Safety	\$ _____ (2)	\$ _____ (16)	\$ _____ (30)	\$ _____ (44)	\$ _____ (58)



Wilderness Survival	\$ _____ (3)	\$ _____ (17)	\$ _____ (31)	\$ _____ (45)	\$ _____ (59)
Swiftwater Safety	\$ _____ (4)	\$ _____ (18)	\$ _____ (32)	\$ _____ (46)	\$ _____ (60)
Boat Operator Practical Training	\$ _____ (5)	\$ _____ (19)	\$ _____ (33)	\$ _____ (47)	\$ _____ (61)
Ice Surface Safety	\$ _____ (6)	\$ _____ (20)	\$ _____ (34)	\$ _____ (48)	\$ _____ (62)
Underwater Egress	\$ _____ (7)	\$ _____ (21)	\$ _____ (35)	\$ _____ (49)	\$ _____ (63)
Winch Safety	\$ _____ (8)	\$ _____ (22)	\$ _____ (36)	\$ _____ (50)	\$ _____ (64)
Chainsaw - felling trees up to 6" in Diameter	\$ _____ (9)	\$ _____ (23)	\$ _____ (37)	\$ _____ (51)	\$ _____ (65)
Chainsaw Advanced (Felling and Advanced skills)	\$ _____ (10)	\$ _____ (24)	\$ _____ (38)	\$ _____ (52)	\$ _____ (66)
Fixed Wing Aircraft Safety	\$ _____ (11)	\$ _____ (25)	\$ _____ (39)	\$ _____ (53)	\$ _____ (67)
Basic Helicopter Safety	\$ _____ (12)	\$ _____ (26)	\$ _____ (40)	\$ _____ (54)	\$ _____ (68)
Advanced Helicopter Safety	\$ _____ (13)	\$ _____ (27)	\$ _____ (41)	\$ _____ (55)	\$ _____ (69)
Skid Control	\$ _____ (14)	\$ _____ (28)	\$ _____ (42)	\$ _____ (56)	\$ _____ (70)



Total Price for Courses:	\$ _____ Sum of (1)-(14) Price A	\$ _____ Sum of (15)-(28) Price B	\$ _____ Sum of (29)-(42) Price C	\$ _____ Sum of (43)-(56) Price D	\$ _____ Sum of (57)-(70) Price E
Course Name	Price for 1-6 Participants Price F	Price for 7-10 Participants Price G	Price for 11-14 Participants Price H	Price for 15-18 Participants Price I	Price for 18-24 Participants Price J
Snowmobile Safety	\$ _____ (71)	\$ _____ (74)	\$ _____ (77)	\$ _____ (80)	\$ _____ (83)
All Terrain Vehicle (ATV)	\$ _____ (72)	\$ _____ (75)	\$ _____ (78)	\$ _____ (81)	\$ _____ (84)
Utility Task Vehicle (UTV)	\$ _____ (73)	\$ _____ (76)	\$ _____ (79)	\$ _____ (82)	\$ _____ (85)
Total Price for Courses:	\$ _____ Sum of (71)-(73) Price F	\$ _____ Sum of (74)-(76) Price G	\$ _____ Sum of (77)-(79) Price H	\$ _____ Sum of (80)-(82) Price I	\$ _____ Sum of (83)-(85) Price J
Travel Time for Trainers Note: ECCC will provide an allowance of 2 days travel per training resource per training session.					
Estimated Number of Trainer Travel Days	Daily Rate Per Trainer		Total Price Price K		
80 days	\$ _____ /day		\$ _____ Estimated Number of Travel Days x Daily Rate		
Allowances					



Allowance – Rental and Travel Charges	Price per Allowance – Rental and Travel Charges Price L Note – refer to Appendix D of Annex A for list of acceptable items covered by Allowance for Rentals-Rooms and Equipment
Allowance for Rentals - Rooms and Equipment	\$135,000.00
Allowance for Travel - Trainers	\$90,000.00
Total Price for Allowances	\$225,000.00 Allowance for Rentals Rooms and Equipment + Allowance for Travel Trainers Price L
Total Price for Year 1	\$ _____ Price A + Price B + Price C + Price D + Price E + Price F + Price G + Price H + Price I + Price J + Price K + Price L

Year 2 – for a one-year period					
Course Name	Price for 1-8 Participants Price A	Price for 9-12 Participants Price B	Price for 13-16 Participants Price C	Price for 17-20 Participants Price D	Price for 20-24 Participants Price E
Wilderness First Aid	\$ _____ (1)	\$ _____ (15)	\$ _____ (29)	\$ _____ (43)	\$ _____ (57)
Wildlife Awareness and Safety	\$ _____ (2)	\$ _____ (16)	\$ _____ (30)	\$ _____ (44)	\$ _____ (58)
Wilderness Survival	\$ _____ (3)	\$ _____ (17)	\$ _____ (31)	\$ _____ (45)	\$ _____ (59)
Swiftwater Safety	\$ _____ (4)	\$ _____ (18)	\$ _____ (32)	\$ _____ (46)	\$ _____ (60)



Boat Operator Practical Training	\$ _____ (5)	\$ _____ (19)	\$ _____ (33)	\$ _____ (47)	\$ _____ (61)
Ice Surface Safety	\$ _____ (6)	\$ _____ (20)	\$ _____ (34)	\$ _____ (48)	\$ _____ (62)
Underwater Egress	\$ _____ (7)	\$ _____ (21)	\$ _____ (35)	\$ _____ (49)	\$ _____ (63)
Winch Safety	\$ _____ (8)	\$ _____ (22)	\$ _____ (36)	\$ _____ (50)	\$ _____ (64)
Chainsaw - felling trees up to 6" in Diameter	\$ _____ (9)	\$ _____ (23)	\$ _____ (37)	\$ _____ (51)	\$ _____ (65)
Chainsaw Advanced (Felling and Advanced skills)	\$ _____ (10)	\$ _____ (24)	\$ _____ (38)	\$ _____ (52)	\$ _____ (66)
Fixed Wing Aircraft Safety	\$ _____ (11)	\$ _____ (25)	\$ _____ (39)	\$ _____ (53)	\$ _____ (67)
Basic Helicopter Safety	\$ _____ (12)	\$ _____ (26)	\$ _____ (40)	\$ _____ (54)	\$ _____ (68)
Advanced Helicopter Safety	\$ _____ (13)	\$ _____ (27)	\$ _____ (41)	\$ _____ (55)	\$ _____ (69)
Skid Control	\$ _____ (14)	\$ _____ (28)	\$ _____ (42)	\$ _____ (56)	\$ _____ (70)
Total Price for Courses:	\$ _____ Sum of (1)-(14) Price A	\$ _____ Sum of (15)-(28) Price B	\$ _____ Sum of (29)-(42) Price C	\$ _____ Sum of (43)-(56) Price D	\$ _____ Sum of (57)-(70) Price E



Course Name	Price for 1-6 Participants Price F	Price for 7-10 Participants Price G	Price for 11-14 Participants Price H	Price for 15-18 Participants Price I	Price for 18-24 Participants Price J
Snowmobile Safety	\$ _____ (71)	\$ _____ (74)	\$ _____ (77)	\$ _____ (80)	\$ _____ (83)
All Terrain Vehicle (ATV)	\$ _____ (72)	\$ _____ (75)	\$ _____ (78)	\$ _____ (81)	\$ _____ (84)
Utility Task Vehicle (UTV)	\$ _____ (73)	\$ _____ (76)	\$ _____ (79)	\$ _____ (82)	\$ _____ (85)
Total Price for Courses:	\$ _____ Sum of (71)-(73) Price F	\$ _____ Sum of (74)-(76) Price G	\$ _____ Sum of (77)-(79) Price H	\$ _____ Sum of (80)-(82) Price I	\$ _____ Sum of (83)-(85) Price J
Travel Time for Trainers Note: ECCC will provide an allowance of 2 days travel per training resource per training session.					
Estimated Number of Trainer Travel Days		Daily Rate Per Trainer		Total Price Price K	
80 days		\$ _____ /day		\$ _____ Estimated Number of Travel Days x Daily Rate	
Allowances					
Allowance – Rental and Travel Charges	Price per Allowance – Rental and Travel Charges Price L Note – refer to Appendix D of Annex A for list of acceptable items covered by Allowance for Rentals-Rooms and Equipment				



Allowance for Rentals - Rooms and Equipment	\$148,500.00
Allowance for Travel - Trainers	\$99,000.00
Total Price for Allowances	\$247,500.00 Allowance for Rentals Rooms and Equipment + Allowance for Travel Trainers Price L
Total Price for Year 2	\$ _____ Price A + Price B + Price C + Price D + Price E + Price F + Price G + Price H + Price I + Price J + Price K + Price L

Year 3 (option) – for a one-year period					
Course Name	Price for 1-8 Participants Price A	Price for 9-12 Participants Price B	Price for 13-16 Participants Price C	Price for 17-20 Participants Price D	Price for 20-24 Participants Price E
Wilderness First Aid	\$ _____ (1)	\$ _____ (15)	\$ _____ (29)	\$ _____ (43)	\$ _____ (57)
Wildlife Awareness and Safety	\$ _____ (2)	\$ _____ (16)	\$ _____ (30)	\$ _____ (44)	\$ _____ (58)
Wilderness Survival	\$ _____ (3)	\$ _____ (17)	\$ _____ (31)	\$ _____ (45)	\$ _____ (59)
Swiftwater Safety	\$ _____ (4)	\$ _____ (18)	\$ _____ (32)	\$ _____ (46)	\$ _____ (60)
Boat Operator Practical Training	\$ _____ (5)	\$ _____ (19)	\$ _____ (33)	\$ _____ (47)	\$ _____ (61)



Ice Surface Safety	\$ _____ (6)	\$ _____ (20)	\$ _____ (34)	\$ _____ (48)	\$ _____ (62)
Underwater Egress	\$ _____ (7)	\$ _____ (21)	\$ _____ (35)	\$ _____ (49)	\$ _____ (63)
Winch Safety	\$ _____ (8)	\$ _____ (22)	\$ _____ (36)	\$ _____ (50)	\$ _____ (64)
Chainsaw - felling trees up to 6" in Diameter	\$ _____ (9)	\$ _____ (23)	\$ _____ (37)	\$ _____ (51)	\$ _____ (65)
Chainsaw Advanced (Felling and Advanced skills)	\$ _____ (10)	\$ _____ (24)	\$ _____ (38)	\$ _____ (52)	\$ _____ (66)
Fixed Wing Aircraft Safety	\$ _____ (11)	\$ _____ (25)	\$ _____ (39)	\$ _____ (53)	\$ _____ (67)
Basic Helicopter Safety	\$ _____ (12)	\$ _____ (26)	\$ _____ (40)	\$ _____ (54)	\$ _____ (68)
Advanced Helicopter Safety	\$ _____ (13)	\$ _____ (27)	\$ _____ (41)	\$ _____ (55)	\$ _____ (69)
Skid Control	\$ _____ (14)	\$ _____ (28)	\$ _____ (42)	\$ _____ (56)	\$ _____ (70)
Total Price for Courses:	\$ _____ Sum of (1)-(14) Price A	\$ _____ Sum of (15)-(28) Price B	\$ _____ Sum of (29)-(42) Price C	\$ _____ Sum of (43)-(56) Price D	\$ _____ Sum of (57)-(70) Price E
Course Name	Price for 1-6 Participants Price F	Price for 7-10 Participants Price G	Price for 11-14 Participants Price H	Price for 15-18 Participants Price I	Price for 18-24 Participants Price J



