

**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**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet CIBS		
Solicitation No. - N° de l'invitation W8486-135212/A	Date 2012-09-28	
Client Reference No. - N° de référence du client W8486-135212		
GETS Reference No. - N° de référence de SEAG PW-\$TOR-212-6033		
File No. - N° de dossier TOR-2-35116 (212)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-11-14		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: Shaw, Marian		Buyer Id - Id de l'acheteur tor212
Telephone No. - N° de téléphone (905) 615-2065 ()	FAX No. - N° de FAX (905) 615-2060	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Canadian Manoeuvre Training Centre ASU Wainwright Wainwright Alberta T0B 1B0 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

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

Delivery Required - Livraison exigée See Herein	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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**TABLE OF CONTENTS****PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement
2. Insurance Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance Requirements

List of Annexes:

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
Annex "D"	Insurance Requirements
Annex "E"	Form DND 626, Task Authorization Form
Annex "F"	Evaluation Criteria
Annex "G"	Calculation of Price for Evaluating Purposes Only

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

2. Summary

- (i) The Department of National Defence (DND) has a requirement for the delivery of civilian role players, casualty simulations, training props and associated on-site exercise management and exercise planning, in support of Canadian Army Collective Training Events. The Canadian Maneuvre Training Centre (CMTC) located at Canadian Forces Base Wainwright, Wainwright, Alberta is the Canadian Army's lead agency in the design and execution of CTE.
- (ii) Period of Proposed Contract: The period of the Contract will be from 15 January 2013 (estimated) to 31 December 2015 with options to extend for three additional one year periods.
- (iii) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Web site.
- (iv) Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.
- v) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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 (<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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

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, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html) - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-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.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) 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 ten (10) 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 (5 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (1 hard copies)

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 (<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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment, Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Bidders must provide firm pricing for all price elements for the entire period of the contract including the option periods.

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

See Annex F - Evaluation Criteria

1.1.2 Point Rated Technical Criteria

See Annex F - Evaluation Criteria

1.1.2.1 Demonstration

See Annex F - Evaluation Criteria

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

The Bidder must complete and submit with its bid, Annex B, Basis of Payment. Pricing must be provided in Canadian funds for the entire period of the contract including option periods.

1.2.2 Evaluation of Price

The price will be evaluated in accordance with Annex G, Calculation of Price for Evaluation Purposes. The evaluated price will be the Total Aggregate Price for the entire contract period including options periods.

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 - Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-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](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) - 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

Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. 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), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

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.

2.2.1 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.

2.2.2 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.

2.2.3 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.

2.2.4 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

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

2.4 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Web site.

2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, 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.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____.

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.
5. A copy of each completed and signed TA must be provided to the PWGSC Contracting Officer.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$1,000,000.00 Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means \$2,000,000.00 including option periods, if exercised.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: January 1 to 31 March 31;

2nd quarter: April 1 to June 30;

3rd quarter: July 1 to September 30; and

4th quarter: October 1 to December 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;

For all authorized tasks:

- i. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, GST or HST extra, expended to date against all authorized TA's.

1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence DLP 2-3-3. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

3. Security Requirement

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 15 January 2013 to 31 December 2015, inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marian Shaw
Public Works and Government Services Canada
Acquisitions Branch
33 City Centre Drive, Suite 480
Mississauga, Ontario L5B 2N5
Telephone : (905) 615-2065
Facsimile: (905) 615-2060
E-mail address: marian.shaw@pwgsc-tpsgc.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 Technical Authority

The Technical Authority for the Contract is:

(To be provided at contract award)

The Technical Authority named above 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 Technical Authority, however the Technical 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: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ ____ (*amount to be inserted at contract award*). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

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

6.3 Time Verification

SACC Manual clause C0711C(2008-05-12) Time Verification

7. Invoicing Instructions

7.1 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.2 Invoicing Instructions - Progress Payment Claim

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
 - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - (c) the description and value of the milestone claimed as detailed in the Contract.
2. The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

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 2035 (20012-07-16)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____,

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

Solicitation No. - N° de l'invitation

W8486-135212/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35116

Buyer ID - Id de l'acheteur

tor212

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

W8486-135212

CCC No./N° CCC - FMS No/ N° VME

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Solicitation No. - N° de l'invitation

W8486-135212/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35116

Buyer ID - Id de l'acheteur

tor212

CCC No./N° CCC - FMS No/ N° VME

W8486-135212

ANNEX A

STATEMENT OF WORK

See attached document entitled, "CIVILIANS IN THE BATTLESPACE (CIBs)" - 17 pages)

Solicitation No. - N° de l'invitation

W8486-135212/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35116

Buyer ID - Id de l'acheteur

tor212

CCC No./N° CCC - FMS No/ N° VME

W8486-135212

ANNEX B

BASIS OF PAYMENT

See attached document - 12 pages

Solicitation No. - N° de l'invitation

W8486-135212/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35116

Buyer ID - Id de l'acheteur

tor212

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

W8486-135212

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See attached document - 3 pages

ANNEX D

INSURANCE REQUIREMENTS

1. **Commercial General Liability Insurance**

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. **Automobile Liability Insurance**

2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2.2 The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection

-
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation
 - e. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement;
 - f. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:

8 to 12 Passengers: \$5,000,000;
13 or more Passengers: \$8,000,000.
 - g. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
 - h. OPCF/SEF/QEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles.

Solicitation No. - N° de l'invitation

W8486-135212/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor212

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

W8486-135212

File No. - N° du dossier

TOR-2-35116

CCC No./N° CCC - FMS No/ N° VME

ANNEX E

DND 626 TASK AUTHORIZATION FORM

See attached document - 2 pages.

