

RETURN OFFERS TO :  
 RETOURNER LES OFFRES À :  
 Bid Receiving - Réception des soumissions:

[bidsubmissions.gen-nhgcontracting@csc-scc.gc.ca](mailto:bidsubmissions.gen-nhgcontracting@csc-scc.gc.ca)

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

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

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

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

**Comments — Commentaires :**

**Vendor/Firm Name and Address —  
 Raison sociale et adresse du fournisseur/de  
 l'entrepreneur :**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
 ou NAS ou N° d'entreprise :

\_\_\_\_\_

<b>Title — Sujet:</b> Forklift Operator Training	
<b>Solicitation No. — N° de l'invitation</b> 21C40-23-4459033	<b>Date:</b> February 21, 2024
<b>Client Reference No. — N° de Référence du Client</b> 21C40-23-4459033	
<b>GETS Reference No. — N° de Référence de SEAOG</b>	
<b>Solicitation Closes — L'invitation prend fin</b> at / à : <b>14:00</b> On / Le : <b>March 7, 2024</b> <b>Le 7 mars 2024</b>	<b>Time Zone</b> Fuseau horaire <b>Eastern Standard Time (EST)</b> <b>Heure normale de l'est (HNE)</b>
<b>Delivery Required — Livraison exigée :</b> See herein – Voir aux présentes	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination:                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b> <a href="mailto:Aimee.legault@csc-scc.gc.ca">Aimee.legault@csc-scc.gc.ca</a>	
<b>Telephone No. – N° de téléphone:</b> 343-597-2485	<b>Fax No. – N° de télécopieur:</b>
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b> Multiple as per call-up Multiples, selon la commande subséquente.	
<b>Security – Sécurité</b>  <b>This request for a Standing Offer includes provisions for security.</b> <b>Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.</b>	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
_____	
Name / Nom	Title / Titre
_____	
Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions, which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

### **2. Summary**

2.1 The Correctional Service of Canada (CSC) has a requirement to provide in-person third party certification for Forklift training courses, on an as and when requested basis, to groups of offenders at various Federal Institutions in the Ontario Region. Upon successful completion of the training, the Contractor must provide participants with a valid third party certificate.

- i. The Identified User authorized to make call-ups against the Standing Offer is:
  - CSC – CORCAN
  - CORCAN managers from the various institutions identified in the Annex A – Statement of Work.
- ii. Period of the Standing Offer: The Work is to be performed during the period of date of Standing Offer award to April 30, 2025, with the option to renew for two (2) additional one-year periods.

### **3. Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security Requirements and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

#### **4. Revision of Departmental Name**

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

#### **5. Debriefings**

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

#### **6. Procurement Ombudsman**

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

#### **7. Multiple Standing Offers**

CSC may award of up to a maximum of five (5) Standing Offers, one (1) per each STREAM.

STREAM 1: Joyceville Institution, Collins Bay, Bath Institution, CORCAN Regional Warehouse  
STREAM 2: Grand Valley Institution  
STREAM 3: Warkworth Institution  
STREAM 4: Beaver Creek Institution  
STREAM 5: CORCAN Regional Headquarters

Bidders may submit a proposal for one or more Streams. However, they must provide the services at all of the sites listed within the identified stream.

Bidders must supply sufficient resources for the estimated volume of sessions per stream for which they are interested in providing services. See Annex B – Basis of Payment for the estimated number of sessions (courses) for each Stream.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The 2006 (2023-06-08) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

**Delete: sixty (60) days**

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

### **2. Submission of Offers**

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

**Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 06 in its entirety.**

**Insert: 06 Late offers:**

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

**Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 07 in its entirety.**

**Insert: 07 Delayed offers:**

Canada will not accept any delayed offers.

**Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 08 in its entirety.**

**Insert: 08 Transmission by email**

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.
- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
  - i. Receipt of a garbled, corrupted or incomplete offer;
  - ii. Availability or condition of the email service;
  - iii. Incompatibility between the sending and receiving equipment;
  - iv. Delay in transmission or receipt of the offer;
  - v. Failure of the Offeror to properly identify the offer;
  - vi. Illegibility of the offer;
  - vii. Security of offer data;
  - viii. Failure of the Offeror to send the offer to the correct email address;
  - ix. Connectivity issues; or
  - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

**Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.**

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

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

### 3. Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

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

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;



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

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### 5. Applicable Laws

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

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

#### 6. Bid Challenge and Recourse Mechanisms

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

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

### **1. Offer Preparation Instructions**

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, Offerors should:

- 1) Include all environmental certification(s) relevant to their organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to their product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

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

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

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

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

#### **Section III: Certifications**

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

- 1.1 The Company Security Officer (CSO) must ensure through the [Contract Security Program \(CSP\)](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

### **1. Evaluation Procedures**

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

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

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

#### **1.2 Financial Evaluation**

##### **1.2.1 SACC Manual Clause M0220T (2016-01-28), Evaluation of Price – Offer**

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

Financial evaluation will be completed as follows:

Evaluated Price Per STREAM = (Initial Standing Offer Period Total Column D) + (Option Period 1 Total Column D + (Option Period 2 Total Column D)

### **2. Basis of Selection**

#### **2.1 Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price per stream will be recommended for issuance of a standing offer.

