28 April 2015

RFP for Professional Development Training Course

Short Title: “Intermediate Level Radiation Safety Training for RP Professionals”

BACKGROUND INFORMATION

Canadian Radiation Protection Association

The objective of the Canadian Radiation Protection Association (CRPA) is to advance the development and communication of scientific knowledge and practical means for protecting people and their environment from the harmful effects of radiation consistent with the optimal use of radiation for the benefit of society. To this end, CRPA activities include:

1. Furthering the exchange of scientific and technical information relating to the science and practice of radiation protection,
2. Encouraging research and scientific publications dedicated to the science and practice of radiation protection,
3. Promoting educational opportunities in those disciplines that support the science and practice of radiation protection,
4. Assisting in the development of professional standards in the discipline of radiation protection, and
5. Supporting the undertakings of other societies, associations, and organizations, both national and international, having any activities relevant to radiation protection.

Members of the association are drawn from all areas of radiation protection, including hospitals, universities, the nuclear power industry, and all levels of government. Membership is divided into five categories: full members (includes retired members), with all privileges; associate and student members, with all privileges except voting rights; honorary members, with all privileges; and corporate members. Corporate membership is open to organizations with interests in radiation protection.

CRPA Professional Development (PD) Committee

The mandate of the PD Committee is to:

• promote excellence in the radiation protection community by providing a variety of professional development opportunities;
• develop professional development policies and procedures;
• manage committee personnel;
• review the Professional Development (PD) program; and
• ensure overall quality of the PD program.

PURPOSE

This Request for Proposal (RFP) is to solicit proposals from qualified training providers and individuals who have the capacity to develop a training workshop for the professional development of CRPA Members. The CRPA Professional Development Committee is seeking quotes for the development and delivery of a more advanced training course on practical radiation protection items a person involved with the management of a consolidated licence type would typically receive. Work will include:

• Preparing a comprehensive training course that covers the majority of the topics included in Appendix A of this RFP
• Delivering the training content
• Providing the necessary training venue and audio/visual equipment

DELIVERABLES

• 1 training session, covering a maximum of 2 consecutive 8 hour sessions
• Training manual (or suitable equivalent training material)
• Training venue capable of accommodating up to 20 people

The session is expected to be held in the Greater Toronto Area.

The preference is for an Instructor lead, classroom based teaching model with the focus of the course on the practical, rather than the theoretical, aspects of RP. The course would ideally contain practical exercises, but since that may be impractical to implement, exercises that focus on case studies and practical problems would be a good substitution.

At a minimum, a short quiz at the end of each day should be used to re-enforce key concepts but preference would be given to in-class exercises to assist with information retention.

AUDIENCE

• RSOs from consolidated licensees that require more in-depth training on the practical aspects of Radiation Protection (RP) management.
• General RP professionals that perform practical RP controls in lab or industrial environment

It is assumed that the participant has a strong understanding of basic RP practices and concepts. The session is proposed to be an expansion on the introductory courses already offered and basic principles and concepts are not needed in this course.
TIMELINE

The expected date for the training session is targeted for approximately late-October/early November 2015. The exact date of the session will be agreed upon by both the PD Committee and the successful bidder.

PROPOSAL FORMAT

Please incorporate the following in the submission:

- Organizational background
  - Provide a brief description of your organization
- Experience/qualifications
  - The proposal should include a brief history of the organization or individual, and its experience with training development services for workforce professionals.
- Capacity to provide service
  - Describe the personnel to be assigned to this project including their relevant experience, along with any specific platforms associated with the delivery of service
- Training content
  - Describe proposed training, format target audience, and training outcomes. Refer to Appendix A of this RFP.
- Detailed budget/cost proposal
  - List training fee, and estimated travel/expenses if separate from training fee for a total cost per training.

INSTRUCTIONS ON BID SUBMISSION

Proposals must be submitted electronically and will be accepted through June 30, 2015.

Proposals must be submitted in PDF format only to trevor.beniston@stuarthunt.com.

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract is subject to the availability of funding.

Inquires

To ensure the Association maintains an open competition process, all inquiries regarding this RFP must be provided in writing only via email to trevor.beniston@stuarthunt.com.

Answers to all questions regarding this proposal will be posted on the Association’s website, crpaacr.org.

Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this RFP.
Conditions of Bid

All costs incurred in the preparation of a proposal will be the responsibility of the Bidder and will not be reimbursed by the CRPA.

Right to Reject

The CRPA reserves the right to reject any or all proposals or any part of a proposal; to award a contract other than to the lowest bid, and to use the accepted bid as the basis and point of departure for final contract negotiations; to waive irregularities and/or informalities; and to make any decisions which CRPA deems to be in its best interest.

Notification of Award

Proposals will be reviewed with notification of acceptance or refusal by no later than July 19, 2015.

EVALUATION

Proposal Evaluation Criteria

All proposals will be reviewed and rated by the PD Committee. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

Rating Criteria (Out of 100 points):

20  Experience
25  Qualification
20  Cost
35  Bid Completeness/Meets Requirements

100  Total Points Awarded

Preference will be given to corporate members of the CRPA for proposals that have similar or identical quality and completeness.

CRPA reserves the right to make an award without further discussion of the proposals submitted.
Appendix A

Course Outline

1. Working Rules in an RP environment
   a. Section Objective: To provide the participant with more specific training on handling radioactive materials in a lab-type environment.
   b. Possible topics include: Typical safety concepts when handling open source material; signs and labels; storage and security

2. Conducting incident investigations
   a. Section Objective: To provide the participant with direction on conducting incident investigations, the basics of root cause analysis, and reporting to the CNSC.
   b. Possible topics include: Action levels; How to investigate an incident; Root cause analysis

3. Exposure and Dose Control calculations (ALARA calculations)
   a. Section Objective: To provide the participant with reasonable scenarios where typical ALARA calculations arise. The focus would be on examining real scenarios that require the use of the exposure calculations.
   b. Possible Topics Include: Time; Inverse square law; Shielding formula; Decay law; Calculating a dose rate from an activity

4. Conducting area surveys
   a. Section Objective: To provide the participant with information on selecting the correct meter type to conduct area surveys and methods on conducting a typical survey.
   b. Possible Topics Include: Selecting the equipment; Survey method and records

5. Implementing a dosimetry program
   a. Section Objective: To provide the participant with instruction how to setup and implement a dosimetry program. The focus should be on the administration of the program more than the theory behind how the dosimetry works.
   b. Possible Topics Include: External dosimetry options; Internal dosimetry; ALIs and estimating internal dose; Setting up a service; Setting up the program (assigning monitors, collecting monitors, action criteria, lost badges etc.); Determining dose to skin from contamination

6. Conducting contamination control surveys
   a. Section Objective: To provide the participant with direction on conducting contamination surveys and the limitations on these surveys.
   b. Possible Topics Include: Calculating contamination levels; Carrying out the survey; Direct vs indirect – practical limitations; Determining the MDA for a particular monitoring method; Determining whether the monitoring method meets the CNSC clearance levels

7. Planning for emergency events
   a. Section Objective: To provide instruction to the participant on possible responses to typical emergency scenarios. Focus should be on the implementation of procedures and reporting to the CNSC.
   b. Possible Topics Include: Discussion of emergency response scenarios; Developing emergency procedures; Skin decontamination techniques; Reporting Requirements