Snowmobile Safety	\$ _____ (71)	\$ _____ (74)	\$ _____ (77)	\$ _____ (80)	\$ _____ (83)
All Terrain Vehicle (ATV)	\$ _____ (72)	\$ _____ (75)	\$ _____ (78)	\$ _____ (81)	\$ _____ (84)
Utility Task Vehicle (UTV)	\$ _____ (73)	\$ _____ (76)	\$ _____ (79)	\$ _____ (82)	\$ _____ (85)
Total Price for Courses:	\$ _____ Sum of (71)- (73) Price F	\$ _____ Sum of (74)- (76) Price G	\$ _____ Sum of (77)- (79) Price H	\$ _____ Sum of (80)- (82) Price I	\$ _____ Sum of (83)- (85) Price J
Travel Time for Trainers Note: ECCC will provide an allowance of 2 days travel per training resource per training session.					
Estimated Number of Trainer Travel Days	Daily Rate Per Trainer		Total Price Price K		
80 days	\$ _____ /day		\$ _____ Estimated Number of Travel Days x Daily Rate		
Allowances					
Allowance – Rental and Travel Charges	Price per Allowance – Rental and Travel Charges Price L Note – refer to Appendix D of Annex A for list of acceptable items covered by Allowance for Rentals-Rooms and Equipment				
Allowance for Rentals - Rooms and Equipment	\$162,000.00				



Allowance for Travel - Trainers	\$108,000.00
Total Price for Allowances	\$270,000.00 Allowance for Rentals Rooms and Equipment + Allowance for Travel Trainers Price L
Total Price for Year 3	\$_____ Price A + Price B + Price C + Price D + Price E + Price F + Price G + Price H + Price I + Price J + Price K + Price L

Year 4 (option) – for a one-year period					
Course Name	Price for 1-8 Participants Price A	Price for 9-12 Participants Price B	Price for 13-16 Participants Price C	Price for 17-20 Participants Price D	Price for 20-24 Participants Price E
Wilderness First Aid	\$_____ (1)	\$_____ (15)	\$_____ (29)	\$_____ (43)	\$_____ (57)
Wildlife Awareness and Safety	\$_____ (2)	\$_____ (16)	\$_____ (30)	\$_____ (44)	\$_____ (58)
Wilderness Survival	\$_____ (3)	\$_____ (17)	\$_____ (31)	\$_____ (45)	\$_____ (59)
Swiftwater Safety	\$_____ (4)	\$_____ (18)	\$_____ (32)	\$_____ (46)	\$_____ (60)
Boat Operator Practical Training	\$_____ (5)	\$_____ (19)	\$_____ (33)	\$_____ (47)	\$_____ (61)
Ice Surface Safety	\$_____ (6)	\$_____ (20)	\$_____ (34)	\$_____ (48)	\$_____ (62)



Underwater Egress	\$ _____ (7)	\$ _____ (21)	\$ _____ (35)	\$ _____ (49)	\$ _____ (63)
Winch Safety	\$ _____ (8)	\$ _____ (22)	\$ _____ (36)	\$ _____ (50)	\$ _____ (64)
Chainsaw - felling trees up to 6" in Diameter	\$ _____ (9)	\$ _____ (23)	\$ _____ (37)	\$ _____ (51)	\$ _____ (65)
Chainsaw Advanced (Felling and Advanced skills)	\$ _____ (10)	\$ _____ (24)	\$ _____ (38)	\$ _____ (52)	\$ _____ (66)
Fixed Wing Aircraft Safety	\$ _____ (11)	\$ _____ (25)	\$ _____ (39)	\$ _____ (53)	\$ _____ (67)
Basic Helicopter Safety	\$ _____ (12)	\$ _____ (26)	\$ _____ (40)	\$ _____ (54)	\$ _____ (68)
Advanced Helicopter Safety	\$ _____ (13)	\$ _____ (27)	\$ _____ (41)	\$ _____ (55)	\$ _____ (69)
Skid Control	\$ _____ (14)	\$ _____ (28)	\$ _____ (42)	\$ _____ (56)	\$ _____ (70)
Total Price for Courses:	\$ _____ Sum of (1)-(14) Price A	\$ _____ Sum of (15)-(28) Price B	\$ _____ Sum of (29)-(42) Price C	\$ _____ Sum of (43)-(56) Price D	\$ _____ Sum of (57)-(70) Price E
Course Name	Price for 1-6 Participants Price F	Price for 7-10 Participants Price G	Price for 11-14 Participants Price H	Price for 15-18 Participants Price I	Price for 18-24 Participants Price J



Snowmobile Safety	\$ _____ (71)	\$ _____ (74)	\$ _____ (77)	\$ _____ (80)	\$ _____ (83)
All Terrain Vehicle (ATV)	\$ _____ (72)	\$ _____ (75)	\$ _____ (78)	\$ _____ (81)	\$ _____ (84)
Utility Task Vehicle (UTV)	\$ _____ (73)	\$ _____ (76)	\$ _____ (79)	\$ _____ (82)	\$ _____ (85)
Total Price for Courses:	\$ _____ Sum of (71)- (73) Price F	\$ _____ Sum of (74)- (76) Price G	\$ _____ Sum of (77)- (79) Price H	\$ _____ Sum of (80)- (82) Price I	\$ _____ Sum of (83)- (85) Price J
Travel Time for Trainers Note: ECCC will provide an allowance of 2 days travel per training resource per training session.					
Estimated Number of Trainer Travel Days	Daily Rate Per Trainer		Total Price Price K		
80 days	\$ _____ /day		\$ _____ Estimated Number of Travel Days x Daily Rate		
Allowances					
Allowance – Rental and Travel Charges	Price per Allowance – Rental and Travel Charges Price L Note – refer to Appendix D of Annex A for list of acceptable items covered by Allowance for Rentals-Rooms and Equipment				
Allowance for Rentals - Rooms and Equipment	\$175,500.00				



Allowance for Travel - Trainers	\$117,000.00
Total Price for Allowances	\$292,500.00 Allowance for Rentals Rooms and Equipment + Allowance for Travel Trainers Price L
Total Price for Year 4	\$ _____ Price A + Price B + Price C + Price D + Price E + Price F + Price G + Price H + Price I + Price J + Price K + Price L

Bid Summary	
Total Price for Year 1	\$ _____
Total Price for Year 2	\$ _____
Total Price for Year 3 (option)	\$ _____
Total Price for Year 4 (option)	\$ _____
Evaluated Price (Excluding Applicable Taxes)	\$ _____ Total Price for Year 1 + Total Price for Year 2 + Total Price for Year 3 (option) + Total Price for Year 4 (option)
Applicable Taxes	\$ _____
Total Bid Price Including Applicable Taxes	\$ _____

Note:

The Contractor will be reimbursed for rental charges incurred in the performance of the Work. Rental charges will be reimbursed at cost, supported by receipts, with no allowance for overhead or profit. All rentals must have the prior authorization of the Technical Authority.



All payments are subject to government audit.

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 Technical Authority.

All payments are subject to government audit.



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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e., parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.2.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Attachment 1 to Part 4.

4.3 Financial Evaluation

4.3.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

The evaluated price will be determined in accordance with Attachment 1 to Part 3.

4.3.2.1 The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.”

4.3.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

4.4 Basis of Selection

4.4.1 Basis of Selection - Mandatory Technical Criteria



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

4.4.2 Contract Award

This is an as and when required requirement, based on this, the value of the awarded contract will be as follows:

Year 1 - \$750,000.00

Year 2 - \$775,000.00

Year 3 - \$800,000.00 (option)

Year 4 - \$825,000.00 (option)



**ATTACHMENT 1 TO PART 4,
MANDATORY TECHNICAL CRITERIA**

	Mandatory Criteria	Cross Reference to Proposal (Bidding Company to Insert Page #)	Met/Not Met	Comments (Client to Insert at Evaluation)
M1	<p>Course Outlines:</p> <p>The Bidder must demonstrate with detailed individual training course outlines that its services will meet all of NHS Learning Objectives/Activities listed in Appendix A of Annex A.</p> <p>Each course outline must include:</p> <ul style="list-style-type: none"> - learning objectives/Activities, - duration of training, - confirmation of equipment and - trainer to trainee ratio. 			
M2	<p>Company Experience:</p> <p>The Bidder must demonstrate that is has delivered at least 3 training sessions within the last 3 years from date of bid closing.</p> <p>Each training session must include at least 3 courses from the list of courses found in Appendix A to Annex A</p> <p>Each course must have been delivered to at least 8 participants.</p> <p>In order to demonstrate this, the Bidder must provide a detailed list of the sessions delivered as well as a contact person</p>			



	<p>and their telephone number and/or email address from each organization to which the training sessions were delivered.</p> <p>Environment and Climate Change Canada reserves the right to contact the contact person for verification purposes only.</p>			
M3	<p>Delivery Locations</p> <p>The Bidder must demonstrate that it can deliver each course identified in Appendix A of Annex A at each specified location, identified in 5.1 in the Statement of Work.</p> <p>In order to demonstrate this, the Bidder identify the following for each boot camp location:</p> <ol style="list-style-type: none"> 1. Accommodations in proximity to the training venues 2. The venue for classroom training for each course 3. The venue of practical learning activities for each course. 4. For any equipment required for a training course, the bidder must identify the list of equipment they will supply or verify rental availability. 			
M4	<p>Lead Trainer Experience</p> <p>The Bidder must identify at least two Lead Trainers.</p>			



	<p>Lead trainer is the trainer responsible for coordination and problem resolution during any training session.</p> <p>Each Lead Trainer must have been responsible for overseeing at least 3 training sessions within the last 3 years from date of bid closing.</p> <p>Each training session must include at least 3 courses from the list of courses found in Appendix A to Annex A</p> <p>Each course must have been delivered to at least 8 participants.</p> <p>In order to demonstrate this the Bidder should complete the table found in Attachment 2 to Part 4, Lead Trainer Experience or provide the equivalent information.</p>			
M5	<p>Trainers Experience</p> <p>The Bidder must identify 2 qualified trainers for each training course listed in Appendix A of Annex A. If a subcontracted trainer is used, they must be clearly identified as such.</p> <p>Each qualified trainer must have taught the course they are assigned to deliver at least 3 times in the last 3 years from date of bid closing.</p> <p>In order to demonstrate this the Bidder should complete the table found in Attachment 3 to Part 4,</p>			



	Trainer Experience or provide the equivalent information.			
--	---	--	--	--



**Attachment 2 to Part 4
Lead Trainer Experience**

M4 - The Bidder should complete one table per session.

Lead Trainer 1 Experience Table:	
Session Number (1,2, 3...):	
Name of Lead Trainer 1:	
Organization (training delivered to):	
Training Start Date:	
Training End Date:	
Course 1 Description	
Course Name:	
Number of Participants	
Course 2 Description	
Course Name:	
Number of Participants:	
Course 3 Description	
Course Name:	
Number of Participants:	
<i>The Bidder may add more lines for courses as applicable</i>	

Lead Trainer 2 Experience Table:	
Session Number (1,2, 3...):	
Name of Lead Trainer 2:	
Organization (training delivered to):	
Training Start Date:	
Training End Date:	
Course 1 Description	
Course Name:	
Number of Participants	
Course 2 Description	
Course Name:	
Number of Participants:	
Course 3 Description	
Course Name:	
Number of Participants:	
<i>The Bidder may add more lines for courses as applicable</i>	



**Attachment 3 to Part 4
Trainer Experience**

M5 - The Bidder should complete one table per trainer per course

Trainer Experience Table:	
Name of Trainer:	
Course Name:	
Subcontracted (yes or no):	
Experience 1:	
Organization (training delivered to):	
Training Start Date:	
Training End Date:	
Experience 2:	
Organization (training delivered to):	
Training Start Date:	
Training End Date:	
Experience 3:	
Organization (training delivered to):	
Training Start Date:	
Training End Date:	
<i>The Bidder may add more lines for experience as applicable</i>	



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may 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](#) website, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions - Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.



