
As stated in the original solicitation W0125-11Q543/A a list of eligible contractors will be generated. Immediately following the initial issue of Supply Arrangements to all successful bidders that responded to the Request for Supply Arrangement the document would be re-posted and would remain open on MERX until 31 January 2014 to allow new supplies (those not previously issued a supply arrangement) the opportunity to submit bids and if successful to be added to the list of eligible suppliers.

All bidders that have been issued a Supply Arrangement in response to W0125-11Q543/A need not respond to this request for supply arrangement. If you submitted a bid and have not been issued a supply arrangement as a result of the evaluation, then you are free to resubmit using W0125-11Q543/B.

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Buyer ID - Id de l'acheteur

kin508

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C. RESULTING CONTRACT CLAUSES

1. General

List of Annexes:)

Annex A Statement of Work

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- (i) Part 1, General Information;
- (ii) Part 2, Supplier Instructions;
- (iii) Part 3, Arrangement Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
6A, Supply Arrangement,
6B, Bid Solicitation,
6C, Resulting Contract Clauses; and,
the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSA ;

Part 3: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Supply Arrangement (SA) with the applicable clauses and conditions;

Part 6B: includes the instructions for the bid solicitation process within the scope of the SA;

Part 6C: includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work

2. Summary

Solicitation of Proposals to establish a Supply Arrangement to Pre qualify contractors capable of providing services for Parachute Instructors. It is the intention to use the resulting list of contractors to solicit competitive bids for courses to provide training to Military Freefall Parachutists (MFP).

The RFSA will be used to issue Supply Arrangements (SAs), non-binding agreements between Public Works and Government Services Canada (PWGSC) and Suppliers, to provide the services on an as-and-when-requested basis.

A list of qualified Contractors will be created and PWGSC will request Contractors to provide a quotation on specific requirements.

Period of the Supply Arrangement will be from 01 May 2011 to 30 April 2012.

3. Communications Notification

As a courtesy, the Government of Canada requests that successful suppliers notify the Supply Arrangement Authority in advance of their intention to make public an announcement related to the issuance of a supply arrangement or the award of a contract resulting from the Supply Arrangement.

4. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) *Manual issued by Public Works and Government Services Canada*.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2010-10-07) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

2. Submission of Arrangements

Arrangements 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 Request for Supply Arrangements.

3. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

4. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in *Ontario*.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy)

Section 2: Certifications (1 hard copy)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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, suppliers are encouraged to:

- 1) use 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 Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria

1.1. Technical Evaluation

1.1.1. Mandatory Technical Criteria

The supplier certifies they have the financial and technical ability to provide Parachute Services as detailed herein.

Authorized Representative signature

Date

2. Basis of Selection - Mandatory Technical Criteria

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

2.1. Supply Arrangements - Multiple

All responsive arrangements will be issued a Supply Arrangement and added to the applicable SA holder list.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

1. Certifications Precedent to Issuance of a Supply Arrangement

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

1.1 Federal Contractors Program - Certification

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 the issuance of a supply arrangement. If the Supplier, or, if the Supplier 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 issuance of a supply arrangement.

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 arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. *If the Supplier 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 Supplier 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 Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier 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 .

1.2 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, suppliers must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Supplier a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Supplier must provide the following information:

- (a) name of former public servant;

(b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Supplier must provide the following information:

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

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

Certification

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) **Manual issued by Public Works and Government Services Canada.**

2.1 General Conditions

2020 (2010-01-11) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

3. Term of Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins May 2011.

4. Authorities

4.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Tammy Weaver
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
86 Clarence St., 2nd Floor
Kingston, Ontario
K7L 1X3

Telephone: 613-545-8059
Facsimile: 613-545-8067
E-mail address: tammy.weaver@pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

4.2 Supplier's Representative

Name: _____

Phone: _____

Fax: _____

Email: _____

5. Identified Users

The Identified Users are: CFB Trenton

6. On-going Opportunity for Qualification

A Notice will be posted continuously on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement

7. 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 the Supply Arrangement;
- (b) the general conditions 2020 (2010-01-11) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement
- (c) Annex A, Statement of Work
- (d) the Supplier's arrangement dated _____ (insert date of arrangement) (if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" **or** "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).

