

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Rotary Wing Mountain Flying Course	
Solicitation No. - N° de l'invitation W3999-13M666/A	Date 2013-10-18
Client Reference No. - N° de référence du client DND	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-202-8696	
File No. - N° de dossier WPG-3-36104 (202)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-05	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kozak, Tammy	Buyer Id - Id de l'acheteur wpg202
Telephone No. - N° de téléphone (204) 984-8825 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 1 Cdn Air Div HQ WINNIPEG Manitoba R3J3Y5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

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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 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 Federal Contractors Program for Employment Equity - Certification, Insurance Requirements, the DND 626 Task Authorization Form, Task Authorization Reporting Form, and the Evaluation Criteria.

2. Summary

The Canadian Forces requires a Task Authorization Contract for a twenty-one (21) day contractor delivered helicopter mountain-flying course, consisting of ground school and twenty-six (26) hours of mountain flying training. The course is typically delivered to pilots who have upgraded to aircraft captain or who are in the upgrade process, during their first flying tour.

Training is required for approximately eighteen (18) to thirty-six (36) candidates per year. Services will be required for the period commencing April 01, 2014 to March 31, 2017 with Canada retaining the irrevocable option to extend the Contract for an additional period of two (2) additional consecutive one (1) year periods.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to a preference for Canadian goods and/or services.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the Annex named Federal Contractors Program for Employment Equity - Certification.

This requirement is exempt from the following trade agreements for the following reasons:

NAFTA - Section B - Excluded Services, Exclusions by Major Service Category V. Transportation, Travel and Relocation Services, all classes (except V503 Travel Agent Services (not including Tour Guides)).

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WTO-AGP - Annex 4 Services, Notes to Annex 4, 4. The Canadian offer does not include the following: procurement of transportation services that form a part of, or are incidental to, a procurement Contract.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

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

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

3. Former Public Servant

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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as

such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

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

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.

6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 6 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)
 Section II: Financial Bid (1 hard copy)
 Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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 applicable taxes must be shown separately.
- 1.2 **Exchange Rate Fluctuation**
 C3011T (2010-01-11), Exchange Rate Fluctuation

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) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex G - Evaluation Criteria

Canada RESERVES THE RIGHT to conduct a site visit of the lowest compliant bidder to confirm the course training and facilities meet the mandatory criteria PRIOR TO CONTRACT AWARD.

1.2 Financial Evaluation

SACC Manual Clause A0222T (2013-04-25), Evaluation of Price

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 81 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 116 points.
- 2. Bids not meeting (a) and (b) will be declared non-responsive.
- 3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % 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 60 %.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and multiplied by the ratio of 40 %.
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.

The Contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 60% of the bid and price at 40%.

The Contract will be awarded to the bidder with the highest Total Score.

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the price component to establish a total percentage score:

$$\text{Technical Score} = \frac{\text{Bidder' Points}}{\text{Maximum Points}} \times 60\%$$

$$\text{Cost Score} = \frac{\text{Lowest Bid}}{\text{Bidder' Cost}} \times 40\%$$

$$\text{Total Score} = \text{Technical Score} + \text{Cost Score}$$

EXAMPLE:

Firm A: 86 points \$168,014.00

Firm B: 95 points \$199,755.58

Firm A Price Proposal would receive the full points for the lowest proposal = 40 pts.

Technical proposal (86 points divided by 95 points multiplied by 60) = 54.32 pts.

Total = 94.32 pts

Firm B Price Proposal (\$168,014 divided by \$199,755.58 multiplied by 40) = 33.65 pts.

Technical proposal would receive the full points for highest technical = 60 pts.

Total = 93.65 pts

Results: Firm A is the successful bidder.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a Contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the Contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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" list (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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Annex Federal Contractors Program for Employment Equity - Certification, before Contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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 Canadian Content Certification

2.1.1. *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition.

2.1.2. Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

2.2 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.

2.3 Status and Availability of Resources

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

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

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PART 6 - FINANCIAL REQUIREMENTS

1. Financial Capability

Manual SACC clause A9033T (2012-07-16) Financial Capability

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".

1.2 Task Authorization

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

1.2.1 Task Authorization Process (DND626 TA)

1. The Project Authority will provide the Contractor with a SOW describing the task.
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 five (5) calendar days of receipt of the SOW, 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 Project Authority will issue a DND626 TA referencing the SOW and detailing the limitation of expenditure.
5. 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.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$500,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5% of the 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 a contract amendment issued 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 of Contract.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

1.2.5. Reporting Requirement- Details

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

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the Contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the Contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *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.