5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity [FCP Limited Eligibility to Bid](#)" list available from Employment and Social Development Canada (ESDC) - Labor's website.

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.3 Education and Experience

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



PART 6 - RESULTING CONTRACT

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

Title:

6.1 Security Requirement

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 Task Authorization

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 Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.2.2 Task Authorization Process

1. The *Technical Authority* will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex D.
2. The Task Authorization (TA) 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. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the *Technical Authority*, within 15 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence training until a TA authorized by the Contracting *Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.3 Task Authorization Limit

The *Technical Authority* may authorize individual task authorizations up to a limit of \$0, Applicable Taxes included, inclusive of any revisions.



Any task authorization to be issued in excess of that limit must be authorized by the *Contracting Authority* before issuance.

6.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

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 \$150,000.00
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 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.
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.
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 PSPC/PWGSC [*Standard Acquisition Clauses and Conditions Manual*](#) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010B \(2022-12-01\)](#), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"



Insert Subsection: “36 Liability”

“The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

6.3.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4008 (2008-12-12) Personal Information

6.3.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (*insert name(s) of person(s)*).

6.4. Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract for a two year period.

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 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 15 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.

6.5. Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Ta'an Kwach'an Council Final Agreement
- Kwanlin Dun First Nation Final Agreement
- Tlicho Land Claims Agreement



6.6. Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Environment and Climate Change Canada

Procurement and Contracting Division

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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 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.

6.6.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

The Technical Authority named above 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 Technical Authority; however, the Technical 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.

6.6.3 Contractor's Representative

Name: _____

Title: _____

(Legal & Operating Company Name): _____

Address: _____

Telephone: ____-____-_____



Facsimile: _____-____-_____

E-mail address: _____

6.7. 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.

6.8 Payment

6.8.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Annex B.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task 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.

6.8.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ . Customs duties are *included* and Applicable Taxes are extra.
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.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) 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 authorized TAs, inclusive of any revisions, whichever comes first.
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



6.8.3 Discretionary Audit

C0705C (2010-01-11) Discretionary Audit

6.9. Invoicing Instructions – 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.

6.10. Certifications and Additional Information

6.10.1 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.

6.10.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-labor, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the [Limited Eligibility to Bid](#) list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

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 Articles of Agreement;



- (b) the general conditions: 2010B (2022-01-28), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

6.13 Insurance Requirements – Specific requirement

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.14. Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.

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.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" Dispute Resolution".



ANNEX A

STATEMENT OF WORK

Title: National Hydrological Services – Occupational Health and Safety Training

Purpose

The purpose of this Contract is to deliver specific occupational health and safety (OHS) training to National Hydrological Services (NHS) participants, herein referred to as participants, according to training objectives included in Appendix A to Annex A, Training Objectives. Environment and Climate Change Canada (ECCC) intends to contract services from one company (subcontractors allowed) capable of delivering professional training services that meet the established NHS training requirements.

1.0 Background

The NHS is the national authority responsible for the collection, interpretation and dissemination of standardized water resource data and information in Canada. In partnership with the provinces, territories and other agencies, NHS operates over 2,200 active hydrometric stations across the country. The operation of this network requires extensive field work in a variety of conditions and the use of many different types of equipment.

NHS must ensure OHS training addresses four objectives:

1. Meet legal obligations and licensing requirements;
2. Raise awareness about task hazards and safe work practices;
3. Ensure all staff are trained and retain certification to safely perform their duties, and;
4. Provide instructions for and practical exposure to the safe use of specific equipment and procedures

1.1 Objective

The Contractor must provide training recognized by the safety community and the NHS for all of the NHS identified training requirements.

1.2 Terminology

1. Training Session: Period of continuous training taking place over multiple days and covering some or all of the courses listed in Appendix A to Annex A.
2. Boot Camp: A training session provided to new recruits. Each recruit will need to attend the training courses designated by ECCC Management
3. ECCC: Environment and Climate Change Canada
4. NHS: National Hydrological Service
5. OHS: Occupational Health and Safety
6. Participants: NHS Staff that would take part in the training session.
7. PPE: Personal Protective Equipment
8. Safety Community: Group of people who work in professions related to occupational health and safety and can help define best practices related to such activities
9. Technical Authority: NHS senior staff member responsible for organizing the training



session.

10. Learning Objectives/Activities: Knowledge / skills that must be learned and/or demonstrated by participants following the completion of training session(s)

2.0 Description and Scope of Work

The Contractor must be able to deliver Boot Camp training sessions at locations across Canada and for content (list of courses) specified by NHS.

- 1) The list of courses and learning objectives and learning activities required to fulfill the contract for any location and period are identified in Appendix A to Annex A.
- 2) NHS learning objectives and learning activities may be subject to minor changes during the life of the contract. Notification of these changes would be provided at least 60 days prior to any training session.
- 3) A Boot Camp training session will usually be comprised of 3 or more courses and the participation number will vary.
For each course delivery, the minimum number of participants would be 8 to a maximum of 24. The minimum course size of 6 is an exception for the following three courses; Snowmobile Safety, All Terrain Vehicle Safety, and Utility Terrain Vehicle Safety. This is based on being able to obtain rental equipment.

2.1 Training Requirements

The training requires theoretical instruction to provide knowledge of key occupational health and safety (OHS) concepts. Portions of the theoretical training may be completed online, prior to in-person training sessions. The training also requires practical instruction to introduce and rehearse the skills necessary to operate safely under prescribed conditions.

The Contractor is responsible to provide adequate:

- Training venues for all theoretical training objectives
- Field training locations for practical learning activities
- Equipment for each course (as listed in Appendix A to Annex A) unless specified by the Technical Authority. This can be found in the course outline under the following heading Equipment, Consumables, and PPE Requirements

2.2 Selective Delivery Requirement

The Contractor may be asked to deliver specific courses at other locations across Canada. This course delivery (dubbed “Selective Delivery Session”) would be negotiated prior to the training session. The intent for these sessions is to make specialized and difficult-to-obtain training available at locations and for periods of benefit to NHS. Courses’ learning objectives / activities and delivery requirements would also adhere to details listed in Appendix A to Annex A. For each course delivery, the minimum number of participants would be 8 to a maximum of 24. The minimum course size of 6 is an exception for the following three courses; Snowmobile Safety, All Terrain Vehicle Safety, and Utility Terrain Vehicle Safety. This is based on being able to obtain rental equipment.

2.3 Business and/or Technical Environment Requirement

All ECCC Participants have a standard work day of 7.5 hours (for example 8:00 a.m. to 4:00 p.m. with a half an hour for lunch). The Contractor should consider this when developing the overall training agenda for any training session. However, the participants are available for up to a maximum additional 3.0 hours per day if, due to unforeseen circumstances, the Contractor requires additional time to complete the training.



Additional time to any day (other than for unforeseen circumstances such as inclement weather on the day of training, etc) requires prior approval by the Technical Authority. Approval will be negotiated during approval of the training agenda.

Union requirements and NHS management require that employees do not work more than six days in a row. A day off must be provided after a maximum of 6 consecutive training days. Six work days in a row includes any travel days and regular scheduled work days prior to or after a training session (See example below).

Training sessions will usually not be longer than 2 weeks in duration.

Example: Typical Training week

<u>Day</u>	<u>Status</u>	<u>Summary</u>
Day 1	Travel	1 day
Day 2 – Day 6	Training	5 consecutive days
Day 7	Off	1 day
Cycle can repeat or End		

2.4 Approach and Methodology Requirement

To ensure safe and effective delivery, a ratio of instructor to participants must be maintained for each course. The Contractor must demonstrate that there will be adequate supervision of participants during the training courses. The instructor to participant ratio as outlined in Appendix B to Annex A must be clearly demonstrated in the Agenda for each training course.

2.5 Performance Standards and Quality Assurance Requirement

The Contractor is responsible for the quality of all training provided, including services provided by its sub-contractors. If services provided do not meet contract specifications, it will be the responsibility of the Contractor to ensure that proper remediation steps are taken. An ECCC senior NHS staff member may attend the training to ensure the following:

- a. Employees are safe;
- b. Employees are engaged;
- c. Instruction is clearly understandable and that participant questions are addressed;
- d. Practical skills training reflect ECCC-NHS situations; and
- e. Employees’ behavior reflects well on ECCC during the training and after hours.

The Contractor is responsible to ensure that its instructors and sub-contractors are operating at all times in accordance with all applicable legislation, regulations, codes and policies.

If the Contractor does not have all the required expertise or capability for any part of the Contract, the subcontracted trainers must be clearly identified in the proposal.

3.0 Tasks and Deliverables

For any training session identified by NHS, the Contractor must be able to deliver on the following.

Deliverable 1: Training Sessions (Boot Camp or Selective Delivery)



1. The Contractor must be capable of delivering all of the OHS Training Courses as listed in Appendix A to Annex A.
2. Subject to seasonal weather – The Contractor must be able to deliver the courses identified by the Technical Authority for any session at the primary boot camp locations during selected seasons outlined in section 5.0 Work Locations.
3. The Contractor must be able to deliver specific courses at other locations across Canada, termed selective delivery on an ad-hoc basis. Each session proposal will allow for evaluation of the location to ensure course delivery is possible.
4. The Contractor must be able to deliver on all of the requirements listed in each course outline (listed in Appendix A to Annex A).
 - a. If the Contractor does not have all the required expertise or capability for any part of the Contract, the subcontracted courses must be clearly identified.
5. The Contractor must secure and ensure that locations for in person theoretical training are adequate and available.
6. The Contractor must recommend accommodation locations that meet the participant travel requirements for each training course of the training session.
7. The Contractor must also secure and ensure that field training sites required for practical training are adequate and available.
8. The Contractor is responsible to provide adequate and all training equipment for each course (as listed in Appendix A to Annex A) unless otherwise specified by the Technical Authority.
9. The Contractor must notify the Technical Authority of any Personal Protective Equipment that NHS must provide for any training course.
10. The Contractor must familiarize themselves with all course prerequisites listed in any of the course outlines (listed in Appendix A to Annex A).
11. The Contractor must be able to accommodate on an as needed basis the attendance of a senior ECCC-NHS staff member at training sessions to assess the quality and appropriateness of training provided by the Contractor and/or sub-contractor retained by the Contractor.
12. The Contractor must ensure that they have communication devices available during training to contact the Technical Authority to notify them of any unforeseen events that may result in unscheduled participant overtime, safety concerns, inadequate ratios of participants to instructors or any other concerns.
13. The Contractor must evaluate each participant's performance against expectations of each course (listed in Appendix A to Annex A).
14. The Contractor must provide a certificate directly to the participants who successfully complete the course requirements and demonstrate the required skills. The certificate must include:
 - a. Company Name of the Contractor delivering the course
 - b. Name of participant
 - c. Exact name of the course as per Appendix A to Annex A
 - d. Exact Date of completion of the course
 - e. Instructor(s) name(s)
 - f. Must not include an expiry date unless it is specified in the course requirements
15. If a participant fails to complete the course requirements or does not demonstrate the required skill, the Contractor must provide the Technical Authority with a written notification outlining the deficiencies observed.
16. The Contractor must provide a report to the Technical Authority detailing the hours spent training by each participant on a day-by-day basis upon completion of the training.



Deliverable 1A Scheduling and Milestones Boot Camp Session:

The training will be delivered during agreed upon dates by the Contractor and Technical Authority.

