



**Royal Canadian Mounted Police  
Gendarmerie Royale du Canada**

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

**RCMP E Division - Mail Service Unit  
BID RECEIVING – Room #A1E431  
14200 Green Timbers  
Surrey, BC V3T 6P3  
T) 778-290-2944**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Royal Canadian Mounted Police  
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 therefore.

Proposition aux: Gendarmerie royale du Canada  
Nous offrons par la présente de vendre à Sa Majesté I 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 indiqués(s).

**Comments – Commentaries**

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

**Telephone No.  
no de téléphone:**

<b>Title-Sujet</b> Water Transport Training	
<b>Solicitation No. - No. de l'invitation</b> M2989-3-0222	<b>Date</b> September 10, 2013
<b>Client Reference No. - No. De Référence du Client</b> NA	
<b>Solicitation Closes - L'invitation prend fin at 2:00pm (PDT) on October 23, 2013</b>	
<b>F.O.B. - F.A.B.</b> See Herien Voir aux présentes	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tian Lam Amy Lee	
<b>Telephone No. - No de téléphone</b> 778-290-2776 778-290-2777	<b>Fax No. - N° de FAX:</b>
<b>Destination of Goods and Services: Destinations des biens et services:</b>  Various Locations across BC	
<b>Delivery Required - Livraison exigée:</b>  See Herein Voir aux présentes	<b>Delivery Offered – Livraison proposée</b> See Herein Voir aux présentes
<b>Name and title of person authorized to sign on behalf of Vendor/Firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
_____	_____
<b>Signature</b>	<b>Date</b>



## 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. Mandatory Certifications Required Precedent to Contract Award

### **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

1. Security Requirement
2. Insurance Requirements

### **PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities



6. Task Authorization Process
7. Minimum Work Guarantee - All the Work - Task Authorizations
8. Payment
9. Invoicing Instructions
10. Certifications
11. Applicable Laws
12. Priority of Documents
13. 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 | Task Authorization Form          |



## 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 and any other annexes.

### 2. Summary

- (i) Several RCMP Detachments in "E" Division utilize RCMP owned water craft for operational service delivery. There are in excess of one hundred and five (105) water crafts in this Division that are under five (5) gross tons (GT). The RCMP has a requirement to provide Water Transport Training to ensure the participants receive proper training in marine vessels operation and execution of marine policing duties in accordance with the RCMP Course Training Standard (CTS) as well as the competencies required by Transport Canada (TC) for operators of marine vessels. Transport Canada requires the operators of all RCMP vessels to hold a minimum of a 1) Small Vessel Proficiency certificate 2) Marine Emergency



Duties certificate and 3) Restricted Operators (Maritime) radio license requirements

The RCMP Course Training Standard (CTS) titled "Inland Basic Water Transport" (BWT) (CL5501) supports this requirement. A new National CTS for the BWT Course is currently under development in consultation with Transport Canada. In addition to the BWT course, operators functioning in a coastal environment require training in more advanced chart work, Radar/GPS, and boat handling specific to the equipment utilized at their Detachments. The Advanced Water Transport (AWT) Course (CL5503) meets this need. The AWT Course is held in the vicinity of, or the physical location of the RCMP vessel and the members at that location requiring training.

The coordination and delivery of the water transport courses is an ongoing requirement for members of the RCMP. Instructors must meet Transport Canada requirements and have a high level of experience and appropriate certification to deliver this type of training. Given the number of RCMP vessels located throughout the Division and the issue of releasing operational members to support lengthy training requirements, an external contractor is required to support course delivery.

- (ii) Government Department: Royal Canadian Mounted Police
- (iii) The period of the resulting contract will be for a 2 year period with the option to extend for another two one-year periods
- (iv) "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.
- v) "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), 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 [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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

Delete: sixty (60) days

Insert: ninety (90) days

Section 05, Submission of Bids, Subsection 2d is amended as follows:

Delete: in its entirety

Insert: send its bid only to Royal Canadian Mounted Police (GRC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.

Section 06, Late Bids, is amended as follows:

Delete: PWGSC



Insert: RCMP

Section 07, Delayed Bids, Subsection 2 is amended as follows:

Delete: PWGSC

Insert: RCMP

Section 08, Transmission by Facsimile, is amended as follows:

Delete: in its entirety.

Section 20, Further Information is amended as follows:

Delete: in its entirety

## 2. Submission of Bids

Bids must be submitted only to Royal Canadian Mounted Police (RCMP) Bid Receiving Unit at the following location below by the date and time indicated on page 1 of this RFP document:

**RCMP MAIL SERVICES UNIT  
BID RECEIVING - ROOM# A1E431  
14200 GREEN TIMBERS WAY  
SURREY, BC V3T 6P3  
CANADA**

**For Solicitation No.: M2989-3-0222**

**Title: Water Transport Training**

**Hours of operation are from 8:00AM to 12:00PM (PDT) and from 1:00PM to 2:00PM (PDT). Closed during weekends and holidays.**

**Due to the nature of the bid solicitation, bids transmitted electronically (by facsimile or email) to RCMP will not be accepted. Only hard copies will be accepted for review and evaluation.**

**NOTE TO BIDDERS:** It is recommended that you use the mailing label found on the last page of the solicitation documents and affix it securely to the outside of the envelope or package containing your bid proposal. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

## 3. Enquiries - Bid Solicitation



All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 British Columbia.

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 ( 3 hard copies )

Section II: Financial Bid ( 1 hard copy )

Section III: Certifications ( 1 hard copy )



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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 and describe their approach 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 in Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) All bidders will be required to clearly articulate their respective policing background. This is considered a must have as candidates attending the course rarely have any Marine policing experience in Canada. The instructors will be required to relate their experience in the classroom and current RCMP policy and procedures on marine enforcement, vessel maintenance, operational log books and other material that the Field/Marine Training Coordinator may implement due to policy changes. Any examples or references to police and law enforcement must be of Canadian content only.



