

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Maritime Terminal Operations Contro	
Solicitation No. - N° de l'invitation W0113-13Q797/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W0113-3-Q2797	Date 2012-12-11
GETS Reference No. - N° de référence de SEAG PW-\$TOR-302-6120	
File No. - N° de dossier TOR-2-35159 (302)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-22	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Berends, Robert	Buyer Id - Id de l'acheteur tor302
Telephone No. - N° de téléphone (905) 615-2465 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Amendment is being raised to correct technical issue with the posting of the English Solicitation Document. Please see Request for Proposal below. No change to the French version.

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Solicitation No. - N° de l'invitation

W0113-13Q797/A

Client Ref. No. - N° de réf. du client

W0113-3-Q2797

Amd. No. - N° de la modif.

001

File No. - N° du dossier

TOR-2-35159

Buyer ID - Id de l'acheteur

tor302

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 12 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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 Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The Bidder must demonstrate they meet the following criteria:

1) The Bidder's proposed instructor must have a minimum of four years of experience as a course instructor of Maritime Terminal Operations.

2) The Bidder's proposed instructor must have 15 years of experience working in maritime terminal operations. The experience can be a combination of experience in terminal pier side operations, maritime terminal management or within a civilian port authority.

A minimum of 10 years must be in a supervisory role.

The combined 15 years of experience must have been in the past 20 years.

1.2 Financial Evaluation

1.2.1 Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at the time of bid closing.

1.2.2 The price used in the evaluation will be the total price for the firm requirement and the optional quantities, as detailed in Annex B, Basis of Payment.

1.2.3 The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested. Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

2. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids

as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d. () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

Further information on the FCP is available on the HRSDC Web site.

2.2 Former Public Servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? Yes () No ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes () No ()

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

2.3 Status and Availability of Resources

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

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

2.4 SACC Manual clauses

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

2.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A, Statement of Work, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2012-11-19) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract award to 31 March 2016 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Robert Berends
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
33 City Centre Drive, Suite 480C
Mississauga, Ontario
L5B 2N5

Telephone: 905-615-2465
Facsimile: 905-615-2060
E-mail address: Robert.berends@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B, Basis of Payment for a cost of \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7. 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.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2012-07-16) Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

11. SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

ANNEX A

STATEMENT OF WORK

1.0 ABBREVIATIONS:

The following abbreviations are used:

AAR - After Action Report
CD - Course Director
CDA - Canadian Defence Academy
CF - Canadian Forces
CFLTC - Canadian Forces Logistics Training Center
CFMCU - Canadian Forces Materiel Control Unit
CFSTG - Canadian Forces Support Training Group
EO - Enabling Objective
Tfc Techs - Traffic Technicians
Mov O - Movement Officer
MTOC - Maritime Terminal Operations Controller Course
QS - Qualification Standard
SS - Specialty Specification
TA - Training Authority (currently CFSTG)
TE - Training Establishment (currently CFLTC)
TP - Training Plan

2.0 INTRODUCTION

The Canadian Forces Logistics Training Center (CFLTC) is the Training Establishment (TE) which provides and manages specialized Logistics training for the Canadian Forces on behalf of the Canadian Forces Support Training Group (CFSTG), the Training Authority (TA). This training enables personnel to provide logistical support to all CF units, within Canada and abroad. CFLTC provides training and oversight for several logistics specializations, including Movements.

3.0 BACKGROUND:

The rules, regulations, policies, and requirements specific to movement operations at civilian seaports can be highly technical in nature, therefore the CF has a requirement to provide training specific to this area of employment - the Maritime Terminal Operations Controller (MTOC) Course. The training is for Traffic Technicians (Tfc Techs) and Movement Officers (Mov Os)

who are being employed or deployed to areas where they are dealing directly with civilian seaport terminals for CF movement operations, such as 4 Canadian Forces Materiel Control Unit (4 CFMCU) in Montreal. The Tfc Techs and Mov Os at 4 CFMCU regularly plan and conduct the movement of CF materiel shipped by sea, which creates a CF requirement for qualified experts to develop, maintain, and deliver MTOC courseware packages.

4.0 OBJECTIVE:

The objective of this contract is to have a qualified contractor deliver the Maritime Terminal Operations Controller Course, IAW the Training Plan (TP) for MTOC.

5.0 SCOPE:

The contracted services will include the delivery of MTOC Course serials to CF personnel. The course content which is delivered must be current, and IAW the MTOC TP (attached at Appendix A). Content and courseware development, preparation and maintenance must be the sole responsibility of the Contractor for the duration of this contract.