2.1 General Conditions

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

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from April 01, 2014 to March 31, 2017.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a Contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tammy Kozak
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

100-167 Lombard Avenue
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-984-8825
Facsimile: 204-983-7796
E-mail address: tammy.kozak@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority (PA)

The Project Authority for the Contract is:

Name: _____ TO BE DETERMINED AT CONTRACT AWARD _____

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 Technical Authority (TA)

The Technical Authority for the Contract is:

Name: _____ TO BE DETERMINED AT CONTRACT AWARD _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ ____ ____

Facsimile: ____ ____ ____

E-mail address: _____

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

5.4 Requisition Authority (RA)

The Requisition Authority for the Contract is:

Name: _____ TO BE DETERMINED AT CONTRACT AWARD _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

The Requisition Authority is the representative of the Department of National Defence and is responsible for all communication with PWGSC. Any proposed changes to the scope of the work must be discussed with the Requisition Authority and Technical Authority, but any resulting changes can only be authorized by a Contract Amendment issued by the Contracting Authority. The RA will issue all requisition amendments.

5.5 Contractor's Representative

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1.Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ TO BE DETERMINED AT CONTRACT AWARD _____. Customs duties are included and 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.

7.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

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

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

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

7.3 Multiple Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments

7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor

8. Invoicing Instructions

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.

9. Certifications

9.1 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.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ TO BE DETERMINED AT CONTRACT AWARD._____.

11. 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 (2013-06-27) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Federal Contractors Program for Employment Equity - Certification;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

12. Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

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****SECTION 1 - SCOPE****1.1 Purpose**

The purpose of this Statement of Work (SOW) is to provide mountain-flying training to Canadian Forces (CF) helicopter pilots.

1.2 Background

The CF requires a twenty-one (21) day contractor-delivered helicopter mountain-flying course, which consists of ground school and twenty-six (26) hours of mountain flying training. The course is typically delivered to pilots who have upgraded to aircraft captain or who are in the upgrade process, during their first flying tour.

CF helicopter crews must be able to operate effectively in mountainous terrain. The capabilities described by this SOW form the foundation of a pilot's mountain experience, to be further developed through operational experience at the pilot's home unit. Tactical Aviation, Maritime Helicopter, and Search and Rescue pilots attend this course.

The CF currently has no established capacity to deliver training to meet his requirement. This SOW outlines the requirements for contracted assistance to deliver training to prepare helicopter pilots in this skill.

1.3 Terminology. In the course of this SOW, the following terms apply:**1.3.1 Local Area**

This is taken to be the area within a 20 minute car transit of the operational facility from which the contractor will deliver training;

1.3.2 Training Area

This is the area within which mountain flying training will be conducted.

1.3.3 Transport Canada (TC)

Canadian Aviation regulatory agency

1.3.8 Recce

Abbreviation for the term "Reconnaissance" that is conducted prior to mountain flying approaches and landings to inform aircrew of environmental or technical conditions and hazards so that the aircraft and pilot execute safe mountain flying operations.

SECTION 2 - APPLICABLE DOCUMENTS**2.1 The following document(s) will be furnished to the contracted flying training establishment:**

2.1.1 A-PD-050-002/PF-001, "Aircrew Standards Handbook" (Prior to Contract award - forward email to Tammy Kozak and copy will be provided upon request, after Contract award contact DND); and

2.1.2 Treasury Board "Operational Security Standard on Physical Security" found at URL

SECTION 3 - REQUIREMENTS

3.1 Tasks. The Contractor must:

3.1.1 Train and assess CF students to the, "Level 3", standard prescribed in Appendix 1 - Flight Test Assessment;

3.1.2 Provide a mountain flying manual to students to be retained by the students upon completion of the course;

3.1.3 Provide a course report to the Project Authority (PA) reflecting the student's performance on completion of the training to the PA; and

3.2 Technical Requirements.

3.2.1 Training Capacity. The contractor's training capacity must be sufficient to train approximately 18 to 36 CF helicopter pilots per year and on a prorated basis for partial fiscal years;