Solicitation No. - N° de l'invitation

W8486-135212/A

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

W8486-135212

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35116

Buyer ID - Id de l'acheteur

tor212

CCC No./N° CCC - FMS No/ N° VME

ANNEX F

EVALUATION CRITERIA

See attached document - 3 pages

Solicitation No. - N° de l'invitation

W8486-135212/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35116

Buyer ID - Id de l'acheteur

tor212

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

W8486-135212

CCC No./N° CCC - FMS No/ N° VME

ANNEX G

CALCULATION OF PRICE FOR EVALUATING PURPOSES ONLY

See attached document - 2 pages

ANNEX A

**STATEMENT OF WORK
CIVILIANS IN THE BATTLESPACE (CIBs)**
(22 June 2012)

1. SCOPE

- 1.1. Purpose.** The Department of National Defence has a requirement for the delivery of civilian role players, casualty simulations, training props and associated on-site exercise management and exercise planning, in support of Canadian Army Collective Training Events.
- 1.2. Background.** To properly train Canadian Forces personnel, Foundation and High Readiness (HR) Collective Training Events (CTE) must include immersing the Primary Training Audience (PTA) into a replicated operational environment. This is achieved through a dynamically scripted CTE simulating the notional operational theatre described within the Contemporary Common Training Scenario (CCTS). The Canadian Manoeuvre Training Centre (CMTC), located on Canadian Forces Base Wainwright is the Canadian Army's lead agency in the design and execution of HR CTE. In addition to the standard Exercise Control (EXCON) functions, CMTC provides replicated: Opposing Forces (OPFOR), Contemporary Operational Environment Forces (COEFOR) and Observer Controller Trainers (OCTs). The COEFOR training support is greatly enhanced through the participation of culturally, ethnically and linguistically accurate civilian role players replicating the Host Nation Government, Non-Government Organizations/International Agencies (NGOs) and the general civilian populace described within the CCTS. The integration of contracted Civilians in the Battlespace (CIBs) is fundamental to this requirement. The Contractor will be required to work closely with CMTC to support training events with a duration of eight (8) to twenty-five (25) days; exclusive of pre-exercise, exercise and post exercise training days.

2. REFERENCES**2.1. Acronyms.**

AAR	After Action Review
BOP	Basis of Payment
CAS-SIM	Casualty Simulation
CCTS	Contemporary Common Training Scenario
CF	Canadian Forces
CFB	Canadian Forces Base
CFR	Contractor Field Representative
CIBs	Civilians in the Battlespace

CMTC	Canadian Manoeuvre Training Centre
COE	Contemporary Operating Environment
COEFOR	Contemporary Operating Environment Forces
CTE	Collective Training Events
DND	Department of National Defence
E - Day	First Day Contractor reports for Work
EDWG	Exercise Design Working Group
ENDEX	End of the Exercise
EMF	Exercise Management Fee
GSO	General Safety Officer
HN	Host Nation
HNGO	Host Nation Government Officials
HNOE	Host Nation Operating Environment
HR	High Readiness
LFA	Land Force Area
MILCIBs	Military Civilians in the Battlespace
NGO	Non-Government Organizations/International Agencies
OGD	Other Government Departments
OCT	Observer Controller Trainer
OPFOR	Opposing Forces
POC	Point of Contact
PPE	Personal Protective Equipment
PTA	Primary Training Audience
RTA	Range & Training Area
VSA	Vital Signs Absent
WHMIS	Workplace Hazardous Material Information System

3. REQUIREMENTS

3.1. Tasks.

3.1.1. Exercise Planning. The planning process for HR CTE generally commences six (6) months in advance of the event. This is a collaborative approach with CMTC working closely with the parent LFA of the PTA. The Contractor will be required to attend a series of Exercise Planning Conferences and the Exercise Design Working Group (EDWG) held across Canada in order to advise the military planners on possible impacts on their ability to meet the preliminary CIBs training support tasks. These preliminary CIBs training support tasks will be refined and confirmed through the EDWG process. See 3.3.1. for the Exercise Planning Timelines.

3.1.2. General Safety/Environmental Protection.

3.1.2.1. General. The DND/CF are responsible to ensure due diligence is performed on an ongoing basis to protect the safety of their respective employees through procedures which will provide for the reasonable assurance of safe workplace operations. The work of Contractors and their employees are subject to the Health and Safety laws of the province in which the work is being conducted. In the event that differences or conflicts arise between Provincial or Federal legislation, the more stringent provisions will be applied and enforced. In addition the Contractor shall:

3.1.2.1.1. General Safety Officer (GSO). The Contractor will designate an exercise on-site representative who will be responsible for ensuring the Company's employees and/or sub-Contractors remain compliant with all applicable DND/CF/Army Safety Orders and who is available at all times to discuss safety-related issues with the CF/DND/Army General Safety representatives.

3.1.2.1.2. Standard St. John Ambulance First Aide. Ensure all Contractor Employees/Sub-Contractors are qualified to the Standard St. John Ambulance First Aide and CPR.

3.1.2.1.3. Workplace Hazardous Materials Information System (WHMIS). Ensure all Contractor Employees/Sub-Contractors are familiar with the DND WHMIS.

3.1.2.1.4. Personal Protective Equipment (PPE). Exercises will be conducted in all weather conditions (Spring, Summer, Fall and Winter). The Contractor will ensure all Contractor Employees/Sub-Contractors are equipped with appropriate PPE; to include appropriate environmental clothing and equipment for regional climate conditions.

