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Buyer Organization: Government of Ontario

**Overview**

<b>RFx Code</b>	rfx_17182
<b>Title</b>	Heavy Equipment Operator Training at Remote Northern Airports
<b>Description</b>	
<b>Status</b>	Running

**RFx Settings**

<b>Online Response Required:</b>	Yes
<b>Event Currency</b>	CAN
<b>RFx Publication</b>	18/03/2024 13:23:46
<b>Closing</b>	22/04/2024 11:00:00
<b>Time Limit for Expressing Interest</b>	22/04/2024 11:00:00
<b>Awarding Strategy</b>	Best Score

**Additional Information**

SECTION	SECTION DESCRIPTION
RFx Information	

TITLE	DESCRIPTION	VALUE ASSIGNED BY BUYER
<b>OSS Number</b>		
<b>Supplier Expressed Interest Visibility</b>	Give Suppliers the ability to view other Suppliers that have expressed interest	Yes

**Attachments**

PATH	DESCRIPTION	FOLDER SIZE
root (0)		
The Directory is empty		

PATH	DESCRIPTION	FOLDER SIZE		
root/RFB Addenda (0)				
The Directory is empty				
PATH	DESCRIPTION	FOLDER SIZE		
root/RFB Attachments (1)		673 KB		
Filename	Downloadable	Last Modification Date	Description	File Size
eRFB Parts 1-4 Attachments – Tender_19232.pdf	Yes	15/03/2024		673 KB

### Envelopes

<b>Qualification Envelope</b>	Yes
<b>Technical Envelope</b>	Yes
<b>Commercial Envelope</b>	Yes

### Qualification Envelope

GENERAL ATTACHMENTS
<b>Not Allowed</b>

### Procurement Details

QUESTION	DESCRIPTION
<b>Ontario Tenders Portal eTendering System Instructions for Bidders</b>	<ul style="list-style-type: none"> <li>• For help, unregistered Vendors can select the “About Ontario Tenders Portal” link from the OTP eTendering Home page and various help categories are available under the heading titled “For Vendors”, e.g. “Responding to a Tender Guide”.</li> <li>• Once Vendors have registered on the OTP eTendering System, Vendors can log into the system and access the Vendor Guides available in the “File Sharing” section.</li> <li>• Should you require further assistance, you can reach the Jaggaer helpdesk at: <ul style="list-style-type: none"> <li>* E-mail: eTenderhelp_CA@jaggaer.com</li> <li>* Phone: 866-722-7390   Direct 484 335-4586</li> </ul> </li> <li>• Ensure that you leave adequate time for issues to be resolved prior to any deadlines described in the RFB. For “Bid Process Requirements”, refer to Part #4 – Terms and Conditions of the RFB.</li> </ul>
<b>File Size Restrictions when Uploading Attachments</b>	<p>Plain text responses for ‘text questions’ allow up to 2000 characters (including spaces and punctuation) to be entered for each text response.</p> <p>Please keep attachments to a manageable size in order to facilitate uploading to the Ontario Tenders Portal eTendering System. The portal allows individual attachments from 4Mb up to a maximum of 262Mb.</p> <p>Please note that only ONE (1) file can be uploaded for each attachment question. If your file is large or you have multiple files to attach, you can compress the data into a single compressed ZIP file.</p> <p>Attachment File Names: Use company name or company initials to keep attachments to the Bid unique. Keep file name length manageable. Use of special characters (such as @\$%#&amp;*+=&lt;&gt;?/) in the attachment file name should be avoided.</p>