3.2.2 Given six (6) months notice, the contractor must be capable of surging to 48 students annually. This would be in response to an unforecasted operational requirement and deployment to a mountainous environment. Ex. Pakistan earthquake relief; and

3.2.3 Aircraft Type. The flight instruction must be conducted on a turbine helicopter of a performance equal to or greater than that of a Bell 206;

3.3 Safety. The following safety practices must be met:

3.3.1 General. The contractor must demonstrate sound maintenance and safety practices;

3.3.2 Flight Following. The contractor must provide flight following of its aircraft at all times throughout the training area;

3.3.3 Safety Equipment. The contractor's aircraft must carry survival equipment that meets Transport Canada (TC) standards, and provide minimum protection to -20C,

3.3.4 Instructional Experience. The contractor must be approved by Transport Canada (TC) as a flight training unit. Proof must be provided within two (2) days upon request of Contracting Officer.

3.3.5 Instructor Qualifications: All of the contractor's instructors involved in training CF helicopter pilots must hold valid TC instructional ratings or national/international ratings equivalent or of a higher standard, and have a minimum of 3000 hours total helicopter mountain flying time and a minimum of 300 hours delivering helicopter mountain flying instruction. Proof must be provided within two (2) days upon request of Contracting Officer.

3.4 Knowledge Training. The course must include a theory component that imparts the following aspects of helicopter mountain flying:

3.4.1 Types of mountain terrain; and techniques

3.4.2 Techniques for common weather phenomena found in mountain terrain;

3.4.3 Mountain flying techniques, including wind finding, reconnaissance, landing site selection, approach to landing, and take-off; and

3.4.4 Effects of illusions.

3.5 Flying Training. Flying training must follow a formal syllabus, which must be made available to the students at the beginning of the course:

3.5.1 All flights must be conducted with an instructor that meets the requirements listed above in, "Instructor Qualifications;"

3.5.2 Basic proficiency training, to include start, taxi, take off, hover out of ground effect, critical and non critical emergency response handling, landing and shutdown. This training must not exceed fifteen percent (15%) of the total course flying time, on the contractor's aircraft and may be adjusted based on student proficiency provided as deemed appropriate by the contractor,

3.5.3 Mountain flying training must include instruction in industry-accepted practices for en-route wind-finding, reconnaissance, landing site selection, approach to landing, and take-off techniques, for the terrain types listed below:

- a. Alpine meadows;
- b. Canyons and valleys;
- c. Cirques;
- d. Glaciers;
- e. Pinnacles;
- f. Ridges and crowns;
- g. Saddles; and
- h. Shoulders and ledges.

Bidders must have access rights to all terrain types stipulated above and gain access to the terrain training within transit time limit stated in paragraph 3.8.2. Proof must be provided within two (2) days upon request of Contracting Officer.

3.5.4 The flying training must expose students to the effects of common illusions found in mountain terrain;

3.5.5 The flying training must expose students to confined area operations;

3.5.6 Student progress must be documented following each flight, and be made available for students to review prior to next flight.

3.5.7 The student's final check ride must be done by the contractor's Chief Pilot or designated Check Pilot.

3.6 Weather. All flying must be conducted in day visual meteorological conditions (VMC) and in accordance with visual flight rules (VFR):

3.7 Access. The contractor must allow the PA access to conduct site visits in accordance with Appendix 2.

3.8 Limitations (Constraints/Restrictions). The following restrictions and limitations apply:

3.8.1 Course Length. This must not exceed 25 calendar days unless justified by the contractor and approved by the PA;

3.8.2 Minimum Flying Time. The course must include a minimum of twenty-six (26) flying hours with no more than twenty percent (20%) being consumed transiting to and from mountain terrain training area;

3.8.3 Student Flying Rate. Flying must consist of one instructional trip per day. In exceptional circumstances (e.g. when weather has resulted in no fly days), students may fly two trips in a day;

3.8.4 Student-Load. During normal contracted flying operations, the CF student-load per course is eight (8) students. During surge operations, the course load may be renegotiated if mutually agreed upon between the contractor and the CA; and

3.8.5 Courses per Year. The delivery of training must be done over a minimum of four (4) courses per year, with no overlapping of course dates.