3.1.2.1.5. Replicated COE. Considerable efforts will be made to make HR CTE as realistic as possible without compromising safety. Exercise controllers will take appropriate actions to prevent aggressive interactions between the PTA and Contractor employees. Any form of interaction between the PTA and the Contractor's employees (Role Players) shall be closely monitored and supervised to ensure that minimum risks to personal safety are incurred. However, the Contractor must accept that the possibility exists that their employees may experience the application of minimum physical force/contact against them. This minimum force could include: the uttering of threats to use force against them, pointing of unloaded fire arms at them, pushing and shoving in a controlled environment

(Crowd Control), and detainment (ordering role players to the ground and/or searching of individuals). **All Contractor Role Players must sign a consent form acknowledging the potential for the application of minimum physical force/contact against them.**

3.1.2.1.6. Environmental Protection. The Contractor will designate an exercise on-site representative who will be responsible for ensuring the Company's employees and/or sub-Contractors remain compliant with all applicable DND/CF/Army Environmental Orders and who is available at all times to discuss related issues with the CF/DND/Army Environmental Protection representatives

3.1.3. HR CTE Training Support.

3.1.3.1. General.

3.1.3.1.1. Transportation. The Contractor will be responsible to transport their employees to the exercise location (normally a Canadian Forces Training Establishment). As coordinated through EXCON, the Contractor will be solely responsible for the daily transport of their employees to and from the specific exercise training scenarios they are tasked to support. With the exception of medical/safety emergencies, Contractor employees will travel and/or be moved in Contractor supplied vehicles operated by Contractor personnel who are properly licensed to do so in the Province in which the exercise is occurring.

3.1.3.1.2. Rations. The Contractor will be responsible for feeding their employees. No Government owned facilities, equipment, supplies, or personnel will be provided for this function. Meals obtained through DND will be equivalent to what military members are being served at the same facilities during the same exercise, but in no case would they exceed what standard military meals would be. Any special dietary or religious requirements would be at the sole expense of the Contractor to secure and/or prepare and/or serve.

3.1.3.1.2.1. Meals in the RTA. Meals are offered to Contractor personnel and CIBs at no charge when in the Range & Training Area (RTA) via hay boxes and bag lunches and when kitchen attendance by these personnel is not possible due to the exercise tempo and tasking.

3.1.3.1.2.2. Meals in a MOB or FOB. When attendance by these personnel is possible at the field kitchens, or at a Forward Operating Base (FOB), or at the Main Operating Base (MOB) Kitchens, meals are offered at no charge.

3.1.3.1.2.3. Meals in a Base Kitchen. For the Contractor staff and CIBs who are not in the RTA during mealtimes, meals can be obtained at the Base Kitchen on a personalized meal card. These meals will be billed back to the Contractor at normal DND pricing. See 'Annex B – Proposed Basis of Payment (Per Diem)' for further details.

3.1.3.1.3. Quarters. Living quarters will be made available by the client. Refer to Section 3.4, Client Support.

3.1.3.2. EXCON/Management.

3.1.3.2.1. Contractor Exercise Controller. Once a training event has commenced, the Contractor will provide the Client with a senior employee to act as the Contractor's Primary Point of Contact (POC), the Contractor Exercise Controller, on a 24 hour basis. The Contractor Exercise Controller will be required to attend multiple daily coordination meetings to ensure the Contractor's employees are effectively prepared, staged, and sustained in support of exercise training scenarios.

3.1.3.2.2. Contractor Field Representative (CFR). The Contractor will provide the Client with one (1) CFR for every CIBs supported training scenario. The CFR will coordinate with the Client's training scenario POC to ensure that the Contractor's activities are synchronized with the exercise scenario Master Events List.

3.1.3.2.3. Mandatory Pre-Exercise Training. For the purpose of general safety to all exercise participants and general environmental protection, the Contractor is required to have all employees supporting a specific HR CTE attend Client directed pre-exercise training. Attendance by all Contractor staff is mandatory; regardless of the employee's attendance at similar pre-exercise training on a previous occasion. Pre-exercise training days exclude any Contractor lead administrative activities (e.g. costume fitting, acting workshops) which are to be completed prior to arrival.

3.1.3.2.4. Mandatory Post Exercise Drills. All or selected Contractor employees may be requested to attend the Post Exercise After Action Review (AAR) Process.

3.2. Technical Requirements

- 3.2.1. CIBs Requirement.** The technical, cultural, and linguistic CIBs requirements are described at Appendix 1 to Annex A to this SOW.
- 3.2.2. Casualty Simulation Effects.** The technical requirements for the provision of casualty simulation are described at Appendix 2 to Annex A to this SOW.
- 3.2.3. Exercise Dress (Costumes)/Props.** The technical requirements for the provision of Role Player Dress (Costumes) and/or exercise props are described at Appendix 3 to Annex A to this SOW.

3.3. Constraints.

- 3.3.1. Exercise Planning Timelines.** The Client will, in every case, attempt to provide the Contractor with the maximum lead time available to effectively source/hire their employees. The timeline below is an example of the planning timeline the Contractor can expect.

Issue Initial Task Authorization	E - 180 Days
Exercise Initial Planning Conference	E - 150 Days
Exercise Main Planning Conference	E - 100 Days
Exercise Design Working Group (Pt 1)	E - 90 Days
Exercise Design Working Group (Pt 2)	E - 80 Days
Issue Amended Task Authorization	E - 60 Days
Final Exercise Working Group	E - 45 Days
Contractor reports to Exercise Location	E - Day