1. The Technical Authority will provide the Contractor an anticipated list of courses and proposed dates for any training session a minimum of 60 calendar days prior to any session.
2. Delivery of the training session will be scheduled dependent on the requirements of NHS staff and the availability of the Contractor. Course dates are to be agreed upon between the Contractor and the Technical Authority at least 45 Calendar days prior to the course delivery.
3. Finalization of session, participants per course and agenda approval will be given to the Contractor by the Technical Authority a minimum of 30 calendar days prior to the session.
4. The Contractor must provide each scheduled participant with an information package a minimum of 25 calendar days prior to the session outlining the following:
 - a. Contractor Introduction
 - b. Training Locations
 - c. Schedule
 - d. Contractor Contacts
 - e. Required Equipment List
 - f. Optional Rentals (for specific courses)
5. Cancellation of the training by either party requires a minimum of 21 calendar days notification.
6. The Contractor must provide certification directly to participants that successfully complete the course(s) within 14 calendar days from the end of the training session.
7. The Contractor must provide written notification of participants that did not successfully complete the course(s) within 14 calendar days from the end of the training session.
8. The Contractor must provide their final time report within 7 calendar days after the end of the training session matching the example provided in Appendix C to Annex A,
9. The Contractor must include a list of each participant who attended each course on the invoice.

Deliverable 1B Scheduling and Milestones Selective Delivery Session:

The training will be delivered during agreed upon dates by the Contractor and Technical Authority.

10. The Technical Authority will provide the Contractor with an anticipated list of courses and proposed dates for any training session a minimum of 80 calendar days prior to any session.
11. The Contractor will have 15 calendar days to evaluate the courses and location of the proposed session and notify the Technical Authority if delivery is possible.
 - a. If the location is not acceptable the deficiencies must be identified in writing.
 - b. The Contractor will have the opportunity to suggest other suitable locations.
12. Delivery of the training session will be scheduled dependent on the requirements of NHS staff and the availability of the Contractor. Course dates are to be agreed upon between the Contractor and the Technical Authority at least 50 Calendar days prior to the course delivery.



13. Finalization of session, participants per course and agenda approval will be given to the Contractor by the Technical Authority a minimum of 40 calendar days prior to the course.
14. The Contractor must provide each scheduled participant with an information package a minimum of 30 calendar days prior to the session outlining the following:
 - a. Contractor Introduction
 - b. Training Locations
 - c. Schedule
 - d. Contractor Contacts
 - e. Required Equipment List
 - f. Optional Rentals (for specific courses)
15. Cancellation of the training by either party requires 30 calendar days notification.
16. The Contractor must provide certification directly to participants that successfully completed the course(s) within 14 calendar days of the end of the training session.
17. The contractor must provide written notification of participants that did not successfully complete the course(s) within 14 calendar days of the end of the training session,.
18. The contractor must provide their final time report within 14 calendar days of the completion of the training session, matching the example provided in Appendix C to Annex A.
19. The Contractor must include a list of each participant who attended each course on the invoice.

Deliverable 2: Training Agendas

1. The Contractor must be able to provide the Technical Authority with an Agenda for each session as requested by the Technical Authority.
2. The Contractor must be able to identify the following in each Agenda:
 - a. Proposed trainers for each course
 - b. Proposed sub contractors if applicable
 - c. Evidence of the trainers qualifications in the form of recognized training documents/certification for each instructor for the classes they will be instructing.
 - d. Demonstrate that they can provide continuity in training throughout each training session, by identifying a senior lead instructor that will be present throughout the training sessions.
 - e. Secured venues, equipment and consumables required for each course.
 - f. Specific location of each training course including the presentation of the Learning Objectives and the Learning Activities, when applicable (as listed in Appendix A to Annex A).
 - g. Expected travel time associated with each location and any possible changes in training location.
 - h. Total number of hours required for each course and any additional hours of work if applicable.
 - i. Recommendation for accommodations to allow for efficient and effective delivery of training.
 - j. Provide and describe a contingency plan for potential training deferral in case of extreme weather or sudden illness of a Contractor's proposed resource, herein referred to as instructor.

Note: The final training schedule will be developed by the Contractor in cooperation with the Technical Authority.



3.0 Supplied Material

The Contractor will provide the following:

1. Qualified instructors in the required ratios to safely and effectively deliver training as identified in Appendix A to Annex A.
2. Locations of training facilities.
3. Supporting theoretical training materials as identified in Appendix A to Annex A.
4. Adequate and specific training equipment as identified in Appendix A to Annex A.
5. Recommendations for suitable participant accommodations.

The Technical Authority (ECCC-NHS) will provide the following:

1. Vehicle transportation for NHS participants to and from the training locations.
2. PPE for NHS participants as identified in Appendix A to Annex A.
3. Provide the Contractor with the ECCC-NHS documents that pertain to the identified activities and prerequisites as identified in Appendix A to Annex A.
4. Coordination of suitable accommodations for ECCC staff.

4.0 Official Languages

Training must be delivered in English.

5.0 Location of Work and Course lists

5.1 Seasonal Boot Camp Training Sessions

Seasonal Boot Camp Training Sessions would be held at the following locations:

1. Spring – between April and July
 - a. Ottawa, Ontario
 - b. Prince George, British Columbia
2. Fall – between Late August and Late Oct
 - a. Thunder Bay, Ontario
 - b. Edmonton, Alberta
3. Winter – between Late Dec and Late Mar
 - a. Yellowknife, NWT
 - b. Kenora, Ontario

NHS anticipates running at least one training session for each season per year

Below are the list of courses that could be requested by season at the locations listed above

Location of Delivery	Course Number - Name
Any location	4 - Wilderness First Aid 13 - Underwater Egress 11 - Fixed Wing Safety 12 (A) - Helicopter Safety



Yellowknife, Edmonton and Kenora	6 (B) - Wilderness Survival 8 - Ice Surface Safety 15 - Snowmobile Safety 17 - Skid Control
Prince George, Ottawa, and Thunder Bay	7 (B) - Swift Water Safety
Prince George, Ottawa, Edmonton and Thunder Bay	5 (B) - Wildlife Awareness and Safety 30 - Boat Operator Practical Training 20 - Winch Safety 22 (A) - Chainsaw - felling trees up to 6" in Diameter
Edmonton and Thunder Bay	22 (B) - Chainsaw Advanced (Felling and Advanced skills)
Edmonton	14 - All Terrain Vehicle (ATV) Safety 26 - Utility-Task Vehicle (UTV) Safety
Thunder Bay, Prince George, Yellowknife, Kenora and Edmonton	12(B) - Advanced Helicopter

5.2 Secondary training locations for Boot Camp Sessions

A secondary training location might be required when it is not possible to provide all activities at the identified single location. The use of a secondary training location will be acceptable when the training provided at this secondary location is **2 or more days in length** and is **no more than 3 hours away by car** from the primary location.

The Contractor must identify suitable hotels for participant accommodations. These hotels must include conference room(s) that can be used as the primary training centre for the duration of the training.

5.3 Selective Delivery

Training sessions may be required at alternate locations in Canada based on the needs of NHS.

Possible training locations may include but are not limited to:

1. Dartmouth, Nova Scotia
2. Fredericton, New Brunswick
3. Burlington, Ontario
4. North Bay, Ontario
5. Winnipeg, Manitoba
6. Regina, Saskatchewan
7. Calgary, Alberta
8. Vancouver, British Columbia
9. Vernon, British Columbia
10. Richmond, British Columbia
11. Nanaimo, British Columbia
12. Whitehorse, Yukon

6.0 Sustainable Procurement Considerations



The Contractor should make an effort to ensure that their operations and performance of the Work align with the Treasury Board [Policy on Green Procurement](#) and [Greening Government Strategy](#). Procurement documents will specify green procurement criteria, standards to be met, and provide guidelines for the evaluation of proposals with respect to these criteria and standards.

The following green procurement criteria and standards must form part of the work:

1. Provide all correspondence and deliverables including (but not limited to) documents, reports and invoices in electronic format.
2. If correspondence and deliverables are not provided in electronic format, all documents must be printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content to the full extent to which it is procurable.



APPENDIX A TO ANNEX A

COURSE TRAINING OBJECTIVES

Definitions

Learning Objectives - are the specific theory concepts that must be delivered by the Training providers

Learning Activities - are the specific practical skills that must be learned and demonstrated by trainees and will be used to assess competency.

Training Provider equals the Contractor in this Appendix.

4 - Wilderness First Aid

Training Course Duration: Days 2.0 days (16 hrs)

- Learning Objectives 4-8 hours
- Learning Activities 8-12 hours

Pre-requisite:

- Course - Standard First Aid

Delivery: Third Party provider, in person, by a qualified person from an approved organization.

Training Goal: The course will meet legislative CLC requirements for provincial/territorial workers. Wilderness First Aid is required for remote workplaces where medical services are more than 2 hours away. Combined with Standard First aid, participants will have the First Aid Training required to carry out fieldwork in remote locations. This will complement Wilderness Survival but not replace that skill set.

Training Outcome: Participants will learn to treat injuries and deal with delayed rescue, environmental conditions, limited resources, and multiple casualties.

Learning Objectives:

- 4.1. Explain dealing with fractures, stabilizing injuries, wounds, burns, anaphylaxis, and traumatic injury
- 4.2. Describe Patient assessment, CPR, circulatory system, nervous system, respiratory system, shock, lightning injuries, severe bleeding
- 4.3. Describe heat illness and hypothermia
- 4.4. Describe near drowning
- 4.5. Explain medical emergencies such as heart problems, asthma, and diabetes, Medications
- 4.6. Describe insect bites/stings and animal mauling
- 4.7. Explain critical incident stress

Learning Activities:

- 4.8. Demonstrate patient assessment drills and simulations in a group setting, the type of environments candidates work out of and the context of operations or activities performed in the field (aircraft, boating, ATV, snowmobile, chainsaw/brush cutter)
- 4.9. Demonstrate treatment of bone and joint injuries - Splinting for transport, evacuating



the casualty

4.10.Demonstrate lifting, moving, extrication and patient carrying

4.11.Demonstrate dressing various wounds

Legislation Reference: The objectives stated above are based on the Canada Occupational Health and Safety Regulations, Part XVI –First Aid.

Equipment, Consumables, and PPE Requirements:

Training provider to include all training equipment and consumables required.

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Training Course Regulatory Expiration: 3 Year Certification in Wilderness First Aid

Certificate Requirements: Certificate required with expiration date.

5(B) - Wildlife Awareness and Safety

Training Course Duration: 1.0 day (7.5 hrs)

- Learning Objectives 0.5 day
- Learning Activities 0.5 day

Delivery: Third Party provider, in person by a qualified trainer.

Training Goal: Field workers may encounter bears and other wildlife when working in remote parts of Canada. The safety of the field worker is always the highest priority during a wildlife encounter; training can minimize stress to the injury and death to the animal.

Training Outcome: This course will offer the participants the knowledge and skill to deal with bear and wildlife encounters. It will also provide practice and use of deterrents for wildlife in a controlled setting. Most confrontations between bears and other wildlife and humans can be avoided when people have a firm understanding of bear behavior and reasons for bear encounters.