6.0 REFERENCES:

A list of applicable references is contained within the MTOC TP.

7.0 CONSTRAINTS:

7.1 The Contractor must conduct all training delivery for each course within one, 4-day work week; Monday to Thursday or Tuesday to Friday inclusive;

7.2 Computer-based access to the internet (World Wide Web) may not be available at the training location. The Contractor must be prepared for this contingency if their course normally requires internet access;

7.3 The Contractor must be prepared to conduct the first course serial 37 days from date of Contract award. The course will be conducted between the date of contract award and Mar 31, 2013. The Contractor must present the first course material to the TE 7 days before the start of the course.

8.0 TASKS:

The Contractor must fulfill the following tasks:

8.1 Must develop training IAW the MTOC TP;

8.2 Must deliver training IAW the optimum course schedule contained within the MTOC TP, at the CF facilities. Any deviations from this schedule must be approved by the TE;

8.3 Must maintain developed courseware (developed at Task 8.1), ensuring that course content is based on and refers to current rules, regulations, and information;

8.4 Must provide hard copy handouts to students, to support the training, prior to starting the first class of instruction. These handouts must include, at a minimum, all of the training material for each Enabling Objective (EO), IAW the TP, in both English and French. They must either be bound, or assembled in an indexed binder. They shall be retained by students, for future reference. A copy must also be provided to the CD and to the Standards Officer;

8.5 Must prepare student assessments and assess student progress IAW the Assessment Plan within the MTOC TP;

8.6 Must provide relevant input (student feedback) to assist the CD in the preparation of Course Reports, ensuring their accuracy;

8.7 Must provide relevant feedback, through the form of a staff critique due immediately upon course serial completion.

9.0 DELIVERABLES:

9.1 MTOC course delivery, IAW the TP. The Contractor must conduct the first course serial 37 days from date of Contract award or after receiving an amendment exercising an optional course;

9.2 An electronic copy of all current MTOC courseware and all associated course materials, in both English and French, to the TE. These materials must be supplied to the TE in Microsoft Office compatible formats, 7 days prior to the conduct of the first course and 15 days prior to any optional course. These materials must be provided on either DVDs, or USB memory sticks, and be free of viruses and malware. This media (DVDs or USB sticks) must remain the property of the TE;

9.3 Hard copy MTOC student handouts, IAW Task 8.4;

9.4 Student assessment, IAW Task 8.5;

9.5 Student feedback as per Task 8.6;

9.6 Course feedback, as outlined at Task 8.7.

10.0 HOURS OF OPERATION:

The normal hours of work will be within 0730 hrs to 1600 hrs, Monday to Friday. Any changes to the normal hours of work will be negotiated and agreed upon between the Contractor and the TE.

11.0 WORK LOCATION:

All training delivery must be conducted at CF classroom facilities at Garrison Montreal.

12.0 LANGUAGE REQUIREMENTS:

12.1 Course material for MTOC must be prepared in both English and French as outlined in Deliverable 9.2. Delivery of the first serial must be in English only. Subsequent serials will likely be conducted in English, however, the Contractor must be fully prepared to deliver this course in French. If French delivery is required, it will be stipulated at the time that advance notice is provided to the Contractor (as outlined in Deliverable 9.1);

12.2 All hard copy student handouts must be provided in both English and French.

13.0 CONTRACTOR-FURNISHED ITEMS:

13.1 Hard copy student handouts (as per Task 8.4) - these will be retained by the students at the end of the course;

13.2 IT equipment required at the training location, to ensure on-schedule course delivery, including a laptop with video output capability.

ANNEX B**BASIS OF PAYMENT**

Prices are firm, all inclusive in Canadian dollars. Transportation charges, Customs duties and Excise taxes are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

1) Firm Requirement

Description	Qty.	Firm Unit Price
Supply and Delivery of the MTOC Course in accordance with Annex A, Statement of Work.	1	\$ _____

2) Optional Quantities per year

Item Description	Maximum number of Courses	Firm Price for Year 1 Option	Firm Price for Year 2 Option	Firm Price for Year 3 Option
Supply and Delivery of the MTOC Course in accordance with Annex A, Statement of Work.	1 Course Per Year	\$ _____	\$ _____	\$ _____

Year 1 Option - must be exercised during the period of April 1, 2013 and March 31, 2014.

Year 2 Option - must be exercised during the period of April 1, 2014 and March 31, 2015.

Year 3 Option - must be exercised during the period of April 1, 2015 and March 31, 2016.