<b>Attachments to the Request for Bids</b>	<p>Download and read the following attachments that form part of the Request for Bids ("RFB") before submitting your Bid:</p> <ol style="list-style-type: none"> <li>1) Part #1 – Definitions;</li> <li>2) Part #2 – Form of Agreement;</li> <li>3) Part #3 – The Deliverables; and</li> <li>4) Part #4 – Terms and Conditions.</li> </ol> <p>The attachments to the RFB are located in the "RFB Attachments" folder, which can be accessed from the 'RFx' page, "RFx Details" tab, "Buyer Attachments" section of the OTP eTendering System.</p> <p>Addenda Attachments: Any addenda issued for to the RFB are located in the "RFB Addenda" folder, which can be accessed as noted above.</p>
<b>Definitions</b>	Definitions for capitalized words can be located in Part #1 – Definitions.
<b>Subject of Procurement</b>	Heavy Equipment Operator Training at Remote Northern Airports
<b>Procuring Entity</b>	Transportation
<b>Proposed RFB Schedule</b>	The Proposed RFB Schedule is tentative and may be changed by the Ministry at its sole discretion at any time prior to the RFB Closing Date and Time.
<b>RFB Contact</b>	<p>Benjamin Matsumoto Procurement Consultant Supply Ontario 200 Front Street West Toronto, Ontario (437)-226-7321 Benjamin.Matsumoto@supplyontario.ca</p>
<b>Method of Communication</b>	Ontario Tenders Portal ("OTP") eTendering System online messaging function.
<b>Desired Number of Vendors</b>	One (1) legal entity.
<b>Bidder Eligibility Requirements Included</b>	Yes, see Mandatory Eligibility Requirements section below.
<b>Issue Date of RFB</b>	March 18, 2024.
<b>Bidder's Deadline for Questions</b>	<p>Date April 8, 2024 and Time 11:00:00 (Toronto time).</p> <p>(See Part #4 – Terms and Conditions, Bid Process Requirements.)</p>
<b>Deadline for Issuing Addenda</b>	<p>Date April 15, 2024 and Time 11:00:00 (Toronto time).</p> <p>(See Part #4 – Terms and Conditions, Communication After Issuance of RFB.)</p>
<b>RFB Closing Date and Time</b>	<p>Date April 22, 2024 and time 11:00:00 (Toronto time).</p> <p>Note: If the Ministry makes any changes to the RFB after a Bidder has submitted its Bid, the Bid will be invalidated on the Ontario Tenders Portal eTendering System and the Bidder will need to re-submit its Bid. The Bidder will be required to update any new or modified sections of the RFB by way of the Ontario Tenders Portal eTendering System and re-submit its Bid.</p> <p>Please note: Any Bids (or sections of a Bid) submitted through the OTP online messaging function will not be accepted.</p> <p>(See Part #4 – Terms and Conditions, Bid Process Requirements.)</p>
<b>Information Session</b>	N/A
<b>Site Meeting</b>	N/A
<b>Bid Security Required</b>	N/A
<b>Bid Security Submission Address</b>	N/A
<b>Period for which Bids are irrevocable after RFB Closing Date</b>	<p>120 days.</p> <p>(See Part #4 – Terms and Conditions, Bid Process Requirements.)</p>

<b>Execution of Agreement</b>	Within 15 days of notification of selection.  (See Part #4 – Terms and Conditions, Execution of Agreement, Notification and Debriefing.)
<b>Anticipated Contract Start Date</b>	May 13, 2024
<b>Term of Agreement</b>	Two (2) years
<b>Option to Extend</b>	One (1) year

### The Deliverables

QUESTION	DESCRIPTION
<b>The Deliverables</b>	For Section 1.2 of the RFB, please refer to Part #3 – The Deliverables.

### Mandatory Eligibility Requirements

QUESTION	DESCRIPTION	QUESTION TYPE
<b>Mandatory Eligibility Instructions</b>	A Bidder's eligibility must be demonstrated before a Bid may be accepted.  If the Bidder has not demonstrated an eligibility with a 'Yes' response or evidence to a specific requirement below, the Ministry reserves the right to disqualify the Bidder.	
<b>Mandatory Trainer Qualifications</b>	The Vendor's proposed staff member performing the training shall be in possession of a valid DZ license in the Province of Ontario.  Bidders shall provide a PDF or image of their valid and current Province of Ontario DZ license.  Bidders that do not demonstrate compliance with this mandatory eligibility requirement may be disqualified and their Bid may not be evaluated further.	Attachment

### Evaluation Process

QUESTION	DESCRIPTION
<b>Overview of the Evaluation Process</b>	There are three (3) stages in the evaluation process.
<b>Stage 1 – Evaluation of Qualification Response and Mandatory Requirements</b>	In this stage the Bid will be reviewed to ensure that all mandatory requirements have been met. Where a form is indicated as mandatory, failure to include that form or to meet the mandatory requirements within that form may result in disqualification from the RFB process.  If the Bid includes the mandatory attachments (if any) and meets the mandatory requirements, the Bid will move to the next stage.