## 1.1 Technical Evaluation

### 1.1.1 Mandatory Technical Criteria

The Bidder must comply with the following Mandatory Requirements. Any proposal that fails to meet the following Mandatory Requirements will be deemed non-compliant and will not be given further consideration. The following mandatory criteria will be used in evaluating the proposals:

ADMINISTRATIVE MANDATORY Criteria				
Description	Pass/Fail?		Where in your proposal is this information?	
	Pass	Fail		
1.	At bid submission, the Bidder must provide proof of certification that they satisfy the Statement of Work Annex A requirement under section XIII Qualifications #1. Lead course instructor must hold a Master's Certificate not lower than a Fishing Master, Fourth Class Certificate or a Master 150 Gross Tonnage, Domestic Certificate. (photocopy is acceptable)			
2.	At bid submission, the Bidder must provide proof of certification that they satisfy the Statement of Work Annex A requirement under section XIII Qualifications #2. Lead instructor must have Marine Safety certification approved by Transport Canada to instruct and provide certification in: (i) Small Vessel Operators Proficiency (SVOP) and (ii) Marine Emergency Duties, level A3 (MED -A3) and (3) Radio Operator Certificate-(ROC) Marine VHF. (photocopy is acceptable)			
3.	At bid submission, the Bidder must provide a paper document that describes <b>two (2)</b> water transport training project that the Bidder has performed in the past or currently performing. The document must contain the name of the client, the name of the client's organization, the telephone number(s) or the email address(es) of the client and the date(s) of the project period.			



	Instructions to bidders: if the bidder submits more than two (2) similar project descriptions, Canada reserves the right to evaluate any one of the bids.			
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**TECHNICAL MANDATORY Criteria**

Description	Pass/Fail	Where in your proposal is this information?		
		Pass	Fail	
4.	At bid submission, the Bidder must demonstrate that they are compliant with all the requirements listed in the Statement of Work.			
5.	At bid submission, the Bidder must satisfy the requirements under the Statement of Work Annex A, Section XIII Qualification #6 which relates to Marine Policing in Canada. The Bidder must demonstrate that, during the Marine Policing portion of the BWT course and the AWT course, at least one of the instructors (the lead instructor and/or the assistant instructor) must have a level of experience and background in marine policing in Canada to effectively deliver the CTS and provide relevant policing experience and instruction.			
6.	Bidder must demonstrate that the Basic Water Transport (BWT) course location proposed meet the requirements stated in the Statement of Work Annex A under section VII Location of BWT Training.			
7.	The Bidder must demonstrate that they can supply one (1) instructor for every two (2) candidates – 4 instructors per BWT Course and one (1) instructor for every two (2) candidates per AWT Course. [Exception - if there is a third student for the AWT course: (1) instructor for every three (candidates) per AWT Course.]			
8.	The Bidder must demonstrate that they have access to four (4) water crafts (water craft length must range from 15 feet to 21 feet long). The water crafts must meet Transport Canada standards and be of sufficient size to			



	accommodate the ratio of 2:1. A spare water craft must be available to prevent interruptions in course delivery.			
9.	The Bidder must demonstrate that the proposed instructors have ability to instruct effectively utilizing adult education methods (ie: Problem Based Learning). This must be accompanied by documentation such as resumes detailing relevant training and experience of each instructor proposed.			
10.	The bidder must demonstrate that the lead instructor(s) is authorized by the governing agencies to administer any exams and issue certificates to the candidates. This includes but is not limited to the SVOP, MED A3, and ROC .			

### 1.1.2 Point Rated Technical Criteria

POINT RATED TECHNICAL Criteria				
Description	Points		Where in your proposal is this information?	
	Max Score	Your Score		
1. <b>Corporate Profile: (15 points)</b> The Bidder has provided a document that describes the business of the corporation / proprietorship / partnership. The document should describe their history, their business facilities, their personnel and their available water crafts. The Bidder should include photos and inspection slips of the water crafts.	15			
2. <b>Similar Projects (15 Points):</b> The Bidder has provided two (2) descriptions of similar water transport training projects that they have done in the past. Please ensure that the description of the services provided are similar to our requirements described in Annex A Statement of Work. The complexity of the projects should cover	15			



	(but not limited to) the following areas: 1) Marine policing 2) British Columbia coastal waters conditions 3) Size of projects (in relation to the number of students per year) 4) Marine Emergency Duties 5) Advanced Chartwork			
3.	<b>Demonstrated Understanding of the Requirement (15 Points):</b> The Bidder has included a written narrative as to what you understand about the requirement. Do not simply repeat the Statement of Work, but demonstrate in your own words what you understand the general and specific requirements of the work are.	15		
4.	<b>Scope of Services Offered – addressing the components indicated in the Statement of Work (35 Points):</b> The Bidder has provided details of what services your organization offers and includes information pertaining to the course(s) you instruct that relate to the Statement of Work. Provide as much detail as possible and identify areas where you feel you exceed what is identified. Include anything else that you believe makes your services unique and would be of benefit.	35		
5.	<b>Experience in instructing and using adult education method (Instructional experience of lead and assistants including # of years) Experience must be recent and within the past 10 years to qualify as current years. (20 Points):</b> <u>Scoring</u> Experience of 10 years or more =20 points Less than 10 years and 5 or more of experience of = 15 points Less than 5 years and 2 or more years of experience = 10 points	20		
6.	<b>Review of Course Material to ensure needs of this training are met (20 Points):</b>	20		