NOTE: E - Day = First Day Contractor reports for Work

- 3.3.2. Role Player Daily Hours of Work.**

- 3.3.2.1. Pre-Exercise & Post Training Days.** A work day will be eight (8) hours of training in addition to one (1) hour lunch or one (1) hour supper periods.
- 3.3.2.2. Exercise Days.** A work day will be a twelve (12) hour work day. The Contractor will schedule his employee meal periods so as not to conflict with exercise play. The Contractor may be requested to split shift his employees to support multiple exercise training scenarios that span up to an eighteen (18) hour training day in any twenty-four (24) hour period. If, during a CTE, the Client requests un-forecasted CIBs support that exceeds the Contractors capacity to meet the request, the Contractor will identify to the client their capacity shortfall so that training scenarios can be adjusted. The Contractor is expected to manage their personnel resources to best meet each day of the exercise CIBs training demands and keep the Client advised; within what is understood to be a dynamic training environment.
- 3.3.3. Concurrent Support to Exercise Training Scenarios.** The Contractor will be expected to support up to twelve (12) concurrent Training Scenarios. Training scenarios are defined as follows:
- 3.3.3.1. Key Leader Engagements.** The Contractor will provide up to five (5) CIBs to support a training scenario engagement with the HNOE (Political, Military, NGOs, Local Municipal or Religious authorities, and ordinary citizens). Key Leader Engagements planned within a replicated urban scenario are not to be considered as a separately supported training scenario.
- 3.3.3.2. Replicated Urban Scenario.** The Contractor will provide a minimum of ten (10) CIBs role players to replicate the built up areas. This training scenario can be expected to be in play for the entire exercise. The Client may request that the Contractor temporarily re-deploy role players from one replicated urban area to another in order to replicate a significant local event (EG: local parade, funeral, wedding, meeting of regional political representatives). Daily Key Leader Engagements within the confines of the replicated urban area are to be considered part of the Replicated Urban Scenario.
- 3.3.3.3. Replicated Non-Urban Scenario.** The Contractor will provide a minimum of ten (10) CIBs role players to replicate a non-urban training scenario. This training scenario can be expected to be of short duration (less than 1 working day). The Contractor may be asked to deploy role players from a Replicated Urban Scenario to create the human mass required for training success. EG: Military checkpoint based scenario, civilian demonstration outside Canadian Military Camp, vehicle accident with civilian injuries, commercial

plane crash with casualties, non government organization humanitarian aide convoy, and refugee movement. Possible scenarios could have embedded Key Leaders Engagements. However, a Non-Urban Scenario is to be considered as a single training scenario.

3.4. Client Support

- 3.4.1. Quarters.** The Client will make available, at no cost, basic quartering and office space for the use of the Contractor and their employees during the exercise period only. These requirements are to be identified by the Contractor early in the exercise planning process. Accommodations will be equivalent to what military members are using during the exercise, but in no case would they exceed what standard military accommodations would be on the Base. Any upgraded accommodations or special requirements would be at the sole expense of the Contractor and subject to availability.
- 3.4.2. Military Liaison.** One military point of contact will be identified at exercise call-up to liaise with the Contractor from call-up through to the end of the exercise.
- 3.4.3. Emergency Medical.** The Client will take immediate action to support the Contractor with medical emergencies as and when they might arise during training events. Post emergency follow-on medical care for Contractor employees is the responsibility of the Contractor. Routine medical support to Contracted workers remains the responsibility of the Contractor.

4. DELIVERABLES

- 4.1. Exercise CIBs Planning.** The Contractor will attend Client Exercise Planning Conferences and/or Working Groups to provide advice on the integration of Civilian Role players into the design of HR CTE.
- 4.2. Exercise CIBs Management and Control.** The Contractor will deliver one (1) Contractor Exercise Controller and sufficient Contractor Field Representatives to coordinate CIBs activity at all concurrent training scenarios.
- 4.3. Civilian Role Players.** The Contractor will deliver CIBs Role Players in accordance with the requirements detailed in the Task Authorization.
- 4.4. Casualty Simulation (CAS-SIM).** The Contractor will deliver civilian CAS-SIM of the scale and complexity detailed in the Task Authorization.

4.5. Exercise (Dress) Costumes/Props. The Contractor will deliver Role Player Costumes and/or exercise props as detailed in the Task Authorization.

4.6. Post Exercise AAR. The Contractor will deliver a post exercise report identifying both exercise successes and areas for improvement on subsequent exercises.

APPENDIX 1 TO ANNEX A
CONTRACTOR SUPPLIED CIBs

1. **CIBs.** Contractor supplied CIBs enhance the realistic replication of the civilian population, normally found in a COE, and the delivery of Foundation and High Readiness training for domestic or expeditionary deployment. The CCTS describes the standard training COE; fundamentally a land mass dominated by two distinct Countries with distinct national languages (French and Spanish). During the conduct of each exercise, CIBs will be required to act out pre-determined training scenarios, while adjusting their actions to a dynamically changing environment and in conjunction with other Military Civilians in the Battlespace (MILCIBs); role players played by Canadian Military Personnel. While previous acting experience is not essential, careful recruiting and pre-exercise training for role players will be required by the Contractor to ensure that maximum realism is injected into each exercise. Where required, CIBs will be provided with background personality sheets that describe their role, characteristics, affinity to the PTA and other MILCIBs.

2. **Change of COE.** Changing Canadian Forces operational taskings may require that the linguistic and/or cultural background of the civilian role players deviate from those currently identified within the CCTS. The Contractor will be expected to provide role players that will support any unforeseen training support requirement. The Canadian Forces will make every effort to provide the contractor with the maximum amount of notice (not less than 180 days) to effectively respond to any deviation from the CCTS linguistic and/or cultural norms.

3. **Quantity of CIBs/Exercise.** The total quantity and category of CIBs required will vary with each exercise. The Contractor may be asked to provide between 10 and 120 CIBs in support of a single exercise. Exercises will be for the duration of eight (8) to twenty-five (25) total contracted days, excluding pre-exercise, and post-exercise days. The training tempo of any exercise may require a larger number of CIBs for short time durations. The Contractor could be asked to increase the number of CIBs in support of an exercise by between 25% and 50 % for a period not less than one (1) full day. The Canadian Forces will advise the contractor by no later than E - 60 days if a surge in the number of CIBs is required. All Contractor employees, whether contracted for the entire exercise or a surge period are required to participate in the pre-exercise client supplied training.

4. **Categories of CIBs.** Within the CCTS, the Contractor will be required to provide categories of CIBs based upon the following individual characteristics:

- Nationality,
- Ethnicity,
- Language, and
- Gender.