8. Certifications

8.1 Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue,

whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

9. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation; 2T-MED1 for medium complexity requirements; available in the <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp> *Manual based on the estimated dollar value and complexity of the requirement.*

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;

A3005T	Status and Availability of Resources	2010-08-16
A3010T	Education and Experience	2010-08-16
- (g) conditions of the resulting contract
- (h) Instructor Liability Release form

2. Bid Solicitation Process

2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

2.2 The bid solicitation will be sent directly to suppliers.

- (a) the bid solicitation process within the scope of the supply arrangement; and
- (b) who will be responsible for the bid solicitation process and the award of contracts:
 - (ii) PWGSC only

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin508

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

W0125-11-Q7543

File No. - N° du dossier

KIN-1-36004

CCC No./N° CCC - FMS No/ N° VME

C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

- (a) 2T-MED1 (for medium complexity requirements), general conditions 2010B (2010-08-16) General Conditions - Professional Services (Medium Complexity)

The above template are set out in the <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp> *Manual issued by Public Works and Government Services Canada.*

ANNEX "A"

STATEMENT OF WORK

Military Freefall Parachute Civilian Instructors

Aim

To establish a Supply Arrangement to source civilian freefall parachutist instructors in support of Canadian Forces Land Advanced Warfare Centre (CFLAWC) Military Freefall Parachuting (MFP) course. Contracted civilian instructors will be required to assist in providing training to candidates on course between at various times of the year.

Selected civilian instructors will augment CFLAWC instructional cadre to provide training in accordance with established curriculums.

Background

Each year CFLAWC conducts MFP courses to train selected personnel from across the Army in square canopy precision parachuting and instruction through both static line and free fall delivery means.

Time has been one significant constraint placed on these courses and as such it is essential that the most effective means of instruction are used to ensure quality output. To this end, among other training initiatives, it has proven beneficial to use a 1:1 ratio of instructor to student during the free fall portion of training to accelerate learning progression. This approach however imposes a significant demand on the limited number of available military freefall instructors. Civilian instructors have already been used successfully to bridge this gap.

Deficiency

CFLAWC is unable to draw on a sufficient pool of experienced military freefall parachute instructors to support normal course loads. CFLAWC therefore requires the assistance of contracted civilian freefall parachute instructors to augment the resident instructional cadre on a course by course basis. This will allow CFLAWC to maintain graduate output, ensure efficiency in training and reduce strain on a small number of instructors already over tasked.

Conduct of Training

The MFP is a five weeks course held in Trenton ON. The first week focuses on Static Line Square (day/night) from increasingly higher altitudes and stand off distances with a view to develop precision canopy skills relevant to operations. Instruction is provided solely by military instructors. The second to fifth weeks focus on free fall specific training including vertical wind tunnel (VWT) training and jumps (day/night). It is in this stage that civilian instructors are needed. The jumping curriculum is based on a carefully designed progression table designed by CFLAWC. Civilian instructors will be expected to adhere to it.

Civilian instructors will be required to undergo an introductory orientation to CFLAWC protocols, military equipment used by the students, course curriculum, progression and evaluation and any other information deemed necessary for the effective and safe conduct of the course.

Training is scheduled in accordance with course set curriculum but is subject to change due to weather conditions and aircraft availability. This may on occasion result in weekend and evening training.

Specific reporting instructions and timings will be provided ahead of time. Civilian instructors should plan for approximately 24 days (excluding travel days).

Instructor Qualification

Instructors must:

a. Have one of the following qualifications:

(1) Progressive Freefall (PFF) Instructor – awarded by the Canadian Sport Parachute Association (CSPA);
or,

(2) Accelerated Freefall (AFF) Instructor – awarded by the United States Parachute Association (USPA).

b. Must provide proof to the contracting authority of required qualification.