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

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

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

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

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

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

#### **1.1 Integrity Provisions – Declaration of Convicted Offenses**

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- iii. it has read and understands the Ineligibility and Suspension Policy;
  - iv. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - v. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - vi. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - vii. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - viii. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

#### **1.2 Integrity Provisions – Required documentation**

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

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

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

**OR**

- The Offeror is a partnership

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

**1.3 Security Requirements – Required Documentation**

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada, the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors who do not provide all the required information at solicitation closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Standing Offer Authority. If that information is not provided within the timeframe established by the Standing Offer Authority (including any extensions granted by the Standing Offer Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance (i.e., information not required by the AFR), the Offeror will be required to submit that information within the time period established by the Standing Offer Authority, which will not be less than 48 hours. If, at any time, the Offeror fails to provide the required information within the timeframe established by the Contracting Authority, its offer will be declared non-compliant.

**1.4 Status and Availability of Resources**

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

**1.5 Language Requirements - English**

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

**1.6 Education and Experience**

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

**1.7 Certification:**

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

## **PART 6 - SECURITY, FINANCIAL REQUIREMENTS**

### **1. Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
2. Before access to sensitive information is provided to the Offeror, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses;
  - (b) the Offeror's security capabilities must be met as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
3. For additional information on security requirements, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

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

### **A. STANDING OFFER**

#### **1. Offer**

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

#### **2. Security Requirement**

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21C40-23-4459033**

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

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

#### **3.1 General Conditions**

2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **4. Term of Standing Offer**

#### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from Standing Offer award to April 30 , 2025.

#### **4.2 Extension of Standing Offer**



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

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

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Aimée Legault  
Title: Senior Contracting Officer  
Correctional Service of Canada  
Contracting and Material Services

Telephone: 343-597-2485

E-mail address: [aimee.legault@csc-scc.gc.ca](mailto:aimee.legault@csc-scc.gc.ca)

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

### 5.2 Project Authority

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

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

### 5.3 Offeror's Representative *(To be completed by the bidder)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

## 7. Identified Users

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

Correctional Service of Canada - CORCAN

CORCAN managers from the various identified institutions in the Ontario Region.

## **8. Call-up Instrument**

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

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

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (to be completed at call-up issuance) (Applicable Taxes included).

## **10. Financial Limitation**

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **11. Priority of Documents**

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

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 4013 (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules;
- e) the general conditions 2010B (2022-12-01) General conditions: Professional services (medium complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) the Offeror's offer dated \_\_\_\_\_ .

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

### **12.1 Compliance**

### **12.2 Status of Availability of Resources**

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default. If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

### **13. Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

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

Subsection 5. Audit of the General Conditions is deleted in its entirety and replaced with the following:

#### **5. Audit**

The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

#### **2.2 Supplemental General Conditions**

##### **4013 (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules**

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

#### **2.3 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

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

### **3. Term of Contract**

#### **3.1 Period of the Contract**

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

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

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

### **5. Payment**

#### **5.1 Basis of Payment**

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

#### **5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*to be completed at Standing Offer issuance*). Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.

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

### **5.3 Method of Payment – Multiple Payments**

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

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

### **5.4 SACC Manual Clauses**

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

#### **5.4.1 Audit**

SACC Manual clause C1004C Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

#### **5.4.2 Discretionary Audit**

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

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

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

### **5.6 Electronic Payment of Invoices – Contract *(to be determined at Standing Offer issuance)***

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

### **6. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. The Standing Offer number: **21C40-23-4459033**;

- b. The number of participants, course details, location, and name of instructor.
2. Invoices must be distributed as follows:
  - a. The original must be forwarded to the Project Authority shown identified under the section entitled "Authorities" of the Standing Offer within 21 days of each course completion.

## **7. Insurance**

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

## **8. 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.

## **9. Ownership Control**

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

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

## **10. Closure of Government Facilities**

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

## **11. Tuberculosis Testing**

11.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

11.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

11.3 All costs related to such testing will be at the sole expense of the Contractor.

## **12. Compliance with CSC Policies**

12.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

12.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

12.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

## **13. Health and Labour Conditions**

13.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

13.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.

13.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.

13.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

## **14. Identification Protocol Responsibilities**

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

14.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

14.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

14.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block

as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

14.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

## **15. Dispute Resolution Services**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

## **16. Contract Administration**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

## **17. Privacy**

17.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1885, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

17.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

## **18. Information Guide for Contractors**

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



## ANNEX A

### STATEMENT OF WORK

The Correctional Service of Canada (CSC) has a requirement to provide vocational training to federally sentenced offenders to meet their employment needs that are consistent with community standards and labour market conditions.

#### 1.0 Background

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

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

#### 2.0 Objectives:

To provide in-person third party certification for Forklift training courses, on an as and when requested basis, to groups of offenders at various Federal Institutions in the Ontario Region. Upon successful completion of the training, the Contractor must provide participants with certificates for the graduated course.