5. **CIBs Occupational Sub-categories.** More specifically the Client will further demand the following CIBs Occupational Sub-categories:

- a. **Host Nation Government Officials (HNGO).** Examples: Police, Military, Mayor, district leader, etc.
- b. **Host Nation or Flanking Nation Military Leaders.** Examples: Officers, Senior Non-Commissioned Officers,
- c. **Host Nation National Police Forces.** Examples: Federal, Provincial, Municipal, Chiefs of Police,
- d. **Host Nation Religious Figures.** Any leader of a major world religion may be specified;
- e. **Non-Government/International Organizations (NGO).** Examples: United Nations High Commission for Refugees, International Committee of the Red Cross, Amnesty International or the World Health Organization;
- f. **Interpreters.** Capable to accurately interpret between English, French and Spanish;
- g. **Host Nation Local Population.** Examples: Teachers, Trades workers, Farmers,
- h. **Canadian OGDs.** Examples: Royal Canadian Mounted Police (RCMP), Department of Foreign Affairs and International Trade (DFAIT),

NOTE: Contractor CIBs will be non-combative. CIBs acting as Military leaders or National Police will be not be equipped with replicated weapons, munitions or explosive devices. Only Canadian Forces Military Personnel will be used to represent armed HN Military, MILCIBs, Police, Para-Military or Terrorists.

6. **Deployment of CIBs.** CIBs will be deployed throughout the training area. Often a group may be assigned to a replicated village but they could be re-deployed into a rural setting for a limited training scenario. As these requirements are dynamic in nature the Contractor must demonstrate flexibility to move and sustain their employees throughout the training area.

7. **Event Replication.** CIBs will predominantly replicate the normal everyday activities that would be expected of their occupational sub-category. However, the Contractor may be requested to replicate specific events: Key Leader Engagements, Replicated Village Scenarios, and Non-village Scenarios as defined in SOW Paragraph 3.3.3.

8. CAS-SIMs. The specific exercise requirements will detail those exercise training scenarios that will include CAS-SIMs; including the total number of casualties by category, CIBs, MILCIBs, and/or realistic life-like dummies. Specific exercise requirements will be developed through the EDWGs that precede each exercise.

APPENDIX 2 TO ANNEX A
CASUALTY-SIMULATION (CAS-SIM) EFFECTS

1. **CAS-SIM.** The goal of CAS-SIM is to introduce realistic simulated injuries and illnesses into exercises in order to provide first aid/advanced trauma life support training of the Military Casualty Evacuation/Treatment Process (First Responder and Military Paramedic up to Military Role 3 Field Hospital). In addition, CAS-SIM helps prepare soldiers for the horrifying wounds/injuries they could see during operations. The Contractor will be responsible for providing simulated visible and non-visible traumas for a variety of CAS-SIM events. The Contractor will be required to simulate medical traumas on: Contractor CIBS, Military Personnel and/or realistic life-like dummies.

2. **Realism.** To be effective, CAS-SIM must combine the realism of injury and illness re-creation with casualties acting according to their specific injuries throughout the scenario. CAS-SIM will be comprised of visible and non-visible trauma. Visible trauma must look realistic, be treatable and robust enough to be able to withstand the weather extremes characteristic of the training environment, the duration (time) of the specific scenario and the multiple treatments that will be applied by medical responders along the entire Evacuation/Treatment Process. The simulations must be safe, non-allergenic and comfortable enough for the individual to wear throughout the training scenario. Contractor staff must be available in location of the CAS-SIM in order to “freshen” and/or repair the simulated trauma as required. The Contractor will be required to simulate four (4) categories of visible trauma:

- a. **Simple.** Simple visible trauma will generally consist of two (2) of the following types of injuries:
 - (1) Shock, generally presenting itself as pale skin colour in face;
 - (2) Lacerations of various sizes with accompanying light to heavy bleeding;
 - (3) Contusions on various parts of the body; and
 - (4) Abrasions on various parts of the body;
- b. **Moderate.** Moderate visible trauma will generally consist of one of the following types of injuries accompanied by an appropriate amount of bleeding:
 - (1) Simulated amputation of limb or appendage from upper or lower body (with associated simulated body parts);
 - (2) Combination 1st and 2nd degree burns on various parts of the body;

- (3) 3rd degree burns on various parts of the body;
- (4) Gun shot wounds (max of 3 per casualty) to various parts of the body;
- (5) Blast effects (that may contain embedded objects) to various parts of the body;
- (6) Evisceration; and
- (7) Open fracture (upper or lower body);

c. **Complex.** Complex Visible trauma will consist of 3 (three) elements:

- (1) One Moderate Visible Trauma; plus
- (2) One Simple Trauma; plus
- (3) One Moderate Visible Trauma OR One Simple Trauma.

d. **Vital Signs Absent (VSA).** In many of the CAS-SIM scenarios/events, some casualties will be required to simulate VSA. Dummies can be used to simulate VSA which may also exhibit simple, moderate and/or complex trauma.

3. **Non-Visible Trauma.** For non-visible trauma, the emphasis will be primarily placed on the symptoms to be displayed by the casualty. There may be rare occasions where minimal make-up will be required for CAS-SIM of non-visible trauma, such as pinhole entry wounds.

4. The specific exercise requirements will detail those exercise training scenarios that will include CAS-SIM; including the total number of casualties by category, Contractor role players, military personnel and/or realistic life-like dummies.

APPENDIX 3 TO ANNEX A
TRAINING PROPS

1. **Replicated COE.** The effectiveness of training is increased through the realistic use of training aides (costumes, household implements, tools, farm implements).
2. **Contractor Supplied Training Props.** Ownership of all Contractor supplied training props remains with the Contractor. As such, in conjunction with the Client's CTE Training Area post exercise clean-up, the Contractor will remove all their property from DND property. DND will not be invoiced for reasonable wear to Contractor supplied props. Requests for financial compensation for unreasonable wear or damage to contractor props will be referred to the Contracting Authority.
 - a. **Individual CIBS.** Each Contractor supplied CIBs will be clothed and equipped consistent with their assigned role and/responsibility. Example: A CIB playing the role of local tradesman (Carpenter) will be provided with sufficient carpentry hand tools and tool box. These fundamental costumes and props are integral to the individual role player, which is to say they are not specified as extras in any specific exercise statement of work.
 - b. **Site Dressings/Mock-up.** The Contractor may be requested to provide Site Dressings/Mock-ups for the various Exercise Training Scenarios identified in SOW Paragraph 3.3.3.