<p><b>Stage 2 – Technical Response Evaluation</b></p>	<p>This stage will consist of scoring each qualified Bid from Stage 1 on the basis of the Technical Response, contained in Section 2 of the RFB, to determine the total score for this Stage 2.</p> <p>Scoring for each Evaluation Criteria will be based on the following 0 to 10 scale, with only providing one of the prescribed scores below:  0 – No response provided / identified.  1 – Response is not adequate; misses most of the key expectations and requirements.  4 – Response is not adequate, misses many of the key expectations and requirements.  7 – Response is adequate, meets most of the key expectations and requirements.  10 – Response is adequate, meets all of the key expectations for all of the requirements indicating complete understanding of and ability to meet program requirements and details how services will be provided to meet stated standards / expectations / service levels.</p> <p>The Bidder's inclusion of any content in Stage 2 that is to be exclusively included in the Stage 3 – Commercial Envelope shall result in the disqualification of the Bidder.</p>
<p><b>Stage 2 – Minimum Threshold Score for Rated Criteria</b></p>	<p>Bids must receive a minimum score of 90 Points (60% or greater out of the 150 Total available Points at the conclusion of Stage 2 to be deemed qualified to proceed to Stage 3 of the evaluation.</p> <p>Bids that do not meet the minimum threshold score will not be evaluated further.</p> <p>Consensus Scoring  For the purposes of this submission, consensus meetings will be held at the end of Stage 2 to discuss the evaluation. Scores will averaged and kept as a whole number to arrive at the final score of evaluated criteria. These scores will determine if the Bidder has achieved the required score to continue to the next stage.</p>
<p><b>Stage 3 – Commercial Response Evaluation</b></p>	<p>In this stage the Commercial Response, contained in Section 3 of the RFB, will be evaluated using the relative formula set out below, using the Total Price submitted in the Commercial Envelope to determine the total pricing score.</p> <p>Each eligible Bidder will receive a percentage of the total possible Points allocated to price by dividing the lowest Bid price by the Bidder's Bid price.</p> <p><math>(\text{Lowest Bid price}) \div (\text{Bidder's Bid price}) \times \text{Total available Points} = \text{Pricing Score for the Bid}</math></p> <p>For example, if the lowest Bid price is \$120.00, that Bidder receives 100% of the possible Points (<math>120/120 = 100\%</math>), a Bidder who bids \$150.00 receives 80% of the possible Points (<math>120/150 = 80\%</math>) and a Bidder who bids \$240.00 receives 50% of the possible Points (<math>120/240 = 50\%</math>).</p>
<p><b>Cumulative Score and Selection of Highest Scoring Bidder</b></p>	<p>Once the Commercial Response is evaluated, all scores from the previous stages will be added together to determine the Preferred Bidder.</p> <p>In the event that there are multiple Bidders achieving identical Cumulative Scores at the end of all evaluation stages, the tie will be broken by the highest technical score. By submitting a Bid, the Bidder is agreeing to the use of this process.</p> <p>Subject to security screening (if required), satisfactory reference checks (if conducted) and the express and implied rights of the Ministry, the Bidder with the highest scoring, compliant Bid will be selected to enter into the Agreement attached to this RFB (as Part #2). In accordance with the process described at s. 1.6.31, the Bidder must provide its Tax Compliance Verification number to the Ministry so that the Ministry can confirm with the Ministry of Finance that Bidder's Ontario tax obligations, if any, are in good standing at the time of signing the Agreement.</p>
<p><b>Stage 3 – Commercial Response Evaluation</b></p>	<p>In this stage the Commercial Response, contained in Section 3 of the RFB, will be evaluated using the relative formula set out below, using the Total Price submitted in the Commercial Envelope to determine the total pricing score.</p> <p>Each eligible Bidder will receive a percentage of the total possible Points allocated to price by dividing the lowest Bid price by the Bidder's Bid price.</p> <p><math>(\text{Lowest Bid price}) \div (\text{Bidder's Bid price}) \times \text{Total available Points} = \text{Pricing Score for the Bid}</math></p> <p>For example, if the lowest Bid price is \$120.00, that Bidder receives 100% of the possible Points (<math>120/120 = 100\%</math>), a Bidder who bids \$150.00 receives 80% of the possible Points (<math>120/150 = 80\%</math>) and a Bidder who bids \$240.00 receives 50% of the possible Points (<math>120/240 = 50\%</math>).</p>
<p><b>Cumulative Score and Selection of Highest Scoring Bidder</b></p>	<p>Once the Commercial Response is evaluated, subject to security screening (if required), satisfactory reference checks (if conducted), and the express and implied rights of the Ministry, Bidder with the highest scoring, compliant Bid will be selected to enter into the Agreement attached to this RFB (as Part 2). In accordance with the process described at s. 1.6.31, the Bidder must provide its Tax Compliance Verification number to the Ministry so that the Ministry can confirm with the Ministry of Finance that Bidder's Ontario tax obligations, if any, are in good standing at the time of signing the Agreement.</p>

<b>Allocation of Points for Stage 2 (Technical Response) and Stage 3 (Commercial Response) Evaluations</b>	<p>The following is an overview of the categories and weighting for the evaluation:</p> <p>Stage 2 – Technical Response Evaluation: 150 Points</p> <p>Section 2.2 Domestic Weighted Criteria – Local Knowledge – Indigenous Cultural Competency Training: 40 Points (5 x weighting of 4)</p> <p>Section 2.3 Company Qualification – Based on Overall Experience and Capability: 40 Points (5 x weighting of 4)</p> <p>Section 2.4 Proposed Team – Evidence of Adequate Staff Members to Perform the Work: 50 Points (5 x weighting of 5)</p> <p>Section 2.5 Proposed Critical Path Schedule: 10 Points (5 x weighting of 1)</p> <p>Section 2.6 Occupational Health and Safety: 10 Points (5 x weighting of 1)</p> <p>Stage 3 – Commercial Response Evaluation: 50 Points</p> <p>Total available Points for Stages 2 and 3 = 200 Points</p>
<b>Process to Sign the Agreement</b>	<p>Bidder(s) asked to sign the Agreement following the evaluation process will be sent a selection letter along with copies of the Agreement to sign and return within the time limit provided. Other documentation that may be requested at that time includes:</p> <ul style="list-style-type: none"> <li>• proof of insurance as outlined in the Agreement (Part #2);</li> <li>• proof of W.S.I.B. coverage as outlined in the Agreement (Part #2);</li> <li>• proof of security clearance as outlined in the Agreement (Part #2) if required;</li> <li>• proof of tax compliance as outlined in the Form of Offer; and</li> <li>• other documents as required in the selection letter.</li> </ul>