#### 3.0 Tasks:

##### The Contractor must provide:

- Qualified instructor(s) certified to deliver Forklift training courses to offenders that is recognized by CSA Standards section 335-15.
- All necessary materials (with the exception of the Forklift machine) to deliver the Forklift courses. This will include, but is not limited to: training manuals, written and practical exercises, handouts and other consumables. They must also provide testing as required for the completion of Forklift training, and certification documents for successful participants.
- The program must contain in person classroom instruction and practical hands-on exercises of Forklift training that will include but is not limited to the following course content.

Knowledge to be Acquired–Training Objectives		
	Instructional Objectives	Final Outcomes for Operator Competence
Applicable Legislation	Applicable sections of the <u>Occupational</u>	A competent operator knows/understands:

	<p><u>Health and Safety Act (the Act)</u></p>	<ul style="list-style-type: none"> <li>• a worker's duties</li> <li>• a worker's right to refuse work where health or safety is in danger</li> <li>• an employer's duties to protect workers</li> </ul>
	<p>Applicable sections of Regulations made under the <i>Act</i></p>	<ul style="list-style-type: none"> <li>• how to ensure the safety of other workers in the area</li> <li>• requirements for lifting devices, material handling, motor vehicles, traffic control</li> <li>• requirements related to the handling of loads</li> <li>• requirements for protective equipment</li> </ul>
<p>Features of the Lift Truck</p>	<p>Lift Truck Operating Principles of Operation and Features</p>	<ul style="list-style-type: none"> <li>• lift truck classification and designations</li> <li>• lift truck stability triangle and trapezoid</li> <li>• what is meant by load centres</li> <li>• centre of gravity of load</li> <li>• longitudinal and lateral stability</li> <li>• "centre of gravity" of lift truck</li> <li>• the effects of speed, acceleration, sharp cornering, height, attachment, grade/ ramps and load security</li> <li>• operator blind spots associated with the design of the lift truck (components, permanent equipment, attachment)</li> <li>• the main components of the lift truck with emphasis on the lifting/handling systems and their basic functions</li> <li>• the factors affecting stability, reach/ retract, counterbalance principles, tilt</li> <li>• the location of the capacity plate and the information outlined on the plate--model/ serial number, capacity rating at a given load centre at a given height, maximum lifting height of forks/attachment, truck weight and minimum battery weight</li> </ul>
	<p>Manufacturer's Specifications</p>	<p>A competent operator knows/understands:</p> <ul style="list-style-type: none"> <li>• where to access the Operator Manual</li> <li>• the operating information outlined in the Manual</li> <li>• the pre-operational and maintenance tasks described in the Operator Manual</li> </ul>
<p>Hazards in the Workplace</p>	<p>Dangerous Activities</p>	<p>A competent operator understands the dangers of:</p> <ul style="list-style-type: none"> <li>• operating with restricted visibility (blind spots, corners, intersections)</li> </ul>

		<ul style="list-style-type: none"> <li>• parking a vehicle on an incline</li> <li>• not stopping before entering an incline</li> <li>• travelling over railway tracks</li> <li>• allowing riders unless there is an approved passenger seat</li> <li>• permitting anyone to stand/walk under loads or ride on loads</li> <li>• not keeping all parts of the body inside the operator's compartment at all times</li> <li>• travelling with the load lifted more than 10 cm above the floor</li> <li>• dragging the forks when inserting or withdrawing them from a load</li> <li>• increasing the capacity of the truck or overloading the truck</li> <li>• stunt driving and horseplay</li> <li>• allowing anyone to stand on the forks or climb on the upright assembly</li> <li>• driving up to someone in front of a fixed object-- e.g., wall, bench</li> <li>• moving a load with someone steadying it</li> <li>• jumping from the lift truck in the event of a tip over</li> <li>• uneven surfaces</li> <li>• mast not tilted back far enough to stabilize the load</li> </ul>

Training Objectives–Skills to be Acquired		
Procedure	Tasks to be Assessed	Final Outcomes for Operator Competence
General Operation	Pre-operational Check (circle check)	Before operating a lift truck, a competent operator: <ul style="list-style-type: none"> <li>• carries out a visual inspection of the truck and its attachments to ensure that all are in good operating condition, using a checklist provided by the employer</li> <li>• follows recommended procedures for daily inspections of oil and water levels</li> </ul>
	Start Up	A competent operator: <ul style="list-style-type: none"> <li>• uses the correct mounting procedure</li> <li>• assumes the appropriate driving position</li> <li>• ensures transmission/directional control lever in "Neutral"</li> <li>• ensures parking brakes applied</li> <li>• activates start button/ switch</li> </ul>