APPENDIX 4 to ANNEX A

RELEASE FORM

**CANADIAN FORCES
RELEASE OF LIABILITY AND ASSUMPTION OF RISK**

**<SERIAL NAME> <SERIAL NUMBER>
<EXERCISE NAME>**

(Please read carefully before filling in the blanks and signing.)

I, _____, EMPLOYEE OF _____,

HEREBY WILLINGLY AGREE TO PARTICIPATE IN THE CANADIAN
FORCESEXERCISE "<EXERCISE NAME>" that will be conducted in

_____ from _____ to _____.
(LOCATION) DATE (DAY/MONTH/YEAR) DATE (DAY/MONTH/YEAR)

I understand that exercise <EXERCISE NAME> is a military exercise involving inherent risks and hardships primarily designed to train service members. I have been fully instructed by my employer as to what will be required of me in respect of the exercise, and my rights and responsibilities during its operation. My part will be as a <ROLE PLAYER/CONTRACTOR SUPPORT STAFF>. I recognize that this exercise will involve realistic scenarios that may be mentally, physically and/or emotionally challenging for all participants. For instance, the exercise may include scenarios involving negotiations, crowd control, and demonstration of military force where service members may come into physical contact with role players and/or Contractor support staff with the potential for the application of minimum force against them, the uttering of threats to use force against them, and the pointing of firearms against them. For that purpose, I freely and voluntarily consent to the application of minimum force against my physical integrity as well as accept that threats may be uttered as part of the scenario and that firearms may be pointed at me. I understand that this exercise may be conducted on a military site that may present some hazards. Furthermore, I have been made fully aware that at any time, I can call a stop to the scenario by stating the words "NO DUFF" if I wish to withdraw my consent.

I declare that I am in good mental and physical health and that I am not medically prohibited from participating in high intensity activities. I declare that I have consulted a physician and have received their approval to participate in this exercise.

I understand that my participation in this exercise is completely voluntary. I also understand that I may terminate my participation at anytime without prior forewarning.

I understand and agree to save harmless and keep indemnify Her Majesty in Right of Canada, the Minister of National Defence, the Canadian Forces, <NAME OF ORGANIZATION CONDUCTING THE EXERCISE>, their agents, servants, heirs, executors and administrators (Her Majesty) from all liability howsoever arising from, as result of or in connection with my participation in the conduct of exercise <EXERCISE NAME>. Accordingly, I, my heirs, executors, administrators, successors and assigns willingly release Her Majesty from all actions, causes of action, claims and demands in any way related to any damage, loss, injury or death which has been or may be sustained.

In consideration of being allowed to participate in this activity, I hereby voluntarily assume all risks in connection with this exercise.

I declare that I have discussed to my satisfaction the terms and conditions of my participation in the exercise <EXERCISE NAME> with my employer, that I am over the age of eighteen and legally competent to sign this liability release.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS LIABILITY
RELEASE BEFORE SIGNING THIS FORM**

(PARTICIPANT'S SIGNATURE)

DATE (DAY/MONTH/YEAR)

(WITNESS' NAME AND SIGNATURE)

DATE (DAY/MONTH/YEAR)

ANNEX B
BASIS OF PAYMENT (BOP)

A. Year 1 (from date of contract award to 31 December 2013)

1. Firm Daily Rate per CIB for Pre-Exercise and Post-Exercise Training Days:

CIB Category	Daily Rate / CIB
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

2. Firm Daily Rate Per CIB while Immersed in Exercise:

CIB Category	Daily Rate / CIB
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

3. Firm Rate per Casualty Simulation

Casualty Simulation Category	Rate / Simulation
Simple	
Moderate	
Complex	
Visual Signs Absent	

4. Meals taken at a Main Base Kitchen. (See SOW 3.1.3.1.2.3.) - All meals consumed by a Contractor employee or CIBs actor, at a Base Kitchen, as recorded on a personalized meal card, will be billed back to the Contractor at normal DND rates with no additional mark-up. Payment will be extracted from the final payment to the Contractor.

5. Exercise Management Fee (EMF). The EMF is based on the length of the exercise and the number of training scenarios. The EMF includes: exercise planning; exercise management and control; exercise props; costumes and site dressings; post-exercise reporting; and, all other training support activities identified in the SOW.

B. Year 2 (from 01 January 2014 award to 31 December 2014)

1. Firm Daily Rate per CIB for Pre-Exercise and Post-Exercise Training Days:

CIB Category	Daily Rate
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

2. Firm Daily Rate Per CIB while Immersed in Exercise:

CIB Category	Daily Rate / CIB
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

3. Firm Rate per Casualty Simulation

Casualty Simulation Category	Rate / Simulation
Simple	
Moderate	
Complex	
Visual Signs Absent	

4. Meals taken at a Main Base Kitchen. (See SOW 3.1.3.1.2.3.) - All meals consumed by a Contractor employee or CIBs actor, at a Base Kitchen, as recorded on a personalized meal card, will be billed back to the Contractor at normal DND rates with no additional mark-up. Payment will be extracted from the final payment to the Contractor.

5. Exercise Management Fee (EMF). The EMF is based on the length of the exercise and the number of training scenarios. The EMF includes: exercise planning; exercise management and control; exercise props; costumes and site dressings; post-exercise reporting; and, all other training support activities identified in the SOW.