### References

QUESTION	DESCRIPTION	
<b>Bidder Instructions</b>	Each Bidder is requested to provide three (3) references from clients who have obtained similar goods and/or services in the last ten (10) years as those requested in this RFB. The Ministry reserves the right to consider the provision of references to be a minor formality and to waive or vary that requirement at its sole discretion.	
QUESTION	DESCRIPTION	QUESTION TYPE
<b>Reference #1</b>	Company Name and Address.	Text
<b>Reference #1</b>	Contact Name, Telephone Number and E-mail.	Text
<b>Reference #1</b>	Date Work Undertaken.	Text
<b>Reference #1</b>	Nature of Assignment.	Text
<b>Reference #2</b>	Company Name and Address.	Text
<b>Reference #2</b>	Contact Name, Telephone Number and E-mail.	Text
<b>Reference #2</b>	Date Work Undertaken.	Text
<b>Reference #2</b>	Nature of Assignment.	Text
<b>Reference #3</b>	Company Name and Address.	Text
<b>Reference #3</b>	Contact Name, Telephone Number and E-mail.	Text
<b>Reference #3</b>	Date Work Undertaken.	Text
<b>Reference #3</b>	Nature of Assignment.	Text

### Form of Offer

QUESTION	DESCRIPTION	
<b>Bidder Instructions</b>	Other than inserting the information requested, a Bidder may not make any changes to or qualify the Form of Offer in its Bid. A Bid that includes conditions, options, variations or contingent statements that are contrary to or inconsistent with the terms set out in the RFB may be disqualified. Bids containing any change may, subject to the express and implied rights of the Ministry, be disqualified. If a Bid is not disqualified despite such changes or qualifications, the provisions of the Form of Offer, as set out in this RFB, will prevail over any such changes or qualifications in or to the Form of Offer provided in the Bid.	
<b>Form of Offer</b>	To His Majesty the King in right of Ontario as represented by the Minister of Transportation.	
QUESTION	DESCRIPTION	QUESTION TYPE
<b>Bidder Information</b>	Enter the full legal name of the Bidder.	Text
<b>Bidder Information</b>	Enter any other registered business name under which the Bidder carries on business.	Text
<b>Bidder Information</b>	Enter the jurisdiction under which the Bidder is incorporated or formed.	Text
<b>Bidder Information</b>	Enter the name, title, address, telephone, facsimile number and e-mail address of the contact person for the Bidder.	Text
<b>Bidder Information</b>	Enter the name, title, address, telephone, facsimile number and e-mail address of the contact person for the company security officer for the Bidder.	Text
<b>Bidder Information</b>	Indicate whether the Bidder is an Individual, a Sole Proprietorship, a Corporation, a General Partnership, a Limited Partnership or a Limited Liability Partnership.  Please select one of the six (6) options listed.	Options List
QUESTION	DESCRIPTION	
<b>Offer</b>	The Bidder has carefully examined the RFB documents and has a clear and comprehensive knowledge of the Deliverables required under the RFB. By submitting the Bid in accordance with the instructions provided at Section 1.6.39 of this Form of Offer, the Bidder agrees and consents to the terms, conditions and provisions of the RFB, including the Form of Agreement, and offers to provide the Deliverables in accordance with the rates set out in the Commercial Response (pricing).	
<b>Commercial Response</b>	The Bidder has completed the Commercial Envelope (pricing) as part of the Bid or submits the attached form (if any) in the Commercial Response, in accordance with the instructions in the RFB and in the Commercial Envelope.	
<b>Mandatory Requirements</b>	The Bidder has submitted, as part of the Bid, all mandatory requirements as set out in the RFB.	
<b>Addenda</b>	The Bidder has read and accepted all addenda issued by the Ministry to date. The Bidder acknowledges that the onus remains on the Bidder to make any necessary amendments to its Bid, based on the addenda.	
<b>Bid Irrevocable</b>	The Bidder agrees that its Bid shall be irrevocable for the period of days set out in Section 1.1 – Procurement Details following the RFB Closing Date.	
QUESTION	DESCRIPTION	QUESTION TYPE