	The Bidder has provided a current course curriculum that relates to the Statement of Work. The Bidder is required to submit a syllabus and all training manuals for review.			
7.	<p><b>Experience of the Lead Instructor in providing similar training delivered (15 Points):</b> The Bidder has provided a resume of the lead instructors' experience in the Canadian Marine Law Enforcement environment and the expertise they can offer in relation to water transport training in this environment. <b>Experience must be recent and within the past 10 years to qualify as current years.</b></p> <p><u>Scoring</u> Experience of 10 years or more =20 points Less than 10 years and 5 or more of experience of = 15 points Less than 5 years and 2 or more years of experience = 10 points</p>	15		
8.	<p><b>Experience of the Assistant Instructor (s) in providing similar training delivered (15 Points):</b> The Bidder has provided resumes of assistant instructor's marine vessel operating experience, Canadian Marine Law Enforcement experience and any required Transport Canada Certification. <b>Experience must be recent and within the past 10 years to qualify as current years.</b></p> <p><u>Scoring</u> Experience of 10 years or more =20 points Less than 10 years and 5 or more of experience of = 15 points Less than 5 years and 2 or more years of experience = 10 points</p>	15		

**Total - 150 Points**

**1.2 Financial Evaluation**

**1.2.1 Mandatory Financial Criteria**



Bidders must submit a Financial Bid in accordance with Annex "B" Basis of Payment.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The course rates in Annex "B" Basis of Payment will be the prices used for evaluation. Once the contract has been awarded they will become part of the contract once awarded. All prices do not include GST/HST.

## 2. Basis of Selection

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 70% (or 105 points) for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 150 points.

2. Bids not meeting "(a) or (b) or (c)" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The



responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

**PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Mandatory Certifications Required Precedent to Contract Award**

### **1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

## **2. Additional 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 Former Public Servant Certification

Contracts awarded to 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 before contract award.

### 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 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



As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes**  
( ) **No** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

### 2.4 Status and Availability of Resources A3005T (2010-08-16)



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

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

## 2.5 Education and Experience

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

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## 2.6 Workers' Compensation Certification – Letter of Good Standing A0285T (2012-07-16)

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.



The Bidder must provide, within ten (10) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

### 3. Additional Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid:

- a) Marine Safety certification approved by Transport Canada to instruct and provide certification in: (i) Small Vessel Operators Proficiency (SVOP), (ii) Marine Emergency Duties, level A3 (MED -A3) and (iii) Radio Operator's Certificate (ROC) Marine VHF
- b) Master's Certificate not lower than a Fishing Master, Fourth Class Certificate or a Master 150 Gross Tonnage, Domestic Certificate

## 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. 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".

### 2. Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.



### 3. Security Requirement

The Contractor and its personnel will require to access RCMP marine vessels, RCMP assets and RCMP worksites. The Contractor and its personnel shall each hold a valid RCMP Facility Access Level 2 security clearance granted by the Royal Canadian Mounted Police. They are to be escorted at all times while on RCMP marine vessels and RCMP worksites.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of any resulting contract will start from April 1, 2014 and run for a period of two (2) years ending on March 31, 2016.

#### 4.2 Option to Extend the Contract

The contractor grants to Canada the irrevocable option to extend the term of the Contract by a period of two (2) consecutive one (1) year terms under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the Contractor at least 15 fifteen calendar days prior to the Contract expiration date.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tian Lam

Title: A/Senior Regional Procurement Officer

Organization: RCMP EDIV

Address: Mailstop #909 – 14200 Green Timbers Way, Surrey, BC V3T6P3

Telephone: 778-290-2776

Facsimile: 778-290-6110

E-mail address: tian.lam@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the



scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority

The Project Authority for the Contract is ***to be determined after contract award***:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

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

## 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6.0 Task Authorization Process B9054C (2011-05-16)

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.

Task Authorization Process:

1. The Project 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.

**7.0 Minimum Work Guarantee - All the Work - Task Authorizations B9030C (2011-05-16)**

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 10% of the Maximum contract value
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.

## 8. Payment

### 8.1 Basis of Payment - Limitation of Expenditure - Task Authorizations C0204C (2013-04-25)

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 Applicable Taxes are extra.

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

### 8.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations C9010C (2013-04-25)

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 \$ \_TBA\_ . Customs duties are included. Applicable Taxes are extra.
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

### **8.3 Limitation of Price**

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

### **8.4 Single Payment H1000C (2008-05-12)**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## **9. Invoicing Instructions H5001C (2008-12-12)**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;



- b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 10. Certifications

### 10.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

## 11. Applicable Laws

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

## 12. 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 - Higher Complexity – Service (2013-06-27)
- (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) Annex E, the completed and signed Task Authorization Forms;
- (g) the Contractor's bid dated \_\_\_\_\_, as clarified/amended on \_\_\_\_\_

### 13. 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.

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.



## ANNEX A

### STATEMENT OF WORK

**Title:** Water Transport Training.

**Background:**

The RCMP in "E" Division, British Columbia, has set standards of training for members – specifically those who operate police vessels. Members must meet requirements of the Canada Labour Code; demonstrate proficiency via an RCMP Skills Assessment (attached) as well as the mandatory legal requirements of Transport Canada. RCMP members are transferred as part of their conditions of employment and may operate a number of different vessels at different detachment locations, and must be trained to meet all standards. While a member may operate a vessel in a small lake location, he/she may then transfer to a remote coastal location and be required to operate in a coastal environment with tides, wind, navigational challenges and changing weather and sea conditions.

Several RCMP Detachments in "E" Division utilize RCMP owned water craft for operational service delivery. There are in excess of one hundred and five (105) water crafts in this Division that are under five (5) gross tons (GT). In our coastal environment these vessels are often the only means of transportation to remote communities in need of police services. They are also widely used to enforce laws pertaining to the operation of pleasure boats on the lakes throughout the province.

Under direction from Transport Canada, a decision was made by the RCMP to have all members train to the same standard. The existing 5 day Basic (Inland) Water Transport Course was developed into a 9 day course in order to meet Transport Canada standards. The Course Training Standard was implemented to provide all the necessary skills and the required Transport Canada standard for the size and tonnage of RCMP commercial vessels.