	<ul style="list-style-type: none"> <li>ensures warning system operating</li> </ul>
Starting, Stopping and Turning	<p>A competent operator:</p> <ul style="list-style-type: none"> <li>starts and stops safely with and without a load</li> <li>allows sufficient room for turning corners</li> <li>operates at low speed when turning</li> <li>uses appropriate steering techniques when turning in confined and limited spaces</li> </ul>
Shut Down/Parking	<p>A competent operator:</p> <ul style="list-style-type: none"> <li>brings the truck to a complete stop, sets the parking brake, returns transmission/directional control lever to "Neutral"</li> <li>lowers forks to the ground, tilts them forward</li> <li>uses appropriate shut down procedures and turns off power supply</li> <li>chocks wheels if risk of truck moving</li> </ul>
Forward and Reverse Driving on Level Ground	<ul style="list-style-type: none"> <li>keeps all parts of the body inside the operator's compartment at all times</li> <li>ensures clear visibility in the intended direction of travel</li> <li>if visibility is restricted, drives the truck in reverse or asks to be guided</li> <li>keeps the load-engaging means or the load itself low (usually within 10 cm of the floor) and tilted backward</li> <li>keeps safe operating distance from other lifting devices, pedestrians, machinery</li> <li>observes traffic management rules established by the employer</li> <li>drives at an appropriate speed, taking into consideration the type of device, the load, the pedestrian traffic along the path of the travel route, any obstructions and the condition of the driving surface</li> <li>adjusts fork arms and/or attachments appropriately to maintain stability</li> <li>observes weight restrictions for floors and elevators</li> <li>takes appropriate action when meeting restrictions such as overhead equipment and/or other obstructing stationary structures</li> </ul>
Forward and Reverse Driving on Inclines, Ramps or Uneven Terrain	<p>A competent operator:</p>

		<ul style="list-style-type: none"> <li>• when not carrying a load, travels forward down an incline and travels in reverse up an incline</li> <li>• when carrying a load, travels in reverse down an incline and travels forward up an incline</li> <li>• ensures that there is sufficient clearance for the lift truck, operator and load prior to travelling on an incline or uneven terrain</li> <li>• does not turn the truck around on a ramp or incline</li> <li>• drives at an appropriate speed taking into consideration the effects of gradient on the truck and on load security</li> <li>• approaches the grade straight and not at an angle</li> <li>• operates in gear</li> <li>• ensures visibility is clear in the direction of travel</li> <li>• verifies that the incline does not exceed the maximum permissible slope</li> </ul>
	Operating Around Personnel	<p>A competent operator:</p> <ul style="list-style-type: none"> <li>• always faces in the direction of travel</li> <li>• when turning, ensures no personnel within the truck's danger zone</li> <li>• observes employer's guidelines for ensuring the safety of pedestrians</li> <li>• if stopped at intersection, does not move until eye contact made with any personnel at intersection</li> <li>• maintains safe distance from pedestrians</li> </ul>
Load Handling	Selection of Loads	<p>Before picking up a load, a competent operator:</p> <ul style="list-style-type: none"> <li>• assesses the weight distribution of the load and identifies limitations of the structures where the load has to be placed</li> <li>• ensures that load is within the rated capacity for the device, taking into account the job to be done</li> <li>• checks forks/attachments to ensure that they are safe to use with respect to capacity rating</li> </ul>
	Load Pick Up and Placement	<p>A competent operator:</p> <ul style="list-style-type: none"> <li>• checks overhead clearance</li> <li>• ensures truck safe distance from any live power lines</li> <li>• engages at least 2/3 of the load length to be lifted and centres load evenly on forks</li> </ul>

	<ul style="list-style-type: none"> <li>• adjusts the tilting angle of the mast, height of fork arms and reach extension to stabilize load</li> <li>• ensures no loose articles lying on top of the load</li> <li>• does not drag the forks when inserting or withdrawing them from a load</li> <li>• does not raise or lower loads while truck is in motion</li> </ul>
Load Security and Integrity	<p>A competent operator:</p> <ul style="list-style-type: none"> <li>• observes the limits for freestanding stack height</li> <li>• makes sure load is secure and balanced before lifting</li> </ul>
Stacking and Destacking	<p>A competent operator:</p> <ul style="list-style-type: none"> <li>• is able to stack safely the particular types of loads encountered in the workplace</li> <li>• ensures that pallets or skids are safe to be moved and stored; for example, ensures no broken runners or legs</li> </ul>
Personnel Lifting, Lowering and Supporting	<ul style="list-style-type: none"> <li>• ensures lift truck meets prescribed requirements</li> <li>• uses only a platform specifically designed for the purpose and having a guardrail</li> <li>• ensures that the platform is secured to the mast as prescribed</li> <li>• raises and lowers the platform to test its operation before allowing anyone on it</li> <li>• ensures that the person on the platform is secured as prescribed</li> <li>• keeps the upright in a vertical position</li> <li>• remains at the controls at all times while a person is on the platform</li> <li>• does not travel with personnel on the platform</li> <li>• ensures the safety of pedestrians in the area</li> </ul>
Loading Trucks and Railway Cars	<p>Before driving into any truck, trailer or railway boxcar, with or without a load, a competent operator:</p> <ul style="list-style-type: none"> <li>• ensures that the vehicle being loaded is adequately restrained to prevent movement</li> <li>• inspects floors for stability and integrity</li> <li>• ensures adequate lighting</li> <li>• ensures that the dock/bridge plate is one designed to support the mass of the loaded lift truck</li> <li>• ensures that the dock/bridge plate is firmly in position</li> </ul>