<b>Conflict of Interest</b>	<p>Prior to completing this portion of the Form of Offer, Bidders should refer to the definition of Conflict of Interest set out in Part #2 – Form of Agreement of the RFB, both definition part (a) and part (b).</p> <p>By Selecting "Not Applicable", the Bidder will be deemed to declare that it has no foreseeable Conflict of Interest (in either definition part (a) or part (b)) in performing the contractual obligations contemplated in the RFB. Please make the appropriate selection from the drop down menu.</p> <p>1) The Bidder declares that it has no foreseeable Conflict of Interest in either definition Part (a) or Part (b): "Not Applicable."</p> <p>2) Part (a) of definition in the Form of Agreement: "Part (a): The Bidder declares that there is an actual or potential unfair advantage relating to the preparation and submission of its Bid."</p> <p>3) Part (b) of definition in the Form of Agreement: "Part (b): The Bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFB."</p> <p>4) Part (a) and Part (b) of definition in the Form of Agreement: "The Bidder declares an actual or potential Conflict of Interest in both Part (a) and Part (b)."</p> <p>If the Bidder declares an actual or potential Conflict of Interest by selecting either; "Part (a)" or "Part (b)" or both, the Bidder must describe it in the next section below. (Conflict of Interest – Additional Information).</p>	Options List
<b>Conflict of Interest – Additional Information</b>	Bidder to describe Conflict of Interest, if applicable.	Text
<b>Conflict of Interest – Previous OPS Employee(s)</b>	<p>In addition to the preceding declarations, the Bidder must indicate if any individuals, as employees, advisors, or in any other capacity (a) participated in the preparation of our Bid; and (b) were employees of the Ontario Public Service ("OPS") and have ceased that employment prior to the RFB Closing Date, by selecting "Yes" or "No".</p> <p>If "Yes" is indicated, Bidders must complete the following section which relates to potential Conflict of Interest:</p> <p>The following individuals, as employees, advisors, or in any other capacity (a) participated in the preparation of our Bid; and (b) were employees of the Ontario Public Service ("OPS") and have ceased that employment prior to the RFB Closing Date.</p>	Yes/No Value
<b>Conflict of Interest – Name of Previous OPS Employee</b>	Name of Individual.	Text
<b>Conflict of Interest – Job Classification of Previous OPS Employee</b>	Job Classification (of last position within OPS).	Text
<b>Conflict of Interest – Ministry/Agency of Previous OPS Employee</b>	Ministry/Agency (where last employed with OPS).	Text
<b>Conflict of Interest – Last Date of Employment of Previous OPS Employee</b>	Last Date of Employment with OPS.	Text
<b>Conflict of Interest – Last Supervisor of Previous OPS Employee</b>	Name of Last Supervisor with OPS.	Text



<b>Conflict of Interest – Job Function of Previous OPS Employee</b>	Brief Description of Individual's Job Functions (at last position with OPS).	Text
<b>Conflict of Interest – Nature of Participation in Preparation of Bid of Previous OPS Employee</b>	Brief Description of Nature of Individual's Participation in Preparation of Bid.	Text
<b>Conflict of Interest – Other Previous OPS Employees</b>	<p>Bidders to provide any additional individual(s) who may have a potential Conflict of Interest.</p> <p>This information must include the following:</p> <p>(a) Name of Individual;</p> <p>(b) Job Classification (of last position within OPS);</p> <p>(c) Ministry/Agency (where last employed with OPS);</p> <p>(d) Last Date of Employment with OPS;</p> <p>(e) Name of Last Supervisor with OPS;</p> <p>(f) Brief Description of Individual's Job Functions (at last position with OPS); and</p> <p>(g) Brief Description of Nature of Individual's Participation in Preparation of Bid.</p> <p>(Repeat for each identified individual.)</p>	Text
<b>QUESTION</b>	<b>DESCRIPTION</b>	
<b>Conflict of Interest – Previous OPS Employees</b>	The Bidder agrees, upon request, to provide the Ministry with additional information from each individual identified in the preceding form prescribed by the Ministry. The Ministry will assess this information and may, at its sole and absolute discretion, conclude that an Unfair Advantage or Conflict of Interest arises and may, in addition to any other remedies available at law or in equity, disqualify the Bid submitted by the Bidder.	
<b>Disclosure of Information</b>	The Bidder hereby agrees that any information provided in this Bid, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Bidder hereby consents to the disclosure, on a confidential basis, of this Bid by the Ministry to the Ministry's advisors retained for the purpose of evaluating or participating in the evaluation of this Bid.	
<b>Proof of Insurance</b>	The Bidder has verified it can, and if selected, it shall obtain insurance coverage in accordance with the Form of Agreement. (Part #2 of the RFB).	
<b>Occupational Health and Safety Declaration</b>	<p>a) The Bidder agrees, to the extent applicable, that it and any proposed Subcontractors each have a written occupational health and safety policy and will maintain a program to implement that policy as required by clause 25(2)(j) of the Occupational Health and Safety Act, R.S.O. 1990, c.0.1 ("OHS") as amended.</p> <p>b) With respect to the services being offered in this Bid, the Bidder acknowledges the responsibility to, and shall:</p> <p>i. fulfil all of the "employer" obligations under OHS and ensure that all work is carried out in accordance with OHS and its regulations;</p> <p>ii. appoint and ensure an adequate number of supervisors are provided for the work and that they all satisfy the definition of "competent" as prescribed in OHS;</p> <p>iii. identify any hazards associated with the work, assess the risks and develop appropriate control measures to protect worker safety;</p> <p>iv. provide information and instruction to all employees to ensure they are informed of the hazards inherent to the work and understand the procedures for minimizing the risk of injury or illness;</p> <p>v. ensure that workers and supervisors have completed mandatory health and safety awareness training in accordance with O. Reg. 297/13;</p> <p>vi. notify the Ministry of the occurrence of all work-related health and safety incidents and Ministry of Labour investigations or orders; and</p> <p>vii. ensure appropriate emergency management procedures and response in the event of an accident or fire, including an emergency evacuation plan that accommodates for persons with disabilities (in accordance with section 27 of the Integrated Accessibility Standard Regulation, Accessibility for Ontarians with Disabilities Act, 2005) and shall cause its proposed Subcontractors to acknowledge such responsibility and comply with above requirements (continued below)</p>	