The RCMP Course Training Standard (CTS) titled "Inland Basic Water Transport" (BWT) (CL5501) supports this requirement. A new National CTS for the BWT Course is currently under development in consultation with Transport Canada. In addition to the BWT course, operators functioning in a coastal environment require training in more advanced chart work, Radar/GPS, and boat handling specific to the equipment utilized at their Detachments. The Advanced Water Transport (AWT) Course (CL5503) meets



this need. The AWT Course is held in the vicinity of, or the physical location of the RCMP vessel and the members at that location requiring training.

The coordination and delivery of the water transport courses is an ongoing requirement for members of the RCMP. Instructors must meet Transport Canada requirements and have a high level of experience and appropriate certification to deliver this type of training. Given the number of RCMP vessels located throughout the Division and the issue of releasing operational members to support lengthy training requirements, an external contractor is required to support course delivery.

In the previous years the RCMP has held approximately ten (10) BWT Courses per year (class size limited to 8 candidates per course) and approximately forty (40) AWT Courses per year (class size limited to 2 candidates per course – some exceptions are made and a 3<sup>rd</sup> candidate may be trained based on vessel size, for safety and in line with financial considerations).

## I. Scope:

### 1.1 Objective:

The purpose of the Royal Canadian Mounted Police (RCMP) water transport training is to ensure that the participants on the course receive proper training in vessel operation as well as instruction on the safe execution of marine policing duties in accordance with the RCMP Course Training Standard (CTS) as well as to demonstrate the mandatory legal requirements of Transport Canada.

1. Small Vessel Operator's Proficiency (SVOP) certificate. (As per TP 14692E)
2. Marine Emergency Duties - A3 (MED A3) certificate. (As per TP 4957E)
3. Radio Operator Certificate (Marine) (VHF) certificate. (As per Industry Canada)

### 1.2 Terminology & Acronyms:

BWT	Basic water transport course also known to as Inland water transport (IWT) course
AWT	Advanced water transport course
PRTC	Pacific Region Training Center
CTS	Course Training Standard
CPSS	Canadian Power & Sail Squadrons
GT	Gross Tonnage



PLB	Personal Locator Beacon
TC	Transport Canada
PA	Project Authority
LP	Learning package
MTC	Marine Training Coordinator
SVOP	Small Vessel Operators Proficiency
MED –A3	Marine Emergency Duties
ROC	Radio Operator Certificate (Marine) (VHF)

### 1.3 Reference Documents

The contractor is required to ensure compliance with the RCMP CTS (CL5501), Canadian Power & Sail Squadrons (ROC – Industry Canada) and Transport Canada requirements and certification as set therein.

## II. General Requirements – AWT & BWT Courses:

The Contractor will perform the following tasks but is not limited to:

1. The Contractor will work with the PRTC Field/Marine Training Coordinator as required via meetings, telephone conversations, emails, reviews and discussions.
2. AWT & BWT Course dates will be mutually determined between the Contractor and the PRTC Field/Marine Training Coordinator.
3. The Contractor will meet as and when required with the PRTC Field/Marine Training Coordinator to ensure that the learning packages for both BWT & AWT Courses being delivered are consistent Transport Canada Regulations as well as RCMP Policies and Directives reflecting current, commonly accepted practices. The results of these reviews will be used to ensure that the material being delivered is up to date.
4. The Contractor is responsible to deliver all courses with the RCMP Mission, Vision, Core Values and Commitment to our Communities and Employees. This delivery must also be to the satisfaction of the RCMP Departmental Representatives.



5. The Contractor will have the AWT & BWT Course candidates complete any required course evaluation forms/critiques and forward these along with a final nominal role in the format designated by the Project Authority to the PRTC Field/Marine Training Coordinator at the conclusion of each course.
6. The Contractor will record the AWT & BWT (RCMP Skills Assessment) Course results in a format prescribed by the CTS and forward these to the PRTC Field/Marine Training Coordinator at the conclusion of each course.
7. The Contractor will provide certification and documentation including issuance of Transport Canada & Industry Canada certificates to the candidates upon successful completion of the course.
8. The Contractor will submit an invoice following the completion of each AWT & BWT Course.

### **Basic Water Transport Course**

#### **III. Requirements – Basic Water Transport Course**

1. Delivery of approximately ten (10) BWT Courses per year (class size limited to 8 candidates per course).
2. Eight (8) days of instruction over nine (9) days, ( four(4) days on, one(1) day off, four(4) days on) is required to accommodate working hour restrictions in a given period, providing eighty (80) hours of work in a fourteen (14) day period.
3. The BWT Course delivery is required to take place mid-March to mid-May and the months of September and October.
4. The Contractor shall supply sufficient qualified instructors to facilitate eight (8) candidates per BWT Course (ratio of 2 candidates:1 instructor per boat).
5. The Contractor must possess and provide a training manual suitable for candidate use for instruction in pre-course, course and post course reference



for SVOP and MED A3 to be included in the overall inclusive price of the BWT Course.

6. The RCMP PRTC retains the prerogative right and discretion to adjust course delivery where required. The RCMP PRTC may amend and/ or shorten the length of the training course during the period of the contract which may reduce the subsequent training delivery value of the course (s).

#### **IV. Departmental Support – Basic Water Transport Course**

1. Arrange for suitable candidates who meet the RCMP prerequisite criteria to attend the courses and provide a Nominal Role no less than six (6) weeks prior to the start date of a given course.
2. All costs relating to meals, travel and accommodation for RCMP candidates will be the responsibility of the Pacific Region Training Centre.
3. Personal Floatation Devices (PFD's), rain gear, rain boots, flashlights, search lights, charts and publications, GPS, PLB's, eye protection, stationary and other items deemed the responsibility of the RCMP will be provided as required.
4. Repairs to damaged equipment, not owned by the RCMP, caused by the course of candidates (within the confines of course delivery).
5. Provide Course Evaluation Forms (critiques) for each course.
6. Provide current RCMP Policy and Course Training Standards that pertain to course delivery.
7. All vessel fuel costs relating to all use by candidates for the BWT Course will be paid for by the Pacific Region Training Centre.