		<ul style="list-style-type: none"> <li>ensures the trailer is properly supported by a jackstand where appropriate (e.g., when not connected to the tractor)</li> </ul>
	Transporting Loads in Elevators	<p>A competent operator:</p> <ul style="list-style-type: none"> <li>ensures the elevator is capable of supporting the loaded lift truck</li> <li>before entering, makes sure the elevator floor is level with the building floor</li> <li>if applicable, waits for the signal from the elevator operator before entering</li> <li>ensures that no other person remains on the elevator with a truck and load on board</li> <li>sets the brakes "on", lowers the load to the floor, places controls in neutral, shuts off the power and gets off the truck</li> </ul>
Loading and Unloading	Unloading	<p>A competent operator:</p> <ul style="list-style-type: none"> <li>verifies that the structure where the load has to be placed is able to carry the weight of the load</li> <li>when stacking loads, does not block access to fire extinguishers, exits or stairways</li> <li>ensures the load at the bottom is secure and levelled</li> <li>tilts load forward</li> <li>exits with forks level</li> </ul>
Operational Maintenance	Refueling and Recharging	<p>A competent operator who will perform routine maintenance and has been trained to do so safely:</p> <ul style="list-style-type: none"> <li>follows the manufacturer's requirements and employer's procedures for safe refueling and recharging of lift trucks including: <ul style="list-style-type: none"> <li>wearing the appropriate personal protective equipment, including eye protection</li> <li>properly positioning and securing vehicle</li> <li>observing workplace precautions with respect to fires</li> </ul> </li> </ul>

Reference: Ministry of Labour, Guideline for the Safe Operation and Maintenance of Powered Lift Trucks, July 1999

#### 4.0 Deliverables

**For each course, the services the Contractor must provide include the following:**

- a) Sufficient resources (instructors) to facilitate the Forklift Training courses at locations identified in the Location of Work.
- b) Training materials, written, practical exercises and testing as required for the completion of the Forklift Training course;
- c) All necessary materials for the delivery of the training which include but are not limited to: manuals, handouts, materials, PPE and any other necessary equipment including the cleaning supplies for the equipment;
- d) Delivery of all materials and equipment to the location prior to start of course (materials and equipment will be stored on site at the training location during the course);
- e) A list of successful participants to the Project Authority;
- f) Hard copy of certificates for successful participants within 21 days of course completion, delivered to the Designated Manager.
- g) To the Project Authority, the dates of training, the location of training and number of participants within 21 days of completion of each course.

**For each course, Correctional Service Canada (CORCAN) will provide the following to the Contractor:**

- a) Selection of participants with a confirmed number of participants for the course to be provided to the Contractor two working days prior to the course commencement date;
- b) Training facilities for course delivery, including classroom, Forklift and any equipment required for use during classroom instruction. Before delivering a training session, the Contractor must submit all types of media it will need to use to the Project Authority for pre-approval. The Project Authority will identify the type of authorized media in each call-up);
- c) Sufficient space for practical training at each location;
- d) Sufficient space and access (dependent on site protocols) for the Contractor's Instructor to store all of the Contractor's materials and necessary equipment for the duration of each course.

**5.0 Location of Work:**

The Contractor must provide services to the following locations under this standing offer:

**A. STREAM 1 (Kingston Area)**

<b>CSC Institutions</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions per year</b>
Joyceville Institution Highway 15, No. 3766 P.O. Box 4510 Kingston, ON, K7L 4X9	Minimum and Medium Security Facility	Up to 4 courses per year



Collins Bay 1455 Bath Road P.O. Box 7500 Kingston, ON K7L 5E6	Minimum and Medium Security Facility	Up to 8 courses per year
Bath Institution 5775 Bath Road P.O. Box 1500 Bath, ON K0H 1G0	Medium Security Facility	Up to 4 courses per year
CORCAN Regional Warehouse 1474 Centennial Drive Kingston, On K7P OK4	Regional Warehouse	Up to 4 courses per year

B. STREAM 2 (Kitchener Area)

<b>CSC Institutions</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions per year</b>
Grand Valley Institution 1575 Homer Watson Blvd Kitchener ON N2P 2C5	Medium Security Facility	Up to 4 courses per year

C. STREAM 3 (Campbellford Area)

<b>CSC Institutions</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions per year</b>
Warkworth Institution County Road #29 P.O. Box 760 Campbellford, ON K0L 1L0	Medium Security Facility	Up to 4 courses per year

D. STREAM 4 (Gravenhurst Area)

<b>CSC Institutions</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions per year</b>
Beaver Creek Institution 2000 Beaver Creek Drive Gravenhurst, ON P1P 1Y2	Minimum and Medium Security Facility	Up to 8 courses per year

E. STREAM 5 (Ottawa Area)

<b>CSC Institutions</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions per year</b>
CORCAN Regional Headquarters 340 Laurier Ave. W. 3A03 K1A 0P9	Community Industries	Up to 4 courses per year

\* Minimum class size will be 3 participants. Maximum class size will be 12 participants.