<b>Occupational Health and Safety Declaration (cont'd from above)</b>	<p>c) The Bidder agrees, to the extent applicable, that any and all equipment used in connection with the Deliverables under the Contract is at all times properly and safely maintained by duly qualified personnel and is at all times in good working order.</p> <p>d) The Bidder agrees, to the extent applicable, to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required by the OHS and shall cause its proposed Subcontractors to do the same.</p>	
<b>QUESTION</b>	<b>DESCRIPTION</b>	<b>QUESTION TYPE</b>
<b>Tax Compliance</b>	<p>The Ontario Government expects all Bidders to meet their Ontario tax obligations on a timely basis.</p> <p>I/We hereby undertake that (i) the Bidder, if selected for contract award, will be in full compliance with all applicable Ontario tax statutes, whether administered by the Ontario Ministry of Finance (MOF) or by the Canada Revenue Agency (CRA), at the time of entering into an Agreement and that, in particular, all returns required to be filed will have been filed and all taxes due and payable under those statutes will have been paid or satisfactory arrangements for their payment will have been made or maintained and (ii) the Bidder will take all necessary steps prior to entering into an Agreement in order to be in full compliance with all those statutes at the time of entering into the Agreement.</p> <p>Select "Yes" if you agree</p> <p>Select "No" if you do not agree (May result in your disqualification)</p>	<b>Yes/No Value</b>
<b>QUESTION</b>	<b>DESCRIPTION</b>	
<b>Bidder Instructions for Tax Compliance</b>	<p>Bidders are advised that if they are selected for contract award, their Ontario tax obligations, if any, must be in good standing at the time of entering into an Agreement.</p> <p>The Ministry will rescind the notice of selection of a Bidder for contract award whose Ontario tax obligations are not in good standing within the timeframe for satisfying the preconditions of execution set out in the RFT.</p> <p>Bidders are required to follow the following process in order to determine their tax compliance status.</p> <p>The Ministry of Finance (MOF) has automated the Tax Compliance Verification (TCV) process by creating an online portal (<a href="http://www.etax.fin.gov.on.ca/">http://www.etax.fin.gov.on.ca/</a>) where you can confirm your tax compliance status online and at any time.</p> <p>Getting a TCV Number</p> <p>Before you can verify your tax compliance status, your business will need to have a One-key ID (<a href="https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp">https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp</a>). Visit One-key Account Registration (<a href="https://www.appenrol.one-key.gov.on.ca/UserMgmtWebApp/registration.iaa">https://www.appenrol.one-key.gov.on.ca/UserMgmtWebApp/registration.iaa</a>) to set up an account.</p> <ol style="list-style-type: none"> <li>1. To get your TCV number: Register for E-Services (<a href="https://www.etax.fin.gov.on.ca/eServices/eServicesHome/RegisterOneKey?lang=enn">https://www.etax.fin.gov.on.ca/eServices/eServicesHome/RegisterOneKey?lang=enn</a>)</li> <li>2. Select e-Services from My Services</li> <li>3. Select or Add a business on the e-services page</li> <li>4. Select TCV (you will be redirected to Bidder Portal (<a href="http://www.etax.fin.gov.on.ca/">http://www.etax.fin.gov.on.ca/</a>))</li> <li>5. In the Bidder Portal (<a href="https://www.etax.fin.gov.on.ca">https://www.etax.fin.gov.on.ca</a>), select Request TCV Number on the TCV page</li> <li>6. Attach the Filing and Balance Confirmation (FBC) Letter (if required) and select Next</li> <li>7. Select View Summary to review compliance summary</li> <li>8. Download TCV Certificate (optional)</li> <li>9. Provide your email to receive alerts about your account status</li> </ol> <p>Where to go for help?</p> <p>Please refer to the frequently asked questions (<a href="https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/FAQ-TCTC-Program">https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/FAQ-TCTC-Program</a>) for more information.</p>	