C. Year 3 (from 01 January 2015 to 31 December 2015)

1. Firm Daily Rate per CIB for Pre-Exercise and Post-Exercise Training Days:

CIB Category	Daily Rate
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

2. Firm Daily Rate Per CIB while Immersed in Exercise:

CIB Category	Daily Rate / CIB
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

3. Firm Rate per Casualty Simulation

Casualty Simulation Category	Rate / Simulation
Simple	
Moderate	
Complex	
Visual Signs Absent	

4. Meals taken at a Main Base Kitchen. (See SOW 3.1.3.1.2.3.) - All meals consumed by a Contractor employee or CIBs actor, at a Base Kitchen, as recorded on a personalized meal card, will be billed back to the Contractor at normal DND rates with no additional mark-up. Payment will be extracted from the final payment to the Contractor.

5. Exercise Management Fee (EMF). The EMF is based on the length of the exercise and the number of training scenarios. The EMF includes: exercise planning; exercise management and control; exercise props; costumes and site dressings; post-exercise reporting; and, all other training support activities identified in the SOW.

D. Option Period 1 (from 01 January 2016 to 31 December 2016)

1. Firm Daily Rate per CIB for Pre-Exercise and Post-Exercise Training Days:

CIB Category	Daily Rate
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

2. Firm Daily Rate Per CIB while Immersed in Exercise:

CIB Category	Daily Rate / CIB
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

3. Firm Rate per Casualty Simulation

Casualty Simulation Category	Rate / Simulation
Simple	
Moderate	
Complex	
Visual Signs Absent	

4. Meals taken at a Main Base Kitchen. (See SOW 3.1.3.1.2.3.) - All meals consumed by a Contractor employee or CIBs actor, at a Base Kitchen, as recorded on a personalized meal card, will be billed back to the Contractor at normal DND rates with no additional mark-up. Payment will be extracted from the final payment to the Contractor.

5. Exercise Management Fee (EMF). The EMF is based on the length of the exercise and the number of training scenarios. The EMF includes: exercise planning; exercise management and control; exercise props; costumes and site dressings; post-exercise reporting; and, all other training support activities identified in the SOW.

E. Option Period 2 (from 01 January 2017 to 31 December 2017)

1. Firm Daily Rate per CIB for Pre-Exercise and Post-Exercise Training Days:

CIB Category	Daily Rate
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

2. Firm Daily Rate Per CIB while Immersed in Exercise:

CIB Category	Daily Rate / CIB
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

3. Firm Rate per Casualty Simulation

Casualty Simulation Category	Rate / Simulation
Simple	
Moderate	
Complex	
Visual Signs Absent	

4. Meals taken at a Main Base Kitchen. (See SOW 3.1.3.1.2.3.) - All meals consumed by a Contractor employee or CIBs actor, at a Base Kitchen, as recorded on a personalized meal card, will be billed back to the Contractor at normal DND rates with no additional mark-up. Payment will be extracted from the final payment to the Contractor.

5. Exercise Management Fee (EMF). The EMF is based on the length of the exercise and the number of training scenarios. The EMF includes: exercise planning; exercise management and control; exercise props; costumes and site dressings; post-exercise reporting; and, all other training support activities identified in the SOW.

[illegible]

F. Option Period 3 (from 01 January 2018 to 31 December 2018)

1. Firm Daily Rate per CIB for Pre-Exercise and Post-Exercise Training Days:

CIB Category	Daily Rate
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

2. Firm Daily Rate Per CIB while Immersed in Exercise:

CIB Category	Daily Rate / CIB
Host National Government	
Military Leaders	
National Police Forces	
Religious Figures	
Non-Government/International Organizations	
Interpreters	
Local Population	
Canadian Other Government Departments	

3. Firm Rate per Casualty Simulation

Casualty Simulation Category	Rate / Simulation
Simple	
Moderate	
Complex	
Visual Signs Absent	

4. Meals taken at a Main Base Kitchen. (See SOW 3.1.3.1.2.3.) - All meals consumed by a Contractor employee or CIBs actor, at a Base Kitchen, as recorded on a personalized meal card, will be billed back to the Contractor at normal DND rates with no additional mark-up. Payment will be extracted from the final payment to the Contractor.

5. Exercise Management Fee (EMF). The EMF is based on the length of the exercise and the number of training scenarios. The EMF includes: exercise planning; exercise management and control; exercise props; costumes and site dressings; post-exercise reporting; and, all other training support activities identified in the SOW.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W8486-135212

Security Classification / Classification de sécurité

UNCLASSIFIED

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

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

Security Classification / Classification de sécurité

UNCLASSIFIED

PART A - CONTRACT / CONTRAT (PARTIE A)

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

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

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

PART B - PERSONNEL / PERSONNEL (PARTIE B)

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

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

Special comments:
Commentaires spéciaux:

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☐ Yes / Oui

PART C - SAFEGUARDING (SUPPLIER) / PRELÈVE - RECHÈRES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W8486-135212

Security Classification / Classification de sécurité

UNCLASSIFIED

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restrainte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

Security Classification / Classification de sécurité
UNCLASSIFIED

TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédié à	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div> <div style="width: 60%;"></div> </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX F

MANDATORY AND POINT RATED TECHNICAL EVALUATION CRITERIA

Section 1: Mandatory Criteria

1. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and will be disqualified.
2. The mandatory requirements are as follows:
 - a. **Recruitment.** The bidder must have previous experience recruiting a minimum of fifty (50) resources for three (3) similar* projects in the past ten (10) years. The bidder must provide a summary for each project, including: the value and length of the project; a description of the work; the number of resources; and, the recruitment strategies used. (* “similar” is defined as a multi-million dollar project requiring the recruitment of at least three (3) different streams of resources)
 - b. **Military Simulation.** The bidder must have previous experience managing simulation activities for three (3) military* projects in the past ten (10) years. The bidder must provide a summary for each project, including: the value and length of the project; and a description of the work. (* “military” is defined as a project requested by or managed on behalf of the Canadian Forces)
 - c. **Casualty Simulation.** The bidder must have experience delivering casualty simulations for three (3) similar* projects in the past ten (10) years. The bidder must provide a summary for each project, including: the value and length of the project; and a description of the work. (* “similar” is defined as a multi-million dollar project requiring the delivery of at least five (5) casualty simulations)