Learning Objectives:

5(B).1. Identify bears (Black, Grizzly and Polar)

5(B).2. Describe bear ecology and bear behaviour

5(B).3. Describe strength and mobility

5(B).4. Identify hazards food sources and bear sign

5(B).5. Describe preventative measures; hiking, camping, and working in the field

5(B).6. Describe response techniques for bear encounters in the field; bear behaviour and body language, recognizing and reacting to defensive and non-defensive attacks

5(B).7. Describe safe use, handling, and storage of bear spray, shelf life, and non lethal deterrents (hand held bear bangers and air horns)

5(B).8. Rutting Wildlife, domestic animals (cattle, dogs)

5(B).9. Review of the Material Safety Data Sheet (MSDS) for bear spray

5(B).10. Describe first aid treatment for bear spray exposure

5(B).11. Describe lethal removal of a bear:

5(B).11.1. Circumstances leading to decision

5(B).11.2. Appropriate weapon



5(B).11.3. Target location

Learning Activities:

5(B).12. Each participant to demonstrate use of non lethal wildlife deterrents (hand held launchers)

5(B).13. Each participant to demonstrate use of bear spray

5(B).14. Demonstrate how to safely transport bear spray (Vehicles, ATV's, Boats, and Aircraft)

Equipment, Consumables, and PPE Requirements:

- Training provider to include all training equipment and consumables for the course.
 - Bear Banger 2 per participant
 - Bear Spray 1 test fire per participant
- Training provider to notify participants of any additional PPE requirements.

Participant Evaluation: 100% participation and completion required.

Certificate Requirements: Certificate required, expiration date not required.

6(B) - Wilderness Survival

Training Course Duration: Approx. 4 days (Maximum 60hrs)

- Learning Objectives - 1 Day (7.5hrs)
- Learning Activities - 3 Days (2 nights, 52.5hrs)

Delivery: Third Party provider, in person by a qualified trainer.

Training Goal: NHS employees conduct fieldwork in remote locations across Canada using a variety of transportation. Having the skills and knowledge to survive in an emergency is essential. This course will challenge participants and provide valuable experiences to draw on throughout their career.

Training Outcome: This course is centered on practical training and hands-on experience. Participants will build a survival site where they will utilize distress signals, and construct a hotbed to protect them from the cold and the element followed by the construction of a survival shelter that they will spend the night in. The course will be physically and mentally challenging, participants will gain valuable insight into how they may react in a real survival situation.

Learning Objectives:

6(B).1. Explain the psychological aspects of survival situations and survival patterns.

6(B).2. Describe how to recognize and treat hypothermia and cold-related injuries.

6(B).3. Discuss the body's defense against cold.

6(B).4. Discuss the characteristics of extreme weather clothing.

6(B).5. Describe the difference between activity and exhaustion.

6(B).6. Explain the physical and psychological effects of fire for survival.

6(B).7. Discuss the importance and use of appropriate signaling devices.

6(B).8. Outline the global Search and Rescue Organization (SAR).

6(B).9. Discuss the necessity of water for survival.

6(B).10. Explain the physiology of the body.

6(B).11. Demonstrate methods of securing food and water in the wilderness in various parts of Canada

6(B).12. Explain the shelter construction techniques in various regions of Canada, identifying



differences and resources available.

6(B).13. Explain fire-starting techniques in various regions of Canada, identifying differences and resources available (Natural tinder and fire lighting aids).

6(B).14. Explain keeping a fire going (selection of proper firewood).

6(B).15. Discuss the importance of survival rations.

6(B).16. Assess the pros and cons of travel in survival situations.

6(B).17. Read a map and compass.

6(B).18. Evaluate the pros and cons of various materials used in modern clothing (Move to awareness)

6(B).19. Identify problems encountered with wet clothing.

Learning Activities:

6(B).20. Demonstrate methods of starting fires in cold and adverse conditions

6(B).21. Construct a single or multi-person lean-to structure and allow for improvements for night #2

6(B).22. Demonstrate how to use standard search and rescue signals

6(B).23. Group Demonstration - construction of alternate survival shelters such as a quinzee (if time and conditions permit)

6(B).24. Demonstrate and practice the use of signal flares

6(B).25. Option to build a “personal quinzee” based on home office and Supervisor recommendation (If a requirement for tundra field operations)

Equipment, Consumables, and PPE Requirements:

- Training Provider to supply a list of required PPE and food
- Training Provider to list options for access to the required survival gear (possible rental or purchase)
- Training provider to supply a warm up shelter in the vicinity of the training
- NHS to supply personal clothing based on national approved PPE list.

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Participants will be required to complete 2 nights in the field setting to complete all the learning activities.

Certificate Requirements: Certificate required, expiration date not required.

7(B) - Swift Water Safety

Training Course Duration: 2 days (14-15 hours)

- Learning Objectives: .5 - .75 day
- Learning Activities : 1 – 1.5 days

Pre-requisites:

- The ability to propel oneself in moving water while using a PFD

Delivery: Third Party provider, in person by a qualified trainer.

Training Goal: This course is designed to be a mostly hands on course delivered over 2 days in a river setting. Participants will experience swimming and rescue techniques in moving water similar to the environment they may encounter in the field.



Training Outcome: This course will provide the participants with the skills to self-rescue and to perform rescue techniques if required to aid a working partner. The participants will practice swimming in moving water and rapids no greater than Class 2. There will also be opportunities to experience submersion while in waders and small boat rescue techniques.

Learning Objectives:

7(B).1. Identify and explain hazards in and around swift water, including; keepers (recirculation, e.g. below a low head dam), strainers and sweepers, entrapments, deep pools, soft bottoms, cold water, shock (hitting objects).

7(B).2. Explain the effect of swimming with loose clothing, including waders.

7(B).3. Describe methods to assess river flow conditions and how these conditions affect the ability to traverse rivers on foot.

7(B).4. Explain the lack of buoyancy associated with white water.

7(B).5. Describe accident prevention strategies, including; equipment, risk assessment, emergency planning and scene management.

7(B).6. Describe risks involved while trying to rescue others and strategies that can be used to circumvent or mitigate those risks.

7(B).7. Illustrate various methods to ensure clear communication, both for prevention and with endangered people.

7(B).8. Describe PFD rating and inspection of a PFD (including inflatable).

7(B).9. Describe the range, types and uses of PFD's:

7(B).9.1. Inflatable

7(B).9.2. Min life vest requirement (15.7 lb buoyancy)

7(B).9.3. Rescue PFD (25 lb buoyancy)

Learning Activities:

7(B).10. Demonstrate how to use a throw bag.

7(B).11. Demonstrate how to safely traverse a river.

7(B).12. Demonstrate ability to tie and use appropriate knots for expected and potential scenarios (i.e. use of prussic during a rope rescue).

7(B).13. Demonstrate self-rescue skills, including swimming and river exit strategies no more than a Class II rapid.

7(B).14. Demonstrate self-rescue techniques while swimming with waders in slow moving water. This objective is a requirement for APTP candidates or those that have not had this experience. This is an optional requirement for recertification participants.

7(B).15. Demonstrate shore or boat rescue techniques to help a work partner.

7(B).16. Demonstrate safety and control in rescue situations.

7(B).17. Provide the opportunity for participants to activate an inflatable PFD and swim in non flowing water (Optional for those that want the experience ** not a course requirement)

Note to Trainer:

- **All learning activities must be conducted in flowing water that has less than Class II rapids.**
- **It is recommended that participants be evaluated for their swimming capabilities in still water prior to commencing with the remainder of the course. If any participants cannot meet minimum swimming requirements the training provider must contact the designated Technical Authority**

Equipment, Consumables, and PPE Requirements:

- Training Provider to supply suitable wet/dry suits
- Training Provider to supply all ropes, throw bags, and other training materials



- NHS to provide PFD min 25lb flotation with quick lease strap and D ring
- NHS to provide helmets and waders for each participant
- NHS to provide a small boat if required

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate Requirements: Certificate required, expiration date not required.

8 - Ice Surface Safety

Training Course Duration: 1 day (7-8 hours)

- Learning Objectives - .25 Day
- Learning Activities - .75 Day

Pre-requisites:

- Document Review – NHS Ice surface Safety Document.

Delivery:

- Third-Party provider, in person by a qualified trainer.

Training Goal: This course is designed to be a mostly hands on course delivered over 1 day on ice. Participants will experience checking ice conditions, use of ice rescue systems and recovery from immersion into open water.

Training Outcome: This course will provide the participants with the skills and knowledge to check ice surfaces and create a safe work platform in accordance with NHS Ice Surface Safety Document. This will involve understanding the ice characteristics, what PPE is required and how to set up an NHS approved ice rescue system.

Learning Objectives:

- 8.1. Describe and identify ice characteristics, physical properties, features and terminology
- 8.2. Describe ice strength and effective thickness
 - 8.2.1. Minimum Ice thicknesses requirements
- 8.3. Describe what needs to be done prior to and during work on ice surfaces
 - 8.3.1. NHS recommendations to establish a safe work platform
 - 8.3.2. Checking the ice surface from shore to shore and establishing a safe work platform
 - 8.3.3. PPE requirements while working on ice
- 8.4. Understand and assemble an ice surface safety system (NHS approved recovery system(s))
 - 8.4.1. Describe all parts of the system(s)
 - 8.4.2. Demonstrate inspections, setup, and care for NHS system(s)
- 8.5. Identify methods and equipment available for self-rescue.
- 8.6. Demonstrate procedures used to perform a rescue.
- 8.7. Demonstrate procedures and the proper use of equipment required to conduct work on ice surfaces (recovery systems, ice chisels or needles, ice picks for self-rescue).

Learning Activities:

- 8.8. Demonstrate procedures and the proper use of equipment required to establish a safe



work platform on ice

8.8.1. Use of NHS approved recovery system(s)

8.8.2. Use of an ice chisel or needle bar to assess ice conditions (various ice thickness)

8.8.3. Use of ice picks for self-rescue

8.9. Demonstrate procedures used to perform a ice rescue with NHS approved equipment

8.10. Demonstrate self rescue from open water to ice cover

8.11. Demonstrate alternative rescue systems and or items within the environment that may aid in a rescue

Notes to Training Provider:

- Training should be conducted in areas with little or no flow.
- Participants are NOT to swim under ice or ice bridges as part of the training.
- The training provider should have knowledge of WSC work environments and current practices.

Equipment, Consumables, and PPE Requirements:

- Training provider to supply dry suits for immersion in cold water environment
- Training provider to supply ropes and other consumables required beyond NHS rescue system
- Training provider to supply ice chisels (eg. 3 cornered needle bar, 15 lbs or equivalent)
- Training provider to supply a warm up shelter in the vicinity of the training with warm water to allow thawing of gloves and PPE (Portable ice shack with heater)
- NHS to provide PFD for each participant if required
- NHS to provide adequate number of NHS approved ice rescue systems.

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate Requirements: Certificate required, expiration date not required.

11 - Fixed Wing Aircraft Safety

Training Course Duration: 0.5 Days 3 hours

Delivery:

- Third Party provider, virtual or in person by a qualified trainer.

Training Goal: Participants will learn the dangers associated with working around or travelling in fixed wing aircraft.

Training Outcome: Participants will be able to safely load and unload aircraft, understand the required PPE and learn about the safety features and survival gear.

Learning Objectives:

Participant will:

11.1. Describe the respective roles and responsibilities of the pilot and the passenger(s).

11.2. Describe aircraft safety features, contents and use of first aid kit, survival gear, satellite tracking and ELT (emergency locator transmitter).

11.3. Explain different fixed wing configurations and their limitations



- 11.3.1. Floats, wheels, and skis
- 11.3.2. Engine types, turbine and piston
- 11.4. Describe weight restrictions and balance of an aircraft (floats, wheels, and skis)
 - 11.4.1. In cabin loads (blocking exits, securing projectiles, etc.)
 - 11.4.2. Compartment loads
- 11.5. Explain limitations placed on pilots for flying under certain conditions.
- 11.6. Describe procedures to dock and unload an aircraft in remote locations
 - 11.6.1. Docking an aircraft on a river
 - 11.6.2. Securing an aircraft on a shoreline or unconventional location

Participant Evaluation: 100% participation and completion.