#### **V. Contractor Responsibility – Basic Water Transport Course**

**Pre-Course:**



1. The contractor will be responsible for transporting RCMP owned course equipment from a designated, mutually agreed upon, storage point to the BWT Course training site. Upon completion of the course(s), the contractor will return this equipment to the designated storage facility. The equipment includes personal floating devices (PFD's); rain gear; safety equipment; loose gear; charts and office supplies. There are more than 25(twenty five) large 25 gallon Rubbermaid "roughneck" totes measuring 28.8x19.7x16.5 in. Two long box pick-up trucks and a full size suburban vehicle or other vehicle with similar capacity are typically required.
2. The Contractor is to advise the PRTC Field/Marine Training Coordinator, as soon as practical, of any problems with RCMP owned equipment so corrective action can be taken.
3. The Contractor will ship pre-course training material to the candidates no less than five (5) weeks prior to the start of a given Course. These materials must be current and meet Transport Canada Regulations and RCMP Policy Standards. A copy of all written material the Contractor intends to utilize during training must be provided when the Bid is submitted. The training materials must be in existence with a proven track record (references required) and not subject to a developmental stage. The training materials must be maintained as current and in accordance with the latest CTS, Transport Canada Regulations, Industry Canada, RCMP Policy and other appropriate regulatory requirements.

**During the Course:**

4. The Contractor must provide four (4) insured training vessels (owned or leased) at their cost which will be included in the overall proposal for the BWT course. There must be a backup vessel that can be substituted should one of the vessels break down to minimize time away from training. Vessels must be licensed and equipped to meet the requirements of the small vessel regulations. Vessels must have a magnetic compass, VHF radio, anchor, navigation lights and a helm station suitable for 3 persons to sit or stand comfortably. Vessel will be suitable for being underway in a variety of sea conditions with 3 persons aboard:

Most of the candidates on the course have limited or no operational marine skills and training vessels in the 18'-20' range with a cruising speed of 18-22 knots are considered the opportune size to learn on. The RCMP values employees as its most valuable asset and their safety is our greatest concern. References should be able to provide a history of the mechanical



and safety aspects of the training vessels to be used. Photos of vessels to be used along current inspection slips are strongly recommended at the proposal stage.

A training component including a practical application of night time navigation (night run) is integral for the development of skills, competence and confidence of candidates.

5. The Contractor will provide a vehicle, trailer and boat suitable for instructing the "towing and trailering" component of the course. The Contractor will ensure that the vehicle, trailer and boat are appropriately insured.

#### VI. Travel and Accommodation – Basic Water Transport Course

1. The Contractor is responsible for arranging his/her own transportation, accommodation and meals for all BWT Courses. This includes travel, meals and accommodation costs of any employees of the Contractor's company and any course assistants. These costs will be reflected in the all-inclusive price proposal for the BWT Course.

#### VII. Location of BWT Training

1. The Basic Water Transport Course **must** be held at a British Columbia coastal location with access to the following:
  - a. Suitable accommodation consistent with Treasury Board Guidelines, a classroom facility, vessel dock accessibility and a commercial food preparation facility, all of which must be located within a radius that does not negatively impact the training syllabus.
  - b. The training location will be in an ocean coastal community in British Columbia such as, but not limited to;
    - Tofino
    - Nanaimo



- Prince Rupert
- Port McNeill
- Port Hardy
- Victoria
- Sooke

The location will have numerous lateral aids to navigation, subject to tides , variable weather conditions and a challenging training environment. The location must have access to unprotected coastal waters which are subject to the effects similar to that of the open ocean within 4 Nautical Miles of the dock and classroom where the boats are moored. Due to the variable weather conditions in B.C, it is likely that weather will affect the normal course of training. Locations where access to waters that might be protected from weather would be considered advantageous.

**Note:**

The Contractor may suggest a suitable accommodation site and government rate per night of the site as well as any amenities associated to the site – all of which must be consistent with Treasury Board Guidelines. All costs relating to the meals and accommodations for the RCMP candidates will be the responsibility of the Pacific Region Training Centre.

## VIII. Course Outline

### Basic Water Transport (BWT) Course:

Based on the approved RCMP CTS Titled, "Inland Basic Water Transport Course" (CL5001) (Annex G), the following topics which **must** be covered in an eight day course using smaller vessels (approx 15-20 feet (4.5 - 6 m) in length) requiring the candidate to demonstrate competency in:



- a. Small Vessel Operators Proficiency (SVOP) requirements (including exam).
- b. Marine Emergency Duties A-3 (MED A-3) requirements (including exam).
- c. Restricted Operators (Maritime) radio license requirements (including exam).
- d. Ropes and Knots.
- e. Buoyage
- f. Collision Regulations
- g. Weather
- h. Trailing
- i. Outboard Maintenance
- j. Tides
- k. Vessel handling (including low speed docking)
- l. Launch & Retrieve
- m. Chart Work
- n. Navigation (day and night)
- o. Anchoring
- p. Towing
- q. Beaching
- r. Search and Rescue
- s. Body Removal
- t. Marine enforcement duties
- u. RCMP Policy

**Advanced Water Transport Course:**

**IX. Requirements - Advanced Water Transport Course**

AWT Course dates run between mid- April and the end of September of each year. The Contractor will perform the following tasks but is not limited to:

1. Delivering approximately forty (40) AWT Courses per year; class size limited to 2 candidates per course. Some exceptions are made and a 3<sup>rd</sup> candidate may be trained based on the vessel size, safety and financial considerations.
2. The Course Candidate/Instructor ratio will be 2:1 per vessel with the AWT exception of having 3 candidates.
3. The Contractor, in consultation with the PRTC Field/Marine Training Coordinator, will coordinate on-site delivery of the AWT Courses. The



Course will normally be held on the RCMP vessel at the site in order to deliver training specific to the equipment being operated at the given Detachment. Delivery of this course will involve Contractor travel to coastal and sometimes remote RCMP Detachments throughout British Columbia.