Section 2: Point Rated Criteria

3. **Scoring.** A maximum of 70 points are allocated to this section. Bidders must obtain a minimum of **70% or 49 points** in this section to be considered for further evaluation.
4. **Demonstration.** Bidders who comply with the mandatory requirements in Section 1 will be required to stage a demonstration of their capabilities for meeting the following requirements, with all demonstration requirements being identical for each competing bidder:
 - a. The demonstration will be based on the standard CCTS training COE which is fundamentally a land mass dominated by two distinct countries with distinct national languages (French and Spanish). The evaluators will form part of the demonstration by arriving on scene at the conclusion of a conflict between the two countries. The evaluators will interact with the local populations through a contractor provided interpreter.
 - b. **Role players.** Role players for the standard training COE (role players may be used in the casualty simulation demonstration if so desired) - language ability and

skill/knowledge requirements will be assessed along with the supporting costume and props **(40 points)**:

- (1) Host Nation Government Official (French) x 1;
- (2) Host Nation Government Official (Spanish) x 1;
- (3) Local Population (French) x 2;
- (4) Local Population (Spanish) x 2;
- (5) NGO (ICRC) x 1; and
- (6) Interpreter x 1.

c. Casualty simulation. 4 persons and two dummies displaying visible trauma simulation as follows **(30 points)**:

- (1) **Casualty 1** - complex visible trauma (as defined in SOW Appendix 2 to Annex A):
 - (a) Open fracture, left femur (obvious visible rough bone end, damaged muscle tissue);
 - (b) Heavy bleeding; and
 - (c) Pale skin colour to face;
- (2) **Casualty 2** - moderate visible trauma (as defined in SOW Appendix 2 to Annex A):
 - (a) 1st and 2nd degree burns, neck, face, ears and head (redness and blistering);
- (3) **Casualty 3** - simple visible trauma (as defined in SOW Appendix 2 to Annex A):
 - (a) Head laceration (1 to 2 inch superficial scalp/forehead laceration with bloody face and hairline); and
 - (b) Wrist fracture (obvious deformity, swelling, no visible bone);
- (4) **Casualty 4** - complex visible trauma (as defined in SOW Appendix 2 to Annex A):
 - (a) Entry and exit wound in upper back and chest area;
 - (b) Heavy bleeding; and
 - (c) Multiple abrasions on face and hands;
- (5) **Dummy 1** – dummy from a vehicle bombing event;
- (6) **Dummy 2** - vital signs absent, no visible trauma except for small (pinhole) entry wound behind ear;

5. Demonstration Constraints.

- a. **Demonstration Time Allocation.** One day will be allocated to each compliant Bidder to stage these demonstrations at CFB Wainwright during the evaluation period (timings to be determined). Once the demonstration has begun, it must be completed within 1 day.
- b. **Demonstration Costs.** The demonstration must be conducted, at no cost to Canada. Canada will pay its own travel and salary costs associated with any demonstration.
- c. **Demonstration Notice.** Canada will provide no fewer than five days working days of notice before the scheduled date for the demonstration.
- d. **Mandatory Requirements.** Despite the written bid, if Canada determines during a demonstration that the Bidder's proposed solution does not meet the mandatory requirements of this bid solicitation, the bid will be declared non-responsive.

ANNEX G

CALCULATION OF PRICE FOR EVALUATION PURPOSES

1. Annex B rates will be used to calculate the Evaluation or Total Bid Price. Evaluation Price will be the combined cost of **9 exercises at CFB Wainwright over a six year period**, with the following configurations (note these samples are not a guarantee of the number or configuration of the exercises that will be tasked under the Contract):

2. Sample Exercise # 1:

a. Size – 108 CIBs consisting of:

- (1) 4 – Host National Government;
- (2) 4 – Military Leaders;
- (3) 4 – National Police Forces;
- (4) 4 – Religious Figures;
- (5) 0 – Non-Government/International Organizations;
- (6) 16 – Interpreters;
- (7) 76 – Local Population;
- (8) 0 – Canadian Other Government Departments.

b. Duration – 3 days pre-exercise, 16 days immersed in exercise and 1 day post-exercise.

c. Casualty Simulations:

- (1) 30 – Simple;
- (2) 18 – Moderate;
- (3) 12 – Complex;
- (4) 2 – Vital Signs Absent.

d. Exercise Management Fee to be used in this calculation will be based on the average price of all fields in the EMF table submitted in Annex B.

3. Sample Exercise # 2:

a. Size –111 CIBs consisting of:

- (1) 4 – Host National Government;
- (2) 4 – Military Leaders;

- (3) 4 – National Police Forces;
- (4) 4 – Religious Figures;
- (5) 2 – Non-Government/International Organizations;
- (6) 16 – Interpreters;
- (7) 76 – Local Population;
- (8) 1 – Canadian Other Government Departments.

b. Duration – 3 days pre-exercise, 20 days immersed in exercise and 1 day post-exercise.

c. Casualty Simulations:

- (1) 48 – Simple;
- (2) 30 – Moderate;
- (3) 20 – Complex;
- (4) 2 – Vital Signs Absent.

d. Exercise Management Fee to be used in this calculation will be based on the average price of all fields in the EMF table submitted in Annex B.

4. Calculation of total bid price will be made as follows:

	Cost
Year 1 – Sample 1	\$
Year 1 – Sample 2	\$
Year 2 – Sample 1	\$
Year 3 – Sample 1	\$
Year 3 – Sample 2	\$
Option Period 1 – Sample 1	\$
Option Period 2 – Sample 1	\$
Option Period 2 – Sample 2	\$
Option Period 3 – Sample 1	\$
Total Bid Price	\$