Certificate Requirements: Certificate required, no expiration date.

12(A) - Basic Helicopter Safety

Training Course Duration: 0.5 Day

Delivery:

- Third Party provider, virtual or in person by a qualified trainer.

Training Goal: Participants will learn the dangers associated with working around or travelling in helicopters, and common safe work practices for avoiding these dangers.

Training Outcome: Participant will be able to work safely in and around helicopters.

Learning Objectives:

Participant will:

- 12(A).1. Describe the respective roles and responsibilities of the pilot and the passenger(s).
- 12(A).2. Describe helicopter safety features, contents and use of first aid kit, survival gear and ELT (emergency locator transmitter).
- 12(A).3. Describe helicopter helmet types and use of them in the aircraft.
- 12(A).4. Describe how to safely enter and exit various helicopters during seasonal variations (weather, equipment, geographical location and whether on floats, skis, high and low skids and or wheels).
- 12(A).5. Define limitations placed on pilots for flying under certain conditions (example: when flying over open water, the need to fly at an elevation that can facilitate safe auto rotation onto land in case of engine failure).
- 12(A).6. Describe weight restrictions and balance of a helicopter.
 - 12(A).6.1. In cabin loads (blocking exits, securing projectiles, etc)
 - 12(A).6.2. Compartment loads
- 12(A).7. Describe external loads for helicopters.
 - 12(A).7.1. Baskets
 - 12(A).7.2. Slings limitations and general procedures
- 12(A).8. Describe the following:
 - 12(A).8.1. Safe areas work areas around a helicopter
 - 12(A).8.2. Safe landing areas
- 12(A).9. Describe securing equipment on the ground for take off and landing
- 12(A).10. Describe obstacles in and around helipads
- 12(A).11. Describe carrying equipment around a helicopter



Equipment, Consumables, and PPE Requirements:

- NHS to supply Helicopter Helmet NHS

Participant Evaluation: 100% participation and completion.

Certificate Requirements: Certificate required, no expiration date.

12(B) - Advanced Helicopter Safety

Training Course Duration: 1 Day (7-8 hours)

- Learning Objectives – 3 hrs
- Learning Activities – 2-3 hours

Pre-requisites:

- Course 12(a) – Basic Helicopter Safety

Delivery: Third Party provider, in person by a qualified trainer.

Training Goal: NHS Staff who work in remote areas often use helicopters and may need to perform more advanced operations. This course is designed to provide hands on experience for such operations.

Training Outcome: Participant will experience working around a helicopter including slinging and difficult loading/unloading situations.

Learning Objectives:

Participant will describe the following:

12(B).1. How helicopter performance limitations affect operations

12(B).2. Safe helicopter external load operations

12(B).3. Threats and hazards associated with helicopter external load operations safety practices

12(B).4. Various types of load lifting equipment and aircraft characteristics

12(B).5. How to design, prepare and/or construct helipads and external load operating areas

12(B).6. The dangers associated with static electricity during slinging operations

12(B).7 Safe slinging operations for:

12(B).7.1. Fuel

12(B).7.2. Gauge houses

12(B).7.3. Net loads

12(B).7.4. Boats

12(B).7.5. Other external loads

Learning Activities:

Participants will:

12(B).8. Demonstrate rigging external loads

12(B).9. Demonstrate hooking and unhooking external loads (slinging).

12(B).10. Perform a hot unload in uneven terrain (Toe in)

12(B).11. Perform a hover unload

12(B).12. Demonstrate the proper use of personal protective equipment typically available (e.g., eye, ear, head, body protection)



Equipment, Consumables, and PPE Requirements

- Training Provider to supply Helicopter, all slinging gear and any radio communication equipment.
- Training provider to supply items for slinging demonstrations.
- Training provider to supply suitable helicopter and associated fuel
- NHS to provide CSA approved Helicopter helmet

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate Requirements: Certification required, no expiration date.

13 - Underwater Egress

Training Course Duration: 1 Day (7.5 hrs)

- Learning Objectives – 2-3 hours
- Learning Activities – 3-4 hours

Delivery: Third Party provider, in person by a qualified trainer.

Training Goal: Learn how to escape from a helicopter or fixed wing aircraft that has crashed and/or capsized in the water.

Training Outcome: The participant will experience full submersion in a controlled setting and simulate exiting an aircraft frame.

Learning Objectives:

Participant will describe:

- 13.1.** Potential hazards to aircraft and personnel during over water operations
- 13.2.** Pre-ditching considerations and procedures
- 13.3.** Emergency ditching and evacuation procedures
- 13.4.** Procedures when smoke is detected in the cockpit/cabin of an aircraft
- 13.5.** Survival and rescue water skills

Learning Activities

Participants will:

- 13.6.** Demonstrate proper use of safety and survival equipment
- 13.7.** Demonstrate rescue and extraction of people from water into a raft or boat. May include self rescue into a raft.
- 13.8.** Successfully apply escape techniques from a submerged off angle fixed wing aircraft or helicopter simulator
- 13.9.** Successfully apply escape techniques from a submerged upright fixed wing aircraft or helicopter simulator
- 13.10.** Successfully apply escape techniques from a submerged and capsized fixed wing aircraft or helicopter simulator

Equipment, Consumables, and PPE Requirements:

- Training Provider to supply appropriate helmet
- Training provider to supply a raft or boat for use in rescue objective
- Training provider to supply simulator to mimic aircraft to use for learning activities

Participant Evaluation: 100% attendance and participation required. Acquired skills must be



demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate Requirements: Certificate required, no expiration date required

14 - All-Terrain Vehicle Safety (ATV)

Training Course Duration: Days (hours) 1.0 days (7.5 hours)

- Learning Objectives (2 hours)
- Learning Activities (5.5 hours)

Delivery:

- Third Party provider, in person by a qualified trainer.

Training Goal: Participants will learn to safely and efficiently operate ATVs, including their use to transport hydrometric equipment to and from remote locations.

Training Outcome: Participants will learn about the safe operation and transport of ATVs. This will cover basic troubleshooting, maintenance and repair.

Learning Objectives:

Describe the fundamentals of ATV operation, including the following:

- 14.1. Common operating hazards
- 14.2. The operating components of ATVs
- 14.3. How to conduct pre-ride and post-ride inspections
- 14.4. Start-up procedures
- 14.5. Best practices for driving on hills, slippery surfaces, soft ground, sand, and other conditions
- 14.6. Loading and securing equipment for transport
- 14.7. How to safely load, unload, and secure the ATV for transport
- 14.8. Proper storage procedures
- 14.9. Annual maintenance procedures
- 14.10. Mandatory PPE
- 14.11. Recommended toolkit and personal survival gear for remote operations

Learning Activities:

Participant must demonstrate the ability to:

- 14.12. Safely load/unload an ATV from a trailer or a truck
- 14.13. Safely and efficiently transport people and equipment, namely:
 - 14.13.1. hauling/pulling trailers using an ATV
 - 14.13.2. securing equipment to ATV racks and trailers
- 14.14. Execute manoeuvres related to:
 - 14.14.1. Travelling on uneven surfaces
 - 14.14.2. Travelling on a sloped surface
 - 14.14.3. Travelling on wet or muddy surface
 - 14.14.4. Travelling on a paved surface
- 14.15. How to free a 'stuck' ATV using a winch, mechanical-advantage pulley system, etc.

Equipment, Consumables, and PPE Requirements

- Training Provider to supply an ATV per participant and any associated permits
- Training Provider to provide any consumables eg fuel
- NHS to provide each participant with gloves and a CSA Approved ATV Helmet

Participant Evaluation: 100% attendance and participation required. Acquired skills must be



demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate Requirements: Certificate required, no expiration date required.

15 - Snowmobile Safety

Training Course Duration: 1.0 days (7.5 hours)

- Learning Objectives (2 hours)
- Learning Activities (5.5 hours)

Delivery:

- Third Party provider, in person by a qualified trainer.

Training Goal: Field operations often require employees to access remote stations via snowmobile. Trainees must therefore learn to safely and efficiently use snowmobiles to transport monitoring equipment to and from remote hydrometric stations.

Training Outcome: Participants will learn about the safe operation and transport of snowmobiles and learn to perform basic troubleshooting, maintenance and repair.

Learning Objectives:

Describe the fundamentals of snowmobile operation, including the following:

- 15.1. Common operating hazards
- 15.2. The operating components of snowmobiles
- 15.3. How to conduct pre-ride and post-ride inspections
- 15.4. Start-up procedures
- 15.5. Best practices for driving on commonly encountered types of terrain including hills, ice, trails, different types of snow, roadways, etc.
- 15.6. Loading and securing equipment for transport on racks and sleighs
- 15.7. Handling characteristics of a snowmobile while pulling a sleigh/load
- 15.8. How to safely load and secure the vehicle for transport
- 15.9. Proper storage procedures
- 15.10. Annual maintenance procedures
- 15.11. Mandatory PPE
- 15.12. Recommended toolkit and personal survival gear for remote operations

Learning Activities:

Participant must demonstrate competency in the following:

- 15.13. How to safely load and unload snowmobiles from a trailer
- 15.14. Safely and efficiently transport equipment, namely
 - 15.14.1. Pulling a loaded sleigh using a snowmobile
 - 15.14.2. Securing equipment to snowmobile racks and sleighs
- 15.15. Safely operating a snowmobile on trails, roads and ice
- 15.16. Operating a snowmobile in different snow conditions
- 15.17. How to free a 'stuck' snowmobile (in deep snow, slush, etc.)
- 15.18. The ability to perform basic snowmobile troubleshooting, maintenance and repair, including:
 - 15.18.1. Changing a belt
 - 15.18.2. Track tension
 - 15.18.3. Ski wear bar / carbides
 - 15.18.4. Kill switch
 - 15.18.5. Lights
- 15.19. Proper use of all PPE

Equipment, Consumables, and PPE Requirements:



- Training provider to supply each participant with a snowmobile
- Training provider to supply a sleigh and any consumables
- Training Provider to provide any consumables eg fuel
- NHS to provide CSA Snowmobile Helmet and appropriate snowmobile clothing supplied

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate Requirements: Certificate required, no expiration date

17 - Skid Control

Training Course Duration:

- Learning Objectives (3.0 hours)
- Learning Activities (4.5 hours)

Delivery: Third Party provider, in person by a qualified trainer.

Training Goal: NHS participants are expected to drive large trucks (1/2 or 3/4 ton) as part of their job in all weather conditions. This training will give participants the knowledge required to safely drive in difficult conditions.

Training Outcome: Participant will be knowledgeable in techniques for driving and controlling a vehicle under adverse driving conditions.