**Note: The estimated number of sessions do not constitute a contractual guarantee and there are no guaranteed minimum numbers of courses at each location. The training sessions are to be held on an as and when requested basis, and will depend on funding available at each site.**

## **6.0 Travel**

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

## **7.0 Language of Work:**

The Contractor must perform all work in English.

## **8.0 Training Schedule**

The Contractor must provide the training during the institutional location's operational hours (Monday to Friday, 8:00 am to 4:30 pm). Any other delivery time will be subject to the approval of the Project Authority and the institutional head.

The duration of the program is two (2) days for a minimum of six (6) hours per day.

## **9.0 Orientation Prior to Course Delivery**

Prior to commencing delivery of each course (date acceptable to the Contractor and Designated Manager), the Contractor's Resource must receive an Orientation, briefing on the policies and procedures including security procedures, delivery and storage of materials/equipment, review any logistical questions and other information necessary prior to course commencement including practical training. This may last up to three hours (may be shorter if it is not the first course the Resource has delivered at the location) and may be delivered via pre-reading, telephone, video conference, virtually via MSTeams or in person, as determined by the designated CSC CORCAN manager at the site.

## **10.0 Meetings**

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

## **11.0 Constraints**

- a) Courses are delivered to federally sentenced offenders at Medium and Minimum security institutions. Policies related to security classification determination and federal institutions can be found on the following CSC website [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) ;
- b) Participants may exhibit difficult or resistant behaviour;
- c) There may be delays in entering principal entrance security. All items brought into the institution will be searched including a possible x-rayed and may be tested for contraband;
- d) Courses may be delayed due to operational requirements in the institution;
- e) CORCAN-Manager – Employment & Employability will work with trainer to determine exact dates of the required courses;
- f) Any personal information will be voluntarily disclosed by the offender and not shared by CSC or CORCAN staff;

g) Participants are not allowed access to the internet.

## **12.0 Cancellation**

In the event that a scheduled course must be cancelled or rescheduled by CSC, the Project Authority, the designated manager or the institution, will give a notice to the Contractor as soon as it is possible. A message, either email or voice mail followed by an email, will be deemed as notification. Course session(s) will be rescheduled at the earliest convenience. It is the Contractor's responsibility to call the institution prior to leaving the day of the training to ensure that a lockdown has not been issued in the previous 24 hours.

**ANNEX B**

**PROPOSED BASIS OF PAYMENT**

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

**1.0 Professional Services provided with a Firm Price:**

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

The estimated number of courses for each program for each location is listed below. The following estimated course requirement does not constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location.

NOTE: The Contractor must supply sufficient resources for the estimated volume as per the Annex A – Statement of Work.

**2.0 Rates**

Prices are to be Firm Unit prices per group of participants.

- The All-inclusive Firm Unit Price includes the cost per course for 2 days, Forklift Operator Training. (Maximum class size is 12 students; Minimum class size is 3 students.)
- The All-inclusive Firm Unit Price includes the instructor and all required materials, equipment, supervision, travel and transportation to the various Institutional sites as set out in Annex A.

**A – Standing Offer Initial Period – From Standing Offer award to April 30 , 2025**

<b>Stream 1: Kingston Area (Joyceville Institution, Collins Bay Institution, Bath Institution, CORCAN Regional Warehouse)</b>				
<b>Description: Forklift Training - as described in Annex A Statement of Work</b>	<b>Estimated Number of Sessions (courses) per year</b>	<b>Estimated Number of Participants per group per sessions (courses)</b>	<b>All-inclusive firm rate per group of participants at a <u>minimum or medium or security facility</u></b>	<b>Total A x C = D</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>a) Joyceville Institution</b>	4	3 to 12		
	<b>TOTAL a)</b>			
<b>b) Collins Bay Institution</b>	8	3 to 12		
	<b>TOTAL b)</b>			
<b>c) Bath Institution</b>	4	3 to 12		
	<b>TOTAL c)</b>			
<b>d) CORCAN Regional Warehouse</b>	4	3 to 12		
	<b>TOTAL d)</b>			

TOTAL a) + b) + c) + d)	
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**Stream 2: Kitchener Area (Grand Valley Institution for Women)**

Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium</u> or security facility	TOTAL A x C = D
	A	B	C	D
a) Grand Valley Institution for Women	4	3 to 12		
	<b>TOTAL a)</b>			

**Stream 3: Campbellford Area (Warkworth Institution)**

Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium</u> or security facility	TOTAL A x C = D
	A	B	C	D
a) Warkworth Institution	4	3 to 12		
	<b>TOTAL a)</b>			

**Stream 4: Gavenhurst Area (Beaver Creek Institution)**

Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium</u> or security facility	TOTAL A x C = D
	A	B	C	D
a) Beaver Creek Institution	8	3 to 12		