4. The RCMP PRTC retains the prerogative right and discretion to adjust course delivery where required. The RCMP PRTC may amend and/ or shorten the length of the training course during the period of the contract which may reduce the subsequent training delivery value of the course (s).

#### **X. Departmental Support – Advanced Water Transport Course**

1. RCMP owned vessels and fuel relating to all training used and equipment.
2. Unexpected travel costs related to weather or transportation failure (ie: ferry/aircraft) while conducting the AWT Courses will be paid by PRTC and is subject to prior approval and negotiation between the Program Manager and the Contractor.

#### **XI. Travel and Accommodation – Advanced Water Transport Course**

1. The Contractor will be required to provide his/her own transportation and travel to locations throughout British Columbia to deliver AWT Courses. The Contractor will invoice for meals, incidentals, plus mileage and accommodation at the Federal Government rate.

#### **XII. Course Outline**

##### **Advanced Water Transport (AWT) Course CL5503**

A course in advanced chart work, electronic navigational aids, and handling of the on-site RCMP owned vessel of the Detachment. This course must run a minimum of 4 days. This course will provide more advanced training for Members working with AWT vessels. Participation in this course is based on the



successful completion of the -BWT Course. It will include the care, maintenance and handling of 'larger' RCMP vessels (approx. 6-8 meters in length). It will also include the operation of Radar and GPS equipment. Candidates must have successfully completed the Basic Water Transport Course and hold valid MED A3 and SVOP certification. The candidates must demonstrate competency in:

- a. Confirmation of candidate knowledge, skills and abilities concerning BWT Course Certification through proficiency testing and review.
  - i. Collision Regulations
  - ii. Buoyage Systems
  - iii. Light Identification
  - iv. Knots / Ropes
  - v. Search and Rescue
  - vi. Hypothermia
  
- c. Vessel Handling:
  - i. Effects of Wind and Currents
  - ii. Trim and Stability
  
- d. Systems:
  - i. Fuel
  - ii. Steering
  - iii. Electrical
  - iv. EPIRB
  
- e. Practical Work on Boats:
  - i. Checks
  - ii. Start-up
  - iii. Docking
  - iv. Low Speed Handling
  - v. High Speed Handling / Cruising
  - vi. Handling with Auxiliary Outboard
  
- f. Radar Theory and Terminology:
  - i. Setting Up and Tuning the Radar
  - ii. Weather Effect on Radar
  - iii. Target Identification
  - iv. Use of VRM (Variable Range Marker) and EBL (Electronic Bearing Line) Controls
  - v. Navigation and Position Fixing by radar



- vi. Collision Avoidance / Application of Rule 19
  
- g. Practical Work on Using Radar
  
- h. Theory of GPS and Terminology:
  - i. Setting Up and Reading GPS
  - ii. Way Point Navigation
  - iii. Route Navigation
  - iv. Track Back Navigation
  - v. Chart Work using GPS information
  
- i. Practical Work on Boats using GPS:
  - i. GPS for navigation
  - ii. Way Points
  - iii. Routes
  - iv. Track Back
  
- j. Practical Night Work covering:
  - i. GPS
  - ii. Radar
  - iii. Compass
  - iv. Chart Work
  - v. Light Identification
  
- k. Passage Planning / Contingency Planning
  
- l. Advanced Chart Work:
  - i. Planned Routes Incorporating Radar and GPS
  - ii. Short Cuts in Contingency Planning and Emergency Planning
  - iii. Information Cross Checks
  - iv. Develop Passage Plans for Destination within the Patrol Area
  - v. Create a Route Log for Passage Plans
  
- m. Practical Advanced Chart Work on the Boats:
  - i. Run Developed Passage Plans
  - ii. Radar
  - iii. GPS
  - iv. Compass
  - v. Advanced Chart Work



- n. Practical Advanced Chart Work on the Boats at Night:
  - i. Run Develop Passage Plans
  - ii. Radar
  - iii. GPS
  - iv. Compass
  - v. Advanced Chart Work
- o. Trailer hitching, towing and anchoring

### **XIII. Qualifications**

A review of the RCMP E Division's marine transportation history with Transport Canada requirements identifies certain mandatory competencies and requirements for a lead instructor and/or secondary instructors to deliver the AWT & BWT Courses.

1. The lead instructor must meet Transport Canada requirements and must hold a Master's Certificate not lower than a Fishing Master, Fourth Class Certificate or a Master 150 Gross Tonnage, Domestic Certificate. If the course is under the supervision of more than one instructor, the assistant instructor (s) must hold qualifications related to the marine industry equal to or greater than the certification the candidates will receive upon successful completion of the training course.
2. The lead instructor(s) and the assistant instructor(s) must have Marine Safety certification approved by Transport Canada to instruct and provide certification in: (i) Small Vessel Operators Proficiency (SVOP), (ii) Marine Emergency Duties, level A3 (MED -A3) and (iii) Radio Operator's Certificate (ROC) Marine VHF.
3. Must have a current course curriculum which meets the RCMP Course Training Standard for an 8 day course\* (delivered over 9 days) which meets Transport Canada requirements of SVOP and MED A3. Bidders must provide a copy of that syllabus and references for delivery of this material during the past year.



4. Must possess and provide a training manual suitable for candidate use for instruction in pre-course, course and post course reference for SVOP, MED A<sub>3</sub>, and ROC. This cost to be included in the all inclusive price for the BWT Course.
5. Lead instructor and assistant instructor (s) must have qualifications related to the marine industry equal to or greater than the certification the candidates will receive upon successful completion of the training course.
6. During the Marine Policing portion of the BWT course and the AWT course, at least one of the instructors (the lead instructor and/or the assistant instructor) must have a level of experience and background in marine policing in Canada to effectively deliver the CTS and provide relevant policing experience and instruction.