Learning Objectives:

Candidates must describe how to do the following and why they are important:

- 17.1. Vehicle preparation
- 17.2. Driving position at the wheel.
- 17.3. Active vision (including anticipation).
- 17.4. Ergonomics (includes but not limited to - seating, steering, and visibility)
- 17.5. Adverse conditions in spring, summer and fall.
- 17.6. Winter driving.
- 17.7. Traction for all road conditions
- 17.8. Braking techniques including the following:
 - 17.8.1. Four wheel lock-up
 - 17.8.2. No wheel lock-up
 - 17.8.3. Pumping pedal
 - 17.8.4. ABS
 - 17.8.5. Snow bank braking
- 17.9. Skid control with emphasis on: Skidding (propulsion, traction, 4x4 vehicle).
 - 17.9.1. Front wheel skid
 - 17.9.2. Rear wheel skid
 - 17.9.3. Skid control
 - 17.9.4. Steering during skidding
- 17.10. Negotiating curves and turns
- 17.11. Accident avoidance
- 17.12. Hazard identification
- 17.13. Ditch entry and recovery

Learning Activities:



Candidates will demonstrate the following:

- 17.14. Braking including the following:
 - 17.14.1. Four wheel lock-up
 - 17.14.2. No wheel lock-up
 - 17.14.3. Pumping pedal
 - 17.14.4. ABS
- 17.15. Skid control with emphasis on:
 - 17.15.1. Front wheel skid
 - 17.15.2. Rear wheel skid
 - 17.15.3. Skid control
 - 17.15.4. Steering during skidding
- 17.16. Cornering techniques
- 17.17. Slalom
- 17.18. Accident avoidance

Equipment and PPE Requirements

- Trainer provider to supply vehicle required for in person training
- NHS may be requested to supply suitable vehicles if other options not available

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate requirements: Certificate required, no expiration date

20 - Winch Safety

Training Course Duration: 0.5 - .75 day (4-6 hours)

Delivery:

- Third Party provider, in person and by a qualified trainer.

Training Goal: NHS Staff may encounter circumstances where a winch will be required to retrieve stuck vehicles or move objects (such as fallen trees). This training will allow the safe operation of the winches.

Training Outcome: Participant will be able to safely operate various winching devices including winches, come-a-longs, jacks and pulleys.

Learning Objectives

Participants must be able to:

- 20.1. List the PPE required to operate a winch safely.
- 20.2. Identify winching device(s) load capacity.
- 20.3. Describe inherent dangers from possible breakage of lines and backlash.
- 20.4. Describe the safe zones around winching devices and winched objects.
- 20.5. Describe how to secure/anchor winching devices.
- 20.6. Describe how to properly connect/tie or otherwise secure winch cable to objects.
- 20.7. Describe how to properly winch/jack objects such as vehicles or equipment.
- 20.8. Describe how to apply the proper braking action.
- 20.9. Describe how to increase pulling capacity (1 pulley snatch block setup).

Learning Activities



Participants will demonstrate competency in the following:

- 20.10. Safe use of PPE required for winch operation
- 20.11. Safe zones around winching devices and winched objects
- 20.12. How to secure/anchor winching devices
- 20.13. How to properly connect/tie or otherwise secure winch cable to objects
- 20.14. How to properly winch/jack objects such as vehicles or equipment
- 20.15. How to apply the proper braking action.
- 20.16. How to setup a 1 pulley snatch block to increase pulling capacity (Anchor strap, shackle, and pulley)

Equipment, Consumables, and PPE Requirements:

- Training provider to notify participants of any PPE requirements
- NHS to supply a government vehicle with winch for demonstrations

Participant Evaluation: 100% attendance and participation required.

Certificate Requirements: Certificate required, no expiration date required.

22 - (A) Chainsaw Safety – Basic Operations

This introductory course on its own may not meet training requirements for felling trees (greater than 6 inches in diameter). This course should be supplemented by further instruction and hands-on training if felling trees is required.

Training Course Duration: 2.0 days (12-15 hours)

- Learning Objectives 0.5 days (3-4 hours)
- Learning Activities 1.5 days (10-11 hours)

Delivery: Third-Party provider, in person - may include up to 4 hours of online learning and by a qualified person.

Training Goal: NHS Staff may be required to use chainsaws during field trips. This training will ensure that technologists can use the equipment safely.

Training Outcome: Participant can safely operate chainsaws and perform basic servicing and maintenance of the equipment. This course is for general use of chainsaws bucking and limbing as well as felling of trees up to 6 inches in diameter.

Learning Objectives:

Participant will:

- 22(A).1. Identify the different types and sizes of chainsaws and their purpose.
- 22(A).2. Identify the working parts of a chainsaw and explain the mechanics of how they operate.
- 22(A).3. Describe the use of Personal Protective Equipment required for safe operation.
- 22(A).4. Explain proper maintenance procedures (chain adjustment and sharpening chain).
- 22(A).5. Describe safe operating techniques, including handling, starting, carrying, grip and stance.
- 22(A).6. Describe causes of kickback and explain how to avoid it.
- 22(A).7. Explain proper limbing and bucking procedures.
- 22(A).8. Describe felling small trees (less than 6 inches in diameter)

Learning Activities:

Participants will:



- 22(A).9.** Describe potential hazards when using a chainsaw.
- 22(A).10.** Demonstrate fueling and chain oil filling procedures
- 22(A).11.** Demonstrate chain; sharpening, adjustment, and replacement
- 22(A).12.** Demonstrate the use of Personal Protective Equipment required for safe operation
- 22(A).13.** Demonstrate safe operating techniques, including handling, starting, carrying, grip and stance.
- 22(A).14.** Demonstrate proper limbing and bucking techniques.
- 22(A).15.** Demonstrate felling small trees (less than 6 inches in diameter)

Equipment, Consumables, and PPE Requirements:

- Training provider to include all training equipment and consumables for the course.
- Training provider to arrange for suitable trees to be used during the course.
- Training provider to notify participants of any PPE requirements (NHS supplied).

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate requirements: Certificate required, expiration date not required

22(B) - Chainsaw Safety – Advanced Felling

Training Course Duration: 1.0 days (7.5 hours)

- Learning Objectives (2 hours)
- Learning Activities (5.5 hours)

Pre-requisites:

- Course - Chainsaw Safety Training – Basic Operations – 2 days

Delivery: Third-Party provider, in person by a qualified person - may include up to 4 hours of online learning.

Training Goal: NHS Staff may be required to fall trees during field trips. This training will ensure that technologists can safely fell trees.

Training Outcome: Participant will learn and practice felling trees and cutting trees under strain. Advanced content includes assessing potentially dangerous trees, troubleshooting for hazardous situations such as leaners, spring poles, and precision tree felling.

Learning Objectives:

Participant will:

- 22(B).1.** Describe Provincial / Territorial regulations regarding felling (BC special regulations)
- 22(B).2.** Describe how to assess a felling area, listing the various felling hazards and detailing how to safely complete the felling process.
- 22(B).3.** List and describe the different cuts involved in tree felling.
- 22(B).4.** List and describe the various notching and back cutting techniques. Explain the circumstances of use for each technique.
- 22(B).5.** Explain special felling techniques for problem sites and trees.

Learning Activities:

Participant will demonstrate:

- 22(B).6.** The safe use of a chainsaw to fell a tree.
- 22(B).7.** Advanced content includes assessing potentially dangerous trees, troubleshooting for hazardous situations such as leaners, spring poles, and precision tree felling.



22(B).8. Field assessment of felling for skill and safety

Equipment, Consumables, and PPE Requirements:

- Training provider to include all training equipment and consumables for the course.
- Training provider to arrange for suitable trees to be used during the course.
- Training provider to notify participants of any PPE requirements (NHS supplied).

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate requirements: Certificate required, expiration date not required.

26 - Utility Task Vehicle Safety

Training Course Duration: 1.0 days (7.5 hours)

- Theory (2 hours)
- Activities (5.5 hours)

Delivery:

- Third Party provider, in person and by a qualified trainer.

Training Goal: Participants will learn to operate Utility Task Vehicles (UTV) safely and efficiently, including the transportation of hydrometric equipment to and from remote hydrometric stations using an UTV.

Training Outcome: Participants will learn about the safe operation and transport of UTVs and learn to perform basic UTV troubleshooting, maintenance and repair.

Learning Objectives: Participants will describe the fundamentals of UTVs and UTV operation, including the following:

- 26.1. Common operating hazards
- 26.2. The operating components of UTVs
- 26.3. How to conduct pre-ride and post-ride inspections
- 26.4. Start-up procedures
- 26.5. Best practices for driving on hills, slippery surfaces, soft ground, sand, and other conditions
- 26.6. Loading and securing equipment for transport
- 26.7. How to safely load and secure the vehicle for transport
- 26.8. Proper storage procedures
- 26.9. Annual maintenance procedures
- 26.10. Mandatory PPE
- 26.11. Recommended toolkit and personal survival gear

Learning Activities:

Participant must demonstrate the ability to:

- 26.12. Safely load/unload an UTV from a trailer
- 26.13. Safely and efficiently transport people and equipment, namely
 - 26.13.1. Hauling/pulling trailers using an UTV
 - 26.13.2. Securing equipment to UTV racks and trailers
- 26.14. Execute manoeuvres related to:
 - 26.14.1. Travelling on uneven surfaces
 - 26.14.2. Travelling on a sloped surface



26.14.3. Travelling on wet or muddy surfaces

26.14.4. Travelling on a paved surface

26.15. How to free a 'stuck' UTV using a winch, mechanical-advantage pulley system, etc.

Equipment, Consumables, and PPE Requirements:

- Training provider to supply one UTV for pair of participants
- Training Provider to provide any consumables eg fuel
- NHS to provide CSA Approved Helmet, appropriate clothing, boots, gloves, etc.

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate requirements: Certificate required, no expiration date.

30 - Boat Operator Practical

Training Course Duration: 2 days (14-15 hours)

- Learning Objectives: 0.5 – 1 Day
- Learning Activities: 1 – 1.5 Days

Pre-requisites:

- Course – 32 Pleasure Craft Operator Card

Delivery:

- Third Party provider, in person by a qualified trainer.

Training Goal: This course is designed to be a mostly hands on course delivered over 2 days in a river setting. Participants will experience boating and rescue techniques in moving water similar to the environment they may encounter in the field.

Training Outcome: This course will provide the participants with the skills to operate a small boat in moving water. The participants will practice ferrying and boating in rapids (no greater than Class I) or swiftwater. There will be opportunities to experience beaching and general boat operations.

Learning Objectives:

30.1. Explain how to operate an outboard including the following

30.1.1. Describe how to start an outboard motor with a cord to avoid falling overboard

30.1.2. Potentially hazardous situations in the marine area

30.1.3. Explain the hazards associated with icy conditions

30.1.4. Controlling the vessel and allowing for drift

30.1.5. Describe basic knots and rigging

30.1.6. Anchoring the boat

30.1.7. Basic manoeuvring (how to launch, casting off and arriving at a wharf or on shore)

30.1.8. How to determine safe speed

30.1.9. Describe steering in moving water (rivers)

30.1.10. Explain how to navigate a channel marked by lateral buoys

30.1.11. Explain small vessel operating procedures in bad weather

30.1.12. Describe changes in water conditions depending on body of water

30.2. Explain pre-trip planning, include checking weather forecasts and river conditions

30.3. Describe PPE requirements for small vessels

30.4. Describe location and operation of:

30.5. Marine Emergency First Aid kit, fire extinguisher, bailer or manual pump; and



- 30.5.1. Distress equipment (flashlight or 3 pyrotechnic distress signals)
- 30.5.2. Describe boating dangers and how deal with emergencies
- 30.6. Explain hull interaction with swift water boat hazards
- 30.7. Describe the role of the secondary operator in an emergency situation
- 30.8. Describe procedures to respond to emergencies such as a breakdown, hull leak, capsizing, person in the water or rescuing a person fallen overboard or throwing a lifeline
- 30.9. Describe procedure to upright an over-turned boat
- 30.10. Explain search and rescue resources available in inland waters
- 30.11. Explain marine SAR coordination system in the operational areas
- 30.12. Describe standard marine navigational terms
- 30.13. Describe navigation lights for small vessels including masthead light, sidelights and the stern light
- 30.14. Explain the role and use of all-round navigation lights
- 30.15. Describe the use of GPS for marine navigation

Learning Activities:

- 30.16. Demonstrate manoeuvring alongside and casting off a dock, including the vessel's turning circle
- 30.17. Demonstrate boat manoeuvres in swift waters of class 1 or less, including but not limited to: eddying in and out; going around objects; and ferrying
- 30.18. Demonstrate beaching on a river shore and safe moorage of a vessel
- 30.19. Demonstrate towing another boat
- 30.20. Demonstrate the procedures for operating in good and/or reduced visibility
- 30.21. Demonstrate the precautions when meeting head-on, and passing or overtaking another craft (collision avoidance, how to keep a proper lookout, recognition of signs, lights and shapes carried by vessels encountered in the area of operation, distress signals and actions to be taken in sight or out of sight of other vessels (i.e. in good visibility or reduced visibility)).