	<b>TOTAL a)</b>	
--	-----------------	--

<b>Stream 5: Ottawa Area (Community Industries)</b>				
<b>Description:</b> Forklift Training - as described in Annex A Statement of Work	<b>Estimated Number of Sessions (courses) per year</b>	<b>Estimated Number of Participants per group per sessions (courses)</b>	<b>All-inclusive firm rate per group of participants at a <u>minimum or medium or security facility</u>, or community Industry</b>	<b>TOTAL A x C = D</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>a) Ottawa Community Industries</b>	4	3 to 12		
	<b>TOTAL a)</b>			

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

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 4.2 **Extension of Standing Offer** of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive all Inclusive firm rate per participant), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

**B - Option Period 1 – From May 1, 2025 to April 30, 2026**

<b>Stream 1: Kingston Area (Joyceville Institution, Collins Bay Institution, Bath Institution, CORCAN Regional Warehouse)</b>				
<b>Description:</b> Forklift Training - as described in Annex A Statement of Work	<b>Estimated Number of Sessions (courses) per year</b>	<b>Estimated Number of Participants per group per sessions (courses)</b>	<b>All-inclusive firm rate per group of participants at a <u>minimum or medium or security facility</u></b>	<b>Total A x C = D</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>a) Joyceville Institution</b>	4	3 to 12		
	<b>TOTAL a)</b>			
<b>b) Collins Bay Institution</b>	8	3 to 12		
	<b>TOTAL b)</b>			
<b>c) Bath Institution</b>	4	3 to 12		
	<b>TOTAL c)</b>			

d) CORCAN Regional Warehouse				
	4	3 to 12		
	TOTAL d)			
TOTAL a) + b) + c) + d)				

Stream 2: Kitchener Area (Grand Valley Institution for Women)				
Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium</u> or security facility	TOTAL A x C = D
	A	B	C	D
a) Grand Valley Institution for Women				
	4	3 to 12		
	TOTAL a)			

Stream 3: Campbellford Area (Warkworth Institution)				
Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium</u> or security facility	TOTAL A x C = D
	A	B	C	D
a) Warkworth Institution				
	4	3 to 12		
	TOTAL a)			

Stream 4: Gavenhurst Area (Beaver Creek Institution)				
Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions	Estimated Number of Participants per group per	All-inclusive firm rate per group of participants at a	TOTAL

	(courses) per year	sessions (courses)	<u>minimum or medium or security facility</u>	A x C = D
	A	B	C	D
a) Beaver Creek Institution	8	3 to 12		
	TOTAL a)			

Stream 5: Ottawa Area (Community Industries)				
Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium or security facility</u> , or community Industry	TOTAL A x C = D
	A	B	C	D
a) Ottawa Community Industries	4	3 to 12		
	TOTAL a)			

**C - Option Period 2 – From May 1, 2026 to April 30, 2027**

Stream 1: Kingston Area (Joyceville Institution, Collins Bay Institution, Bath Institution, CORCAN Regional Warehouse)				
Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium or security facility</u>	Total A x C = D
	A	B	C	D
a) Joyceville Institution	4	3 to 12		
	TOTAL a)			
	b) Collins Bay Institution	8	3 to 12	
TOTAL b)				
c) Bath Institution				



	4	3 to 12		
	<b>TOTAL c)</b>			
<b>d) CORCAN Regional Warehouse</b>	4	3 to 12		
	<b>TOTAL d)</b>			
<b>TOTAL a) + b) + c) + d)</b>				

<b>Stream 2: Kitchener Area (Grand Valley Institution for Women)</b>				
<b>Description:</b> Forklift Training - as described in Annex A Statement of Work	<b>Estimated Number of Sessions (courses) per year</b>	<b>Estimated Number of Participants per group per sessions (courses)</b>	<b>All-inclusive firm rate per group of participants at a <u>minimum or medium</u> or security facility</b>	<b>TOTAL A x C = D</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>a) Grand Valley Institution for Women</b>	4	3 to 12		
	<b>TOTAL a)</b>			

<b>Stream 3: Campbellford Area (Warkworth Institution)</b>				
<b>Description:</b> Forklift Training - as described in Annex A Statement of Work	<b>Estimated Number of Sessions (courses) per year</b>	<b>Estimated Number of Participants per group per sessions (courses)</b>	<b>All-inclusive firm rate per group of participants at a <u>minimum or medium</u> or security facility</b>	<b>TOTAL A x C = D</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>a) Warkworth Institution</b>	4	3 to 12		
	<b>TOTAL a)</b>			

Stream 4: Gavenhurst Area (Beaver Creek Institution)				
Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium or security facility</u>	TOTAL A x C = D
	A	B	C	D
a) Beaver Creek Institution	8	3 to 12		
	TOTAL a)			

Stream 5: Ottawa Area (Community Industries)				
Description: Forklift Training - as described in Annex A Statement of Work	Estimated Number of Sessions (courses) per year	Estimated Number of Participants per group per sessions (courses)	All-inclusive firm rate per group of participants at a <u>minimum or medium or security facility, or community industry</u>	TOTAL A x C = D
	A	B	C	D
a) Ottawa Community Industries	4	3 to 12		
	TOTAL a)			

