



*CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.*

Review of the Canadian Physical Performance Exchange Standard for
Type 1 Wildland Firefighters (WFX-FIT)

Request for Proposal

June 25, 2021

Participants are advised to pay careful attention to the wording uses throughout this Request for Proposal (RFP). The RFP may not result in the award of any contract and Participants are not to earmark or purchase supplies and/or equipment relative to the services described herein. Responses received unsigned or after the RFP closing date and time will not be considered. If responses are ambiguous, unclear or unreadable they may not be considered.

Definitions

CIFFC means the Canadian Interagency Forest Fire Centre Inc.

Agencies refers to the federal, provincial and territorial ministries or departments mandated with wildland fire response within their respective jurisdictions.

RFP means Request for Proposal.

Participant means anyone submitting a response to this RFP.

REQUEST FOR PROPOSAL(RFP)

REVIEW OF THE CANADIAN PHYSICAL PERFORMANCE EXCHANGE STANDARD FOR TYPE 1 WILDLAND FIREFIGHTERS WFX-FIT

CIFFC is extending an invitation to interested parties to provide proposals for an objective third party review of the Canadian Physical Performance Exchange Standard for Fitness for Type 1 wildland firefighter crews, and the associated WFXFIT circuit.

The Canadian Physical Performance Exchange Standards for Fitness for Type 1 Wildland Firefighters was developed over a two-year period from 2009-2011. Implemented on April 1, 2012, the physical performance standard and associated WFXFIT circuit assessment protocol have now been in place for 10 years. As such a comprehensive review has been undertaken by the Canadian forest fire management agencies through the Canadian Interagency Forest Fire Centre (CIFFC).

The intent of the physical performance evaluation is to determine whether the participant possesses the necessary physical attributes to safely and efficiently perform the important, physically demanding and frequently occurring on-the-job tasks encountered in a public safety occupation. In this context a public safety task is defined as “a task in which the safety of the wildland firefighter, a co-worker or the public may be compromised by failure to complete or inefficient performance of the required task”.

The original development of the Exchange Standard and associated assessment protocol was predicated on the expectation that the protocol must be a Bona Fide Occupational Requirement (BFOR). That is, legally defensible relative to a Human Rights perspective and to conform to both the Supreme Court of Canada’s Meiorin Decision and the body of case law on BFORs that has accumulated since the Meiorin Decision was rendered. Going forward this basic requirement remains as a keystone of the review.

The goal for this objective third-party review is to investigate the Exchange Standard and the WFXFIT evaluation protocol, its development, and current implementation to evaluate conformity with current science and practices regarding BFOR fitness standards in public safety services. The review shall include comparative analysis with other emergency management disciplines in Canada and their approach to BFOR workplace fitness standards. The participants shall critically review all the components of the evaluation protocol and its development to determine whether the current protocol is appropriate in its current form, if it requires some changes, or if there are alternative approaches to be investigated.

1. Presentation and Written Submission Guidelines

CIFFC is interested in Participant’s current abilities to provide analysis, assessment, and recommendations as part of the review of the Canadian Physical Performance Exchange Standard for Fitness for Type 1 Wildland Firefighters and the associated WFX-FIT Circuit.

The Project Scope and specific deliverables are outlined in Annex A.

- 1.1 Participants must clearly highlight the merits of their submissions and particularly note that the following, though not necessarily exhaustive, are critical to CIFFC in its assessment of the submissions.
 - 1.1.1 Demonstrated current experience and understanding in determining bona fide occupational requirements in Canada through:
 - a) Identification of essential job components.
 - b) Capacities required for the safe, efficient, and reliable performance of the essential job components.
 - c) Assessment of the individual's capacity necessary for safe efficient and reliable performance.
 - 1.1.2 Recent experience and knowledge relative to testing/determining physical fitness levels relative to known criteria and developing and completing a testing program.
 - 1.1.3 Demonstrated project management experience.
 - 1.1.4 Proven report writing and communication skills.
 - 1.1.5 Experience working with Provincial, Territorial and Federal government organizations.
 - 1.1.6 Demonstrated experience in data analysis.
 - 1.1.7 Demonstrated adherence to deadlines.
- 1.2 Submission Format
 - 1.2.1 This information must be presented in the following format:
 - a) A statement indicating the participant's understanding of the project and proposed methodology(ies) to produce a report based on deliverables in Appendix A.
 - b) A summary of products to be provided.
 - c) A complete resume indicating the participant's experience as it related to the requirements listed above in section 2.1
 - d) Contact names from three (3) clients for similar projects, to be used as reference checks (if required).
 - e) An indication of the earliest date that the Participants could start the project.
 - f) The total cost of the review. This is expected to be a fixed cost quote, note the budget outlined in section 7.
- 1.3 Submission