QUESTION	DESCRIPTION	QUESTION TYPE
<b>Tax Compliance Verification Number</b>	<p>Please enter your Tax Compliance Verification number (see instructions above in section 1.6.31 for more information).</p> <p>A Bidder's TCV number is required by the Ministry to confirm with the MOF that the Bidder's Ontario tax obligations, if any, are in good standing. If the Bidder does not provide its TCV number with the Form of Offer, it will have to provide the TCV number prior to signing an Agreement, so the Ministry can confirm with the MOF the Bidder's tax compliance status at the time of signing the Agreement.</p> <p>By providing the TCV number you are consenting to the Ministry releasing the TCV number to the Ministry of Finance for tax compliance verification.</p>	Text
<b>Business Number</b>	<p>The Business Number is a business identifier for the Canadian Revenue Agency ("CRA"). It is a nine (9) digit number. It can be found as the first nine digits of your Harmonized Sales Tax (HST) number.</p> <p>Please enter the Bidder's Business Number.</p>	Text
QUESTION	DESCRIPTION	QUESTION TYPE
<b>Execution of Agreement</b>	The Bidder understands and agrees that in the event that its Bid is selected by the Ministry, in whole or in part, the Bidder agrees to finalize and execute the agreement in the form set out in the Form of Agreement (Part #2), in accordance with the terms of the RFB.	
QUESTION	DESCRIPTION	QUESTION TYPE
<b>Authorized Signing Representative</b>	Enter the Name of the Authorized Signing Representative.	Text
<b>Title of Authorized Signing Representative</b>	Enter the Title of the Authorized Signing Representative.	Text
<b>E-mail Address and Telephone Number of Authorized Signing Representative.</b>	Enter e-mail address and telephone number of the Authorized Signing Representative.	Text
<b>Submission of Bid and Authority to Bind</b>	<p>I, the individual indicated above, acknowledge and confirm that (a) I have authority to bind the Bidder, (b) I am submitting this Bid on behalf of the Bidder; (c) the Bidder has read, understood, agrees and consents to be bound by the terms, conditions and provisions of the RFB, including the Form of Agreement, and (d) the Bidder offers to provide the Deliverables for the Rates set out in the Commercial Response in its Bid.</p> <p>Please confirm by selecting from the drop down menu. "I have read and accept the contents of this section."</p>	Options List
QUESTION	DESCRIPTION	QUESTION TYPE
<b>Instructions for Submitting Bid</b>	<p>Bidders shall complete and save responses to all of the required sections of the RFB. Bidders must click "SUBMIT RESPONSE" and confirm this action by clicking "OK" to submit their Bid to the Ministry; otherwise, the Ministry will not receive the Bid.</p> <p>Any Bids (or sections of a Bid) submitted through the OTP online messaging function will not be accepted.</p>	

### Technical Envelope

GENERAL ATTACHMENTS
Not Allowed

**Bidder Instructions for Technical Envelope – Section Max Score 0**

QUESTION	DESCRIPTION
<b>Bidder Instructions</b>	<p>Bidders must read all information in the Technical Envelope and its related attachments (if any) before submitting their Bid submissions.</p> <p>Note: Plain text responses allow up to 2000 characters (including spaces and punctuation) to be entered.</p>
<b>File Size Restrictions when Uploading Attachments</b>	<p>Please keep attachments to a manageable size in order to facilitate uploading to the Ontario Tenders Portal eTendering System. The portal allows individual attachments from 4Mb up to a maximum of 262MB.</p> <p>Please note that only ONE (1) file can be uploaded for each attachment question (Rated Criteria). If your file is large or you have multiple files to attach, you can compress the data into a single compressed ZIP file.</p> <p>Attachment File Names: Use company name or company initials to keep attachments to the Bid unique. Keep file name length manageable. Use of special characters (such as @!\$%#&amp;*+=&lt;&gt;?/) in the attachment file name should be avoided.</p>
<b>Stage 2 – Minimum Threshold Score for Rated Criteria</b>	<p>Bids must receive a minimum score of 90 Points (60%) or greater out of the 150 Total available Points at the conclusion of Stage 2 to be deemed qualified to proceed to Stage 3 of the evaluation.</p> <p>Bids that do not meet the minimum threshold score will not be evaluated further.</p>

**Domestic Weighted Criteria – Local Knowledge – Indigenous Cultural Competency Tr – Section Max Score 40**

QUESTION	DESCRIPTION	MIN / MAX SCORE	QUESTION TYPE
<b>Indigenous Cultural Competency Training – 40 Points (10 x weight of 4 = Max Score of 40)</b>	<p>The Vendor’s proposed staff members should have received cultural competency training for delivering training to an Indigenous audience. Preference will be given to Vendors who can demonstrate that they have incorporated this type of training into their regular staff education.</p> <p>Bidders shall:</p> <p>a) Provide a description of the Indigenous cultural competency training they have received, including dates, a summary of the content, and how it has been applied to the delivery of their training, (5 points)</p> <p>b) Provide a description of how Indigenous cultural competency has been incorporated into their firm’s regular staff training/education. (5 points)</p>	0/40	Attachment

**Company Qualification – Experience and Capability (Stage 2): 40 points – Section Max Score 40**

QUESTION	DESCRIPTION	MIN / MAX SCORE	QUESTION TYPE

<b>Company Qualification based on Overall Experience and Capability 40 points (10 x weight of 4 = max score of 40)</b>	<p>Bidder shall provide a summary of the firm's capability, experience, qualifications, and skills relevant to the requested services listed in Part 3 – The Deliverables including, but not necessarily limited to:</p> <p>a) A description of the Bidder's corporate and ownership structure; (3 points)  b) Number of years in business; (3 points)  c) A description of the Bidder's core business which is applicable to the Services of this RFB; (3 points) and  d) The firm's organizational chart indicating how the Bidder intends to structure its working relationship with the Ministry. (1 point)</p> <p>Bullet point format is appreciated.</p>	0/40	Attachment
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**Proposed Team – Evidence of Adequate Staff Members to Perform the Work (Stage 2) – Section Max Score 50**