**4.0 Applicable Taxes**

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

**5.0 Electronic Payment of Invoices - Offer**

Canada requests that Offerors complete option 1 or 2 below:

1. ( ) Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

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

2. ( ) Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

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

## ANNEX C SECURITY REQUIREMENTS CHECK LIST

DSD-NHQ5653



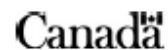
Contract Number / Numéro du contrat 21C440-23-4459033
Security Classification / Classification de sécurité Unclassified

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
 Non  Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
 Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
 Non  Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
 Non  Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
 Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
 Non  Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
 Non  Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
 Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
 Non  Oui

Contract Number / Numéro du contrat 21C440-23-4459033
Security Classification / Classification de sécurité Unclassified

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## ANNEX D EVALUATION CRITERIA

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

##### 4. Mandatory Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

#### 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

#### 1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

#### 1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

#### 1.5 References should be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References should be presented in this format:
  - a. Name;
  - b. Organization;
  - c. Current Phone Number; and
  - d. Email address if available

### 1.6 Response Format

#### I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

#### II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

#### III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.

- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

<p>Canada asks the offeror to clearly indicate for which STREAM they are submitting their offer.</p> <p>Bidders can bid on one or both streams however, they must provide services at the institutions listed within the identified stream.</p>	<p><input type="checkbox"/> <b>STREAM 1</b> : Joyceville Institution, Collins Bay, Bath Institution, CORCAN Regional Warehouse</p> <p><input type="checkbox"/> <b>STREAM 2</b> : Grand Valley Institution</p> <p><input type="checkbox"/> <b>STREAM 3</b> : Warkworth Institution</p> <p><input type="checkbox"/> <b>STREAM 4</b> : Beaver Creek Institution</p> <p><input type="checkbox"/> <b>STREAM 5</b>: CORCAN Regional Headquarters</p>
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**MANDATORY TECHNICAL CRITERIA – \_\_\_\_\_**

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p><b>Corporate Criteria</b></p> <p>The Bidder must demonstrate having a minimum of three (3) consecutive years' experience in forklift training within the last five (5) years prior to the bid solicitation closing date.</p> <p><b>To demonstrate the experience</b> the Bidder must provide a letter with the following information:</p> <ul style="list-style-type: none"> <li>a) Company name (including a telephone number and/or email address of client;</li> <li>b) Location of the course delivery (Municipality/Town and Province/State);</li> <li>c) Start and end date of EACH course delivered (year/month/day to year/month/day).</li> </ul>		
M2	<p>The Bidder must provide forklift training according to the Canadian Standards Association (CSA) Standards (B335-15) and the Ontario Ministry of Labour.</p> <p>To demonstrate the Bidder must provide the following:</p> <p>The course outline.</p>		



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M3	<p>Experience Instructing Forklift training:</p> <p>The Bidder must provide a minimum of <b>two (2)</b> qualified resources to deliver the Forklift Training courses.  <b>Proof of experience for each proposed resource must be submitted with the bid.</b></p> <p>EACH of the bidder's proposed resource(s) <b>must have delivered a minimum of ten (10) Forklift training courses within the last three (3) years prior to the bid solicitation closing date.</b></p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p> <p><b>To demonstrate the experience</b> the Bidder must provide for EACH proposed resource the following:</p> <ul style="list-style-type: none"> <li>a) Name of proposed resource;</li> <li>b) Course title;</li> <li>c) Company name (including a telephone number and/or email address of client;</li> <li>d) Location of the course delivery (Municipality/Town and Province);</li> <li>e) Start and end date of EACH course delivered (year/month/day to year/month/day).</li> </ul> <p><b>It is the bidder's responsibility to clearly show how the proposed resource(s) meet the above experience criteria. Failure to do so will result in your proposal being deemed non-responsive.</b></p> <p>See Example below of how to submit the M3 requirement for each resource being proposed:</p> <ul style="list-style-type: none"> <li>a) Resource (Trainer): Joe Bell</li> <li>b) Company: ABC Company; phone: (555) 555-5555; email: <a href="mailto:testing@generic.com">testing@generic.com</a>;</li> <li>c) Course details: <ul style="list-style-type: none"> <li>1. Forklift Operator Training – August 15-126, 2021</li> <li>2. Forklift Operator Training – September 1-2, 2021</li> <li>3. Forklift Operator Training – December 6-7, 2021</li> <li>4. Forklift Operator Training – March 12-14, 2022</li> <li>5. Forklift Operator Training – May 16-17, 2022</li> <li>6. Forklift Operator Training – August 5-6, 2022</li> <li>7. Forklift Operator Training – September 1-2, 2022</li> <li>8. Forklift Operator Training – October 6-7, 2023</li> </ul> </li> </ul>		

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
	<p>9. Forklift Operator Training – November 12-13, 2023  10. Forklift Operator Training – December 16-17, 2023</p> <p>Proof of experience for EACH resource proposed (minimum 10 courses) may be met through providing required course details for one or more companies.</p> <p>NOTE: FOR M3 criteria only - If not all information is provided with the proposal, Canada will request it and the bidder will have 24 hours from the time of the request to provide it.</p>		