Notes to Trainer:

- The Enabling Objectives stated above are based on the Environment and Climate Change Canada Small Boat Safety Program.
- Training should be conducted in flowing water of Class 1 or less.
- The training provider should have knowledge of WSC work environments.
- **The Trainer to ensure all participants bring their PCOC card to the class and have it on their person**

Equipment, Consumables, and PPE Requirements:

- Training provider to supply suitable boats, motors, ropes, and consumables (eg fuel) for the course
- NHS to provide PFD recommended for boating in swift water for each participant

Participant Evaluation: 100% attendance and participation required. Acquired skills must be demonstrated as part of the training and satisfy the trainer(s) evaluation.

Certificate Requirements: Certificate required, expiration date not required.



Appendix B to Annex A

Course	Ratio Participants to Instructor
4 - Wilderness First Aid	1 to 12
5 B - Wildlife Awareness and Safety	1 to 8
6 B - Wilderness Survival	1 to 6
7 B - Swift Water Safety	1 to 4
8 - Ice Surface Safety	1 to 6
11 - Fixed Wing Aircraft Safety	1 to 12
12 A - Basic Helicopter Safety	1 to 12
12 B – Advanced Helicopter Safety	1 to 4
13 - Underwater Egress	1 to 4
17 – Skid Control	1 to 4
20 - Winch Safety	1 to 12
22 A - Chainsaw - felling trees up to 6" in Diameter	1 to 8
22 B - Chainsaw Advanced (Felling and Advanced skills)	1 to 8
30 - Boat Operator Practical Training	1 to 4
15 - Snowmobile Safety	1 to 6
26 - Utility-Task Vehicle (UTV) Safety	1 to 6
14 - All Terrain Vehicle (ATV)	1 to 6



Appendix C to Annex A
Sample of Report post Training Session to outline Each Participants Hours per day

Day:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Date:	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan
Participants 1-6	Welcome, Fixed and Rotary Wing Aircraft Safety	Ice Surface Safety Theory	Ice Surface Safety Practical	Aircraft Underwater Egress	ROC-A (am), Snow mobile Theory (pm)	Skid Control / Auger	Day Off	Survival Theory	Snow mobile Practical	Survival Practical		
Participant 1	0900-1700	0900-1700	0900-1600	0900-1700	0900-1700	0800-1730		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 2	0900-1700	0900-1700	0900-1600	0900-1700	0900-1700	0800-1730		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 3	0900-1700	0900-1700	0900-1600	0900-1700	0900-1700	0800-1730		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 4	0900-1700	0900-1700	0900-1600	0900-1700	0900-1700	0800-1730		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 5	0900-1700	0900-1700	0900-1600	0900-1700	0900-1700	0800-1730		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 6	0900-1700	0900-1700	0900-1600	0900-1700	0900-1700	0800-1730		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
NOTES:	1 hr lunch	1 hr lunch	1 hr lunch	1 hr lunch	1 hr lunch	Working lunch		1 hr lunch	1 hr lunch	No defined breaks.		
Participants 7-13	Welcome, Fixed and Rotary Wing Aircraft Safety	Aircraft Underwater Egress	Ice Surface Safety Theory	Ice Surface Safety Practical	Skid Control / Auger	Welcome, ROC-A (am), Snow mobile Theory (pm)		Snow mobile Practical	Survival Theory	Survival Practical		
Participant 7	0900-1700	0900-1700	0900-1700	0900-1600	0800-1730	0900-1700		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 8	0900-1700	0900-1700	0900-1700	0900-1600	0800-1730	0900-1700		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 9	0900-1700	0900-1700	0900-1700	0900-1600	0800-1730	0900-1700		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 10	0900-1700	0900-1700	0900-1700	0900-1600	0800-1730	0900-1700		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 11	0900-1700	0900-1700	0900-1700	0900-1600	0800-1730	0900-1700		0900-1700	0900-1700	0900-2400	0000-2400	0000-1630
Participant 12	0900-1700	0900-1700	0900-1700	0900-1600	0800-1730	0900-1700	0900-1700	0900-1700	0900-2400	0000-2400	0000-1630	
Participant 13	0900-1700	0900-1700	0900-1700	0900-1600	0800-1730	0900-1700	0900-1700	0900-1700	0900-2400	0000-2400	0000-1630	
NOTES:	1 hr lunch	1 hr lunch	1 hr lunch	1 hr lunch	Working lunch	1 hr lunch	1 hr lunch	1 hr lunch	No defined breaks.			

Appendix D to Annex A

Course	Materials to be included in course fees	Expenses which can be billed against rental allowance	Equipment provided by ECCC
4 Wilderness First Aid	<ul style="list-style-type: none"> • Training provider to include all training equipment and consumables for the course 	<ul style="list-style-type: none"> • Acceptable training location • 	N/A
5B Wildlife Awareness and Safety	<p>Training provider to include all training equipment and consumables for the course.</p> <ul style="list-style-type: none"> • Bear Banger 2 per participant • Bear Spray 1 test fire per participant 	<ul style="list-style-type: none"> • Acceptable training location 	<ul style="list-style-type: none"> • Training provider to notify participants of any additional PPE requirements.
6B Wilderness Survival	<ul style="list-style-type: none"> • Training provider to supply a warm up shelter in the vicinity of the training 	<ul style="list-style-type: none"> • Acceptable training location 	<ul style="list-style-type: none"> • Training Provider to supply a list of required PPE and food • Training Provider to list options for access to the required survival gear (possible rental or purchase) • NHS to supply personal clothing based on national approved PPE list.
7B Swiftwater Safety	<ul style="list-style-type: none"> • Training Provider to supply suitable wet/dry suits • Training Provider to supply all ropes, throw bags, and other training materials 	<ul style="list-style-type: none"> • Acceptable training location 	<ul style="list-style-type: none"> • NHS to provide PFD min 25lb flotation with quick lease strap and D ring • NHS to provide helmets and waders for



			<p>each participant</p> <ul style="list-style-type: none"> • NHS to provide a small boat if required
8 Ice Surface Safety	<ul style="list-style-type: none"> • Training provider to supply dry suits for immersion in cold water environment • Training provider to supply ropes and other consumables required beyond NHS rescue system • Training provider to supply ice chisels (eg. 3 cornered needle bar, 15 lbs or equivalent) • Training provider to supply a warm up shelter in the vicinity of the training with warm water to allow thawing of gloves and PPE (Portable ice shack with heater) 	<ul style="list-style-type: none"> • Acceptable training location 	<ul style="list-style-type: none"> • NHS to provide PFD for each participant if required • NHS to provide adequate number of NHS approved ice rescue systems.
11 Fixed Wing Aircraft	N/A	<ul style="list-style-type: none"> • Acceptable training location 	N/A
12 A Helicopter	N/A	<ul style="list-style-type: none"> • Acceptable training location 	N/A
12 B Helicopter	N/A	<ul style="list-style-type: none"> • Acceptable training location • Training Provider to supply Helicopter and fuel, all slinging gear and any radio communication equipment. • Training provider to supply items for slinging demonstrations. 	NHS to provide CSA approved Helicopter helmet
13 Underwater Egress	<p>Training provider to supply simulator to mimic aircraft to use for learning activities</p> <p>Training provider to supply</p>	<ul style="list-style-type: none"> • Acceptable training location and access to a 	N/A



	appropriate helmet Training provider to supply a raft or boat for use in rescue objective	pool to use for learning activities	
14 ATV	<ul style="list-style-type: none"> • Training Provider to provide any consumables (eg fuel) 	<ul style="list-style-type: none"> • Training Provider to supply an ATV per participant • Acceptable training location and any associated permits 	<ul style="list-style-type: none"> • NHS to provide each participant with gloves and a CSA Approved ATV Helmet
15 Snowmobile	<ul style="list-style-type: none"> • Training provider to supply a sleigh and any consumables (eg fuel) 	<ul style="list-style-type: none"> • Training provider to supply each participant with a snowmobile • Acceptable training location and any associated permits 	<ul style="list-style-type: none"> • NHS to provide CSA Snowmobile Helmet and appropriate snowmobile clothing
17 Skid Control	N/A	<ul style="list-style-type: none"> • Trainer provider to supply vehicle required for in person training • Acceptable training location and any associated permits 	<ul style="list-style-type: none"> • NHS may be requested to supply suitable vehicles if other options not available
20 Winch Safety	N/A	<ul style="list-style-type: none"> • Acceptable training location and any associated permits 	<ul style="list-style-type: none"> • Training provider to notify participants of any PPE requirements • NHS to supply a government vehicle with winch for demonstrations
22A Chainsaw Safety Basic Operation	<ul style="list-style-type: none"> • Training provider to include all training equipment and consumables for the course. • Training provider to 	<ul style="list-style-type: none"> • Acceptable training location and any associated permits 	<ul style="list-style-type: none"> • Training provider to notify participants of any PPE requirements



	arrange for suitable trees to be used during the course.		(NHS supplied).
22B Chainsaw Safety Advanced Felling	<ul style="list-style-type: none"> • Training provider to include all training equipment, and consumables for the course. • Training provider to arrange for suitable trees to be used during the course. 	<ul style="list-style-type: none"> • Acceptable training location and any associated permits 	<ul style="list-style-type: none"> • Training provider to notify participants of any PPE requirements (NHS supplied).
26 UTV	<ul style="list-style-type: none"> • Trainer to supply consumables (eg. Fuel) 	<ul style="list-style-type: none"> • Training provider to supply one UTV for pair of participants • Acceptable training location and any associated permits 	<ul style="list-style-type: none"> • NHS to provide CSA Approved Helmet, appropriate clothing, boots, gloves, etc.
30 Boat Operator	<ul style="list-style-type: none"> • Training provider to supply ropes and consumables (eg. fuel) for the course 	<ul style="list-style-type: none"> • Training provider to supply suitable boats and motors • Acceptable training location and any associated permits 	<ul style="list-style-type: none"> • NHS to provide PFD recommended for boating in swift water for each participant



ANNEX B

BASIS OF PAYMENT

(to be completed at contract award)



ANNEX C

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.



- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*



ANNEX D

TASK AUTHORIZATION (TA) FORM

TASK AUTHORIZATION FORM		
Contractor:		
Contract Number:	Task Authorization Number:	
Date:	Location(s) Work to be Performed:	
Task Authorization Request		
Description of Work to be Performed and List of Deliverables:		
Period of Services	From :	To:
Estimated Cost		
Course Name	Price	
	\$ _____	
	\$ _____	
	\$ _____	
Allowance	Price	
Rentals	\$ _____	
Travel	\$ _____	
	Total	\$ _____
	Applicable Taxes	\$ _____
	Total Including Applicable Taxes	\$ _____
Signing Authorities		



	Name, Title of Person Authorized to Sign	Signature	Date
Contractor			
Client Signing Authority			
Contract Authority			
Basis of Payment and Invoicing			
In Accordance with the annex entitled "Basis of Payment" in the Contract. Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Technical Authority. Total of payments not to exceed the grand total. Invoices must be sent to the Technical Authority.			