Any examples or references to police and law enforcement must be of Canadian content only. All applicants will be required to clearly articulate their cadre's respective policing background to RCMP/PRTC satisfaction. This is considered a must have as candidates attending the course rarely have any Marine policing experience in Canada. The instructors will be required to relate their experience in the classroom and current RCMP policy and procedures on marine enforcement, vessel maintenance, operational log books and other material that the Field/Marine Training Coordinator may implement due to policy changes.

Marine policing experience in Canada encompasses developed skills gained through education and work experience such as, but not limited to:

- i) experience in enforcement of Canada Shipping Act, Small Vessel Act enforcement, Collision Avoidance and associated Regulations, Criminal



Code of Canada, Customs Act, Oceans Act, Liquor Control and Licensing Act in a marine environment and from a boat;

- ii) experience working with Public Safety Divers, conducting searches and participating in recovery operations by boat;
- iii) experience conducting vessel checks, demonstrating overtaking and stopping techniques including pacing, contacting and boarding moving vessels;
- iv) experience demonstrating officer safety techniques and tactical considerations of vessel approaches and checks;
- v) experience inspecting vessels and gathering/obtaining evidence regarding stolen property Impaired Operation of a vessel and other Criminal Code offences;
- vi) knowledge of the small vessel fleet in "E" Division ie; location of vessels, types of vessels, duties typically expected in different areas is desirable (can be provided to bidder);
- vii) working knowledge of RCMP policy regarding safety issues ie; PFDs, manning of vessels, qualifications and equipment is desirable.



**ANNEX B**

**BASIS OF PAYMENT**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Contractor will be paid on completion and acceptance of each course in accordance with the deliverables contained in the Statement of Work.

	Course Description	Course rate in CDN\$ for two (2) year contract term	Course rate in CDN\$ for Option Year 1	Course rate in CDN\$ for Option Year 2
1.	Basic Water Transport course (BWT). Refer to Note 1 below.			
1a.	Basic Water Transport daily course rate (BWT). Refer to Note 5 below.			
2.	Advanced Water Transport (AWT) daily course rate. Refer to Note 2 below.			
3.	Instructional daily rate for 3 <sup>rd</sup> candidate (AWT Course) Refer to Note 3 below.			
4.	Guaranteed travel cost for AWT Course. Proposed Location: Tofino, BC Refer to Note 4 below.			
5.	Guaranteed travel cost for (AWT Course). Proposed Location: Richmond, BC Refer to Note 4 below.			
6.	Guaranteed travel cost for (AWT Course). Proposed Location: Kelowna, BC Refer to Note 4 below.			

**Note (1):** the rate per BWT course delivered is an all-inclusive price that includes items such as; all costs for lead instructors, assistant instructors, instructors



accommodations, meals and incidentals, travel, classroom rental, manuals for the course, vessels (excluding fuel), tow vehicle and trailer for a nine (9) day course.

**Note (2):** the rate per AWT course is an instructional daily rate based on two candidates to deliver the course, routinely 4 days in length. It is likely that at least two instructors will be required to meet the training day requirements. The Contractor will be required to provide his/her own transportation and travel to locations throughout British Columbia to deliver the course. The contractor will invoice the RCMP for meals/incidentals plus vehicle mileage at Federal Government rates. See link for current rates: "[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)". Travel and accommodations will be reimbursed at cost. Air travel to be provided when possible by RCMP Air Services.

**Note (3):** As the AWT course has the option to add an additional 3<sup>rd</sup> candidate based on the vessel size, safety and financial considerations, an instructional daily rate based on the additional candidate is requested.

**Note (4):** The guaranteed travel cost for the three locations below is a firm price for the three locations only. If another location is requested for Advanced Water Transport course, travel and living expenses will be reimbursed at cost with meals, incidental, vehicle mileage at Federal Government rates. See link for current rates: "[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)".

**Note (5):** An all-inclusive daily rate for the BWT course. This rate would be used when an increase or decrease to the standard course length is required. Depending on the amended course length, the rate would either increase or decrease the BWT all-inclusive course price stated in Line 1 of the Basis or Payment. The all-inclusive daily price includes items such as: all costs for lead instructors, assistant instructors, instructors accommodations, meals and incidentals, travel, classroom rental, manuals for the course, vessels (excluding fuel), tow vehicle and trailer



**ANNEX C  
SECURITY REQUIREMENTS CHECK LIST**

Royal Canadian Mounted Police  
Gendarmerie Royale du Canada



Government of Canada

Gouvernement du Canada

Solicitation No./ No del'invitation:  
M2989-3-0222

20121110722

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Protected A

DSS ID # 398

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction	
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 Delivery of RCMP Basic Water Transport and Advanced Water Transport courses.		
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 type="checkbox"/> No / Non <input checked="" 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 checked="" type="checkbox"/> No / Non <input 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 checked="" 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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" 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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Protected A

Canada

Royal Canadian Mounted Police  
Gendarmerie Royale du Canada



Government of Canada

Gouvernement du Canada

Solicitation No./ No de l'invitation:  
M2989-3-0222

201211110722

Government of Canada / Gouvernement du Canada

DSS ID # 398

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Protected A

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		2. Branch or Directorate / Direction générale ou Direction	
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 Delivery of RCMP Basic Water Transport and Advanced Water Transport courses.			
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 type="checkbox"/> No Non	<input checked="" 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 checked="" type="checkbox"/> No Non	<input 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 checked="" 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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" 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 <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Protected A

Canada

Royal Canadian Mounted Police  
Gendarmerie Royale du Canada



Government of Canada

Gouvernement du Canada

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**PART A (continued) / PARTIE A (suite)**

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?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

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 (SUPPLIERS) / PARTIE B - PERSONNEL (FOURNISSEUR)**

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<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: Facility Access 2  
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 - SAFEGUARDS (SUPPLIERS) / PARTIE C - MESURES 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?  
Déposera-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

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Royal Canadian Mounted Police  
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Government of Canada

Gouvernement du Canada

Solicitation No./ No del'invitation:  
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**PAR LE CONTRAICTEUR / PAR LE FOURNISSEUR**