- 1.3.1 Electronic submissions are required to be submitted by **12:00 Noon Local Time, July 30, 2021**. Electronic proposals must be submitted by an Electronic Signer who has the designated authority to bind the participant's company to each and every term, condition, article and obligation of the proposal.

Electronic Submissions shall be emailed to anoosh.shinnan@ciffc.ca

If preferred, hard copy submissions can be provided in writing and must include 2 bound copies and be clearly marked on the outside of the mailing envelope with the following information: The participant's firm/company name and address, the Submission Name, the closing date of the Submission. Hard copy submissions must be received by **12:00 Noon Local Time, July 30, 2021**.

Hard Copy Submissions shall be mailed to

Canadian Interagency Forest Fire Centre
1749 Ellice Avenue
Winnipeg, Manitoba
R3H 1A6

- 1.3.2 Each Submission shall contain the correct legal name under which the Participant carries on business, telephone number, fax number and email address, as well as the name or names of appropriate contact personnel which CIFFC may consult regarding this submission.

If the Participant is a partnership, the full name of all individual partners, together with the correct legal business name of the partnership should be provided.

- 1.3.3 All Submissions should be legible and must be duly signed by the Participant submitting the same or, in the case where the Participant is a corporation, by a duly authorized representative or representatives of such corporations.
- 1.3.4 All Submissions and any Amendments thereto received after the Closing Date and Time will not be accepted.
- 1.3.5 Participants may be required to make a virtual presentation to CIFFC representatives to further explain their proposal. Presentations would be limited to no more than 45 minutes with a 15-minute question period.

2. General Terms and Conditions

- 2.1 CIFFC shall not be responsible for any costs incurred by any Participants in preparing, submitting and presenting proposals.
- 2.2 All responses and accompanying documentation received under the RFP shall become the property of CIFFC and shall not be returned to the Participant.
- 2.3 This RFP may not result in any contract awards.
- 2.4 CIFFC shall evaluate the submissions and their decision with respect to any matter shall be final.

3. Participant's Inquiries

Participants are requested to submit any inquiry regarding the RFP, in writing, no later than **July 22, 2021**, to the following individual and email. Enquiries and responses will be recorded and may be distributed to all Participants.

Dave Bokovay
Director of Operations, CIFFC
Email: Dave.Bokovay@ciffc.ca
Phone: 1-204-784-2030

4. Participant Presentation Date (if required)

Presentations (if required) will be held during the week of **August 9, 2021**.

Participants requested to make a presentation will be notified with date and time prior to end of day August 6, 2021.

5. RFP Schedule of Events

RFP Issue Date:	25 June 2021
Deadline for Participant Questions:	22 July 2021
RFP Submission Closing:	30 July 2021
Presentation Notifications (if required):	no later than 6 August 2021
RFP Presentation (if required):	week of 9 August 2021

6. Anticipated Project Timelines

If, after analysis of the Submissions CIFFC wishes to proceed with one of the proposals, the Participants will be required to enter into a contractual arrangement with CIFFC (CIFFC Consulting and General Services Contract). The tentative timelines for completion of the project are as follows.

Project Start Date:	16 August 2021
Preliminary Report Due:	30 November 2021
Final Report Due:	31 December 2021

7. Budget

The total budget for this project is \$75,000. Based on the deliverables outlined in Annex 1 please provide a fixed fee quotation in the following format.