QUESTION	DESCRIPTION	MIN / MAX SCORE	QUESTION TYPE
<b>Proposed Team – Evidence of Adequate Staff Members to Perform the Work – 50 Points (10 x weight of 5 = Max Score of 50)</b>	<p>Bidder's proposed staff must have the following qualifications:</p> <p>a) Have a minimum of three (3) years of experience, knowledge, skill, and ability with airport maintenance, practices preferably on gravel runways. (3 points)  b) Have a minimum of three (3) years of experience with gravel grading and packing operations, preferably in an airport operations environment. Experience in other settings is acceptable. (3 points)  c) Have a minimum of three (3) years of snow plowing and snow blowing experience, preferably in an airport operations environment. (2 points)  d) Have experience with developing and delivering training materials to adult English as a Second Language (ESL) learners. (2 points)</p> <p>Bidders shall provide a resume for each of their proposed staff members. Resumes shall include a description and evidence of the proposed staff member's capability to perform the Deliverables of this RFB, as listed above.</p>	0/50	Attachment

**Proposed Critical Path Schedule (Stage 2): 10 Points – Section Max Score 10**

QUESTION	DESCRIPTION	MIN / MAX SCORE	QUESTION TYPE
<b>Proposed Critical Path Schedule – 10 Points (10 x weight of 1 = Max Score of 10)</b>	<p>Bidders shall provide a proposed critical path schedule for the Deliverables within the required schedule parameters listed in Section 1.3.8 of the Deliverables.</p> <p>Bidders shall include the following on their schedule:</p> <p>a) Development and submission of training manuals and materials for Ministry review within the timeframe listed in Section 1.3.8 a). (5 points)  b) Delivery schedule, per Section 1.3.8 b). (5 points)</p>	0/10	Attachment

**Occupational Health and Safety (Stage 2): 10 Points – Section Max Score 10**

QUESTION	DESCRIPTION	MIN / MAX SCORE	QUESTION TYPE
<b>Occupational Health and Safety – 10 Points (10 x weight of 1 = Max Score of 10)</b>	<p>Bidders shall provide the following:</p> <p>a) A copy of the Bidder’s current Occupational Health and Safety Policy (4 point);</p> <p>b) A copy of the Bidder’s Occupational Health and Safety Plan, including any hazards associated with the delivery of the training program and how the Bidder shall manage those hazards to provide a safe training environment (3 points); and</p> <p>c) Certificate(s) of completion for each of the Bidder’s proposed staff member(s) of any required Occupational Health and Safety training identified in the Bidder’s Occupational Health and Safety Plan (3 points).</p>	0/10	Attachment

### Commercial Envelope

GENERAL ATTACHMENTS
<b>Not Allowed</b>

### Bidder Instructions for Commercial Envelope

CODE	DESCRIPTION
<b>Points allocated for Pricing</b>	Stage 3 – Commercial Response Evaluation: 50 Points.
<b>Bidder Instructions</b>	Bidders must read all information in the Commercial Envelope and its related attachments (if any) before submitting their Bid submissions.
<b>Bidder Instructions</b>	Pricing shall be provided in Canadian Funds, inclusive of all applicable duties and taxes, except Harmonized Sales Tax (HST), which is to be itemized separately.
<b>Bidder Instructions</b>	<p>Pricing quoted by the Bidder shall be all inclusive and shall include all labour and materials, travel and carriage costs, insurance costs and all other overhead including but not limited to any fees or other charges required by law.</p> <p>Harmonized Sales Tax (HST) shall be itemized separately.</p>
<b>Bidder Instructions</b>	A Bid that includes conditional, optional, contingent or variable rates that are not expressly requested in the Commercial Envelope may be disqualified.
<b>Bidder Instructions</b>	No other fees or charges will be paid for the Deliverables other than those set out in the Commercial Envelope.
<b>Bidder Instructions</b>	Where no price applies, state “0.01”.
<b>Bidder Instructions</b>	For Non-Canadian Bidders contact Canada Revenue Agency at 1-866-453-0452 in regards to applicable Canadian taxes (such as the Ontario Harmonized Sales Tax) and potential withholding tax or at the following website: Canada Revenue Agency ( <a href="http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html">http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html</a> ).

### Ontario Harmonized Sales Tax (HST)

CODE	DESCRIPTION
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<b>Section x.x</b>	Applicable Harmonized Sales Tax (HST) on Total Cost (Section 3.3).	
TOTAL HST		
SECTION TOTAL INCLUDED IN TOTAL?	No	

**Heavy Equipment Operator Training**

CODE	DESCRIPTION			
<b>Pricing Note</b>	Where no price applies, state "0.01".			
CODE	DESCRIPTION	REMARKS	UNIT OF MEASUREMENT	QUANTITY
	Delivery Heavy Equipment Operator Training to 29 Remote Northern Airports, per Section 1.3 of the Deliverables. (Unit price is per airport)		Each	29
	Development of Heavy Equipment Operator Training per the specifications set out in Section 1.3 of the Deliverables		Lump Sum	1