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 RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assess / renseignements / Béné / Production																
IT Media / Support IT / IT Link / Lien électronique																

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 « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation 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).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Protected A
---



Royal Canadian Mounted Police  
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Government of Canada

Gouvernement du Canada

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M2989-3-0222

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Protected A

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) S/Sgt Bob PERRY	Title - Titre Acting OIC Support Services	Signature <i>[Signature]</i>	Date 2012 JUN 1 11:00
Telephone No. - N° de téléphone 604 703 2502	Facsimile No. - N° de télécopieur 604 703 2424	E-mail address - Adresse courriel bob.perry@rcmp-grc.gc.ca	Date 2012 JUN 1 11:00
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Harpreet RAI	Title - Titre Regional Manager - SCP	Signature <i>[Signature]</i>	Date 2012 JUN 1 11:00
Telephone No. - N° de téléphone 604-264-3135	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2012.06.26 13:07:11 -0700
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) WONG / Summer	Title - Titre Senior Procurement Officer	Signature <i>[Signature]</i>	Date June 13 2012
Telephone No. - N° de téléphone 604-264-2361	Facsimile No. - N° de télécopieur 604-264-2310	E-mail address - Adresse courriel Summer.wong@rcmp	Date June 13 2012
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Comment from Client:

Instructors are with members at all times during both the AWT & BWT courses. During th AWT Course instructors spend a limited amount of time at the Detachments themselves - again with members.

During the BWT Course the instructors are teaching on both private & RCMP vessels (the RCMP vessel portion is also quite limited). PRTC is responsible for transport of the police vessels to and from the training site in Tofino. The vessels are moored at the hotel where the training takes place during the extent of each training season. The courses run back to back for each season.

BS/CT 350-103(2004/12)

Security Classification / Classification de sécurité  
Protected A

Canada



## ANNEX D

### INSURANCE REQUIREMENTS

#### Commercial General Liability

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.
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 the Royal Canadian Mounted Police.
  - 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. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. 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.

### Marine Liability Insurance

1. The Contractor must obtain Protection & Indemnity (P&I) insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain Worker's Compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the Territory or Province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is



assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.

3. The Protection and Indemnity insurance 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 as additional insured should read as follows: Canada, represented by the Royal Canadian Mounted Police.
  - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Royal Canadian Mounted Police for any and all loss of or damage to the watercraft however caused.
  - c. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - d. 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.
  - e. 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.

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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

4. 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.

#### Workers' Compensation Board

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.



**ANNEX E  
TASK AUTHORIZATION FORM**

**AUTHORIZATION OF SERVICES TO BE PERFORMED  
ON AN AS-AND-WHEN-REQUESTED BASIS  
Part 1 of 2**

<b>Contractor:</b>	<b>Contract No.: xxxxxx</b>
<b>Task Authorization No.: xxx</b>	<b>Cost Center :</b>
<b>Date: yyyy-mm-dd</b>	<b>Police File Number:</b>
<b>1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED – Statement of Work</b>	
<b>2.0 PERIOD OF SERVICES</b>	
<b>From:</b>	<b>To:</b>
<b>3.0 SERVICES TO BE PERFORMED FOR:</b>	
<b>3.1 Location (address) to perform the work:</b>	
<b>3.2 Number of Personnel required :</b>	
<b>4.0 AUTHORITIES</b>	
<b>Regional Duty Officer:</b>	<b>Project Authority:</b>

**Royal Canadian Mounted Police  
Gendarmerie Royale du Canada**



Government  
of Canada

Gouvernement  
du Canada

**Solicitation No./ No del'invitation:**  
M2989-3-0222

**Task Authorization part 2 of 2**

**SUPPLEMENTAL REPORT - AUTHORIZATION OF SERVICES TO BE PERFORMED  
ON AN AS-AND-WHEN-REQUESTED BASIS**

**Task Authorization Number:**

**Police File Number:** \_\_\_\_\_

<b>5.0 COST</b>			
<b>Category and Level of Personnel Name of Contractor's Personnel</b>	<b>Per Diem Rate</b>	<b>No. of Days to Perform the Tasks/Work</b>	<b>Total</b>
	\$XX.00		\$
		<b>ESTIMATED COST</b>	\$
		<b>GST/HST</b>	\$
		<b>GRAND TOTAL</b>	\$
<p>You are requested 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 services listed herein and on any attached sheets at the price set out therefore.</p>			
<b>6.0 SIGNATURES</b>			
<b>Project Authority: Bill</b>	<b>Signature:</b>		<b>Date:</b>
<b>Contracting Authority: Amy Lee Signature Required if TA value exceeds \$10,000</b>	<b>Signature:</b>		<b>Date:</b>
<p><b>Check Either Option</b>  <input type="checkbox"/> I accept this task authorization  <input type="checkbox"/> I do not accept this task authorization because :            _____            _____</p>			
<b>Name of Contractor authorized to sign (type or print):</b>	<b>Title of Contractor authorized to sign (type or print):</b>		
<b>Contractor 's Signature:</b>			<b>Date:</b>

**Royal Canadian Mounted Police  
Gendarmerie Royale du Canada**



Government  
of Canada

Gouvernement  
du Canada

**Solicitation No./ No del'invitation:**  
M2989-3-0222

**NOTE TO BIDDERS:** Use the mailing label below and affix it securely to the outside of the envelope or package containing your bid proposal. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**RCMP MAIL SERVICES UNIT  
BID RECEIVING - ROOM# A1E431  
14200 GREEN TIMBERS WAY  
SURREY, BC V3T 6P3  
CANADA**

**Hours of operation are from 8:00AM to 12:00PM (PDT) and from  
1:00PM to 2:00PM (PDT). Closed during weekends and holidays.**

**Solicitation No.: M2989-3-0222**

**Solicitation Closing Date & Time: October 23, 2013 @ 2:00 pm PDT**

**Description: Water Transport Training, Various Locations in BC**