Item	Fixed Fee	Tax	Total (incl. tax)
1. Review and report on development and implementation of the Canadian Physical Performance Exchange Standard			
2. Conduct and document analysis of advancements made in BFOR performance standard development since WFXFIT implementation.			
3. Conduct and document a comparative analysis with other Canadian Public Safety Disciplines BFOR performance assessment protocols.			
4. Analyze case law relative to BFORs since development of WFXFIT.			
5. Review pass/fail rates of the WFXFIT protocol to identify any trends and concerns.			
6. Review and report on injury rates/workers compensation claims identifying trends and mitigations.			
7. Review the implementation impacts to agencies.			
8. Review a jurisdictional questionnaire that was completed by fire management agencies.			
9. Review WFXFIT assessment protocol equipment team recommendations.			
10. Review and recommend whether the physical demands of steep terrain can be successfully simulated with alternative equipment or protocol other than the current ramp.			
11. Identify and report on data collection requirements to better support future reviews.			
12. Develop recommendations supported by the review and analysis.			
TOTAL			

8. Intellectual Property

CIFFC exclusively owns all intellectual property rights, including copyright in

- a) Received Material; and
- b) Produced Material, other than in any Incorporated Material. Upon CIFFC's request, the Contractor shall immediately deliver to CIFFC documents and instruments, satisfactory to CIFFC waiving, in CIFFC's (or its assigns) favour any rights that the Contractor (or any of the Contractor's personnel) or any subcontractor (or its personnel) may have in the Produced Material and confirming the vesting of intellectual property rights in the Produced Material, other than any Incorporated Material, in CIFFC (or its assigns).

Upon any Incorporated Material being embedded or incorporated in the Produced Material, the Contractor hereby grants CIFFC a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify, and distribute that Incorporated Material to the extent it remains embedded or incorporated in the Produced Material.

9. No Contractual Offer

This Request for Proposal contains no contractual offer of any kind. Any quotation will be regarded as an offer by the participant and not as an acceptance of an offer made by CIFFC. No contractual relationship will exist except pursuant to a written Consultant and Services contract signed by a representative of CIFFC and for the specified services.

10. Confidential Non-Disclosure Agreement

Potential vendors who wish to bid on the RFP will be required to sign a confidentiality agreement prior to receiving confidential information to construct an informed response. Specific background data and documents related to deliverables 1, 5, 6, 8, 9 are available on request and are subject to a signed non-disclosure agreement.

The overall deliverable of the Review is to provide a thorough report based on the following;

- 1) Conduct a review and report on the development methodology and implementation of the Canadian Physical Performance Exchange Standard by:
 - 1.1 Reviewing the physical performance standard.
 - 1.2 Reviewing the methods used to develop and measure the physical performance standard.
 - 1.3 Reviewing the evaluation protocol developed to simulate the most important, physically demanding and frequently occurring tasks.
 - 1.4 Reviewing the test performance data relative to cut scores to validate existing standard or make recommendations.
- 2) Conduct and document a comparative analysis of advancements made in BFOR performance standard development methodology since the WFXFIT was implemented.
- 3) Conduct and document a comparative analysis with other Canadian Public Safety disciplines BFOR performance assessment protocols.
- 4) Analyze case law relative to BFORs since development of the WFXFIT performance standard development that may effect elements of its defensibility.
- 5) Review pass/fail rates of the WFXFIT protocol compared against other variables such as gender, age other years' datasets, etc. to identify trends and highlight concerns.
- 6) Review and report on injury rates/ workers compensation claims incurred during the 10 years of evaluation protocol, identifying trends and potential mitigation.
- 7) Review of the impacts to agencies (i.e. grievances as a result of test implementation, impacts from loss of experience, impacts on implementation in a pandemic environment).
- 8) Review a Jurisdictional questionnaire completed by fire management agencies (to be provided by CIFFC.)
- 9) Review the WFXFIT Assessment Protocol Equipment Team Recommendations (to be provided by CIFFC).
- 10) Review and recommend whether the physical demands of steep terrain can be successfully simulated with alternative equipment or protocol other than the current ramp.
- 11) Identify and report on data collection requirements to better support future reviews.
- 12) Develop recommendations supported by the review and analysis.