Instructor Experience

Civilian instructors must:

(1) Have within the past 36 months, experience in instructing Canadian or Allied military or police personnel in freefall parachuting;

(2) Have instructed military/law enforcement candidates configured with equipment loads;

(3) Wind tunnel coaching experience (i.e. a signed document from the owner or operator of an industry-accepted vertical wind tunnel (VWT) training facility that states experience in VWT coaching as part of military/ law enforcement freefall parachute training);

(4) Capable of filming all phases of a candidate's descent in freefall using a helmet-mounted camera;

(5) Able to provide instruction in English or French; and,

Dress and Deportment

While no standard or uniform dress is required, teaching is done in a military environment. It is expected that civilian contractors dress and conduct themselves to establish and maintain a highly credible and professional appearance.

Civilian instructors will abide by the Course Officer's direction for the conduct of the course including, but not limited to, adherence to course curriculum and CFLAWC procedures.

Equipment

Contracted instructors will use their own personal equipment. In order to guaranty instructors' ability to jump and to maintain a rapid turn around time, a minimum of two (2) complete parachute systems (Riggs) are required for the conduct of training. Equipment will be inspected by a certified CFLAWC Parachute Rigger for general serviceability and safety as part of the indoctrination process. This inspection is not a quality assurance or certification process of the parachute system. Any equipment determined to be unserviceable by the CFLAWC Parachute Rigger will have to be repaired or replaced at the contractor's expense. The contractor will be responsible to maintain all personal equipment throughout the duration of training in serviceable condition. Instructors are expected to arrive on course with all their equipment in functioning order.

A wide angle video camera equipment of a 135 degree angle and suitable helmet/helmet mount system is required. Video cameras need to be compatible with North American audio-visual display equipment.

Travel and Living Expenses

The contracted civilian instructors will be paid according to the Contract from the resulting Request for Supply Arrangement. This payment is all-inclusive. Any expenses incurred by the individual contracted instructors are the individual's responsibility. Contracted instructors are responsible for arranging their own transportation to and from Trenton.

Accommodations will be made available when possible at the Yukon Lodge at CFB Trenton or at a nearby hotel at the current government rate. Contractors are to pay for their accommodations directly and submit the cost in the final invoice.

Meals will be provided and paid for by CFLAWC for the duration of the course at the Yukon Galley.

During the conduct of jump training, box lunches will be provided at the drop zone.

Special Area security passes or escorts will be arranged by CFLAWC.

Jump Training Days

Civilian instructors will be required to instruct and coach members of CFLAWC in the wind tunnel, for relative work skills, canopy piloting and control to include precision approach and landing, and to carry out assisted exits from side-door and tailgate aircraft. On a typical day, this entails the pre-dive briefing, execution of planned dives, and a debriefing of individual and other members after completed dives as well as completing student files. Jumps will entail the use of video equipment. Completing a minimum of one jump per day is considered a jump training day and all Instructors scheduled to jump will be paid as a Jump Day.

Non-Jump Training Days

Instructors may be required to conduct ground training, which could consist of seminars, briefings and dirt dives.

Civilian instructors will be paid for days when jumping is cancelled due to weather as well as weekends (worked or not).

Civilian instructors will not be paid for days missed due to a late arrival or days remaining in the course due to an early departure unless CFLAWC has intentionally released them (i.e. day jumps all completed early, only night jumps remaining). Contractors are to ensure that final invoices are accurately pro-rated where necessary.

NOTE: Civilian instructors are expected to be present for the duration of the course as per the dates outlined and joining instructions. Any foreseen changes (arrivals/departures) by the contractors must be coordinated and agreed with CFLAWC prior to contract being awarded

Weekend/evening Training

Weekend training days and evening training may be scheduled if deemed necessary by CFLAWC. Should civilian instructors be required in excess of the planned period of their contract, they will be reimbursed on a per diem basis and DND will refund any reasonable costs to change flight or travel reservations.