3.9 Support Infrastructure. The following non-flying requirements must apply:

3.9.1 The location from which training will be based must be within 50 km of a commercial airport.

3.9.2 Daily transit time to following services must not exceed 20 minutes one way of eating establishments, rental vehicles, and hotel accommodations. Meals, accommodations, and transportation to and from facility are not included in the scope of work

3.10 Client Support and Coordinating Arrangements. The ensuing paragraphs outline Client Support and coordinating arrangements:

3.10.1 Course Schedule Coordination. The Technical Authority will provide the training required through the issuance of a DND 626 – Task Authorization

3.10.2 Staff Visit. See Appendix 2

SECTION 4 - DELIVERABLES

4.1 The Contractor must deliver:

- A. A Student Mountain Flying Manual prepared in accordance with CDRL 001 (See Appendix 4); and
- B. A student course report prepared in accordance with CDRL 002 (See Appendix 4).

APPENDIX 1 ASSESSMENT

FLIGHT TEST

1. The Canadian Force's student final assessment must consist of a confirmatory flight test with the Contractor's Chief Pilot or designated check pilot. This flight test must consist, as a minimum, of one (1) complete mountain sequence with the following mandatory test items:
 - a. Enroute wind-finding techniques;
 - b. Reconnaissance appropriate for the terrain feature selected;
 - c. Landing site selection;
 - d. Approach to landing at mountain landing site; and
 - e. Takeoff and departure from mountain landing site.
2. Each of the items listed above must be assessed in accordance with the definitions listed below (these definitions are taken from the CF publication A-PD-050-002/PF-001, "Aircrew Standards Handbook"):
 - a. **Level 1.** Student was not capable of completing the task. Student required verbal and/or physical assistance to avoid making major errors. Further instruction is required;
 - b. **Level 2.** Student completed the task but required verbal and/or minor physical assistance to avoid making major errors. Further practice is required;
 - c. **Level 3.** Student completed the task, making only minor errors. Student required minimal verbal cues to analyze and/or correct errors;
 - d. **Level 4.** Student completed the task without assistance, making only minor errors. Student was able to self-analyze and correct errors; and
 - e. **Level 5.** Student completed the task without assistance and without error.
 - f. **Major Errors.** Major errors are those that significantly detract from the ideal and/or jeopardize safety or the successful completion of the task.
 - g. **Minor Errors.** Minor errors are those that detract from the ideal but do not jeopardize the successful completion of the task.
3. The minimum acceptable level for all items will be Level 3.

APPENDIX 2**ANNUAL STAFF****VISIT**

1. The TA, or designate, will conduct an annual three (3) day staff visit to the contractor's base of operations. The visit will normally take place while a course is in progress. During the staff visit, the items listed below, will be subject to verification. The bidder must allow Canadian Force's staff to visit personnel to observe flying instruction aboard the aircraft while students are being instructed.

The following activities are subject to verification during the TA's Annual Staff Visit to the Contractor's base of operations:

- a. Maintenance. Review most recent Transport Canada (TC) audit report;
- b. Training Qualifications;
 - 1) Documentation pertaining to Contractor's TC training unit certification,
 - 2) Review documentation pertaining to school's insurance certificate.
- c. Instructor Experience and Qualifications;
 - 1) Documentation pertaining to TC instructor ratings,
 - 2) Contractor's internal check ride program and instructional currencies.
- d. Terrain Access. Land use permits;
- e. Flying Instruction Evaluation. Flying instruction aboard the aircraft to observe instruction technique while Canadian Forces personnel are being trained;
- f. Ground School Facilities; and
- g. Student progress documentation

2. The first staff visit will take place within ninety (90) calendar days of commencement of the Contract in order to verify and assess the program.

3. If problems are identified by the TA, the Contractor will be informed in writing and verbally if possible. The Contractor will make the required rectification immediately, if possible, or within thirty (30) calendar days of written notification, or within an alternative date which is acceptable to the TA.

APPENDIX 3**CDRL****RWFC****CONTRACT DATA REQUIREMENTS LIST AND DATA ITEM DESCRIPTIONS****1. List of CDRL Items**

CDRL #	TITLE	DID #
CDRL-001	Student Mountain Flying Manual	001
CDRL-002	Student Course Report	002

2. CDRL-001 Student Mountain Flying Manual

CONTRACT DATA REQUIREMENTS LIST					
LISTE DES DONNÉES ESSENTIELLES DU CONTRACT					
A. Annex Description Rotary Wing Mountain Flying Course			B. Contract/RFP Number W3999-13-M666		
C. SOW Identifier SOW 3.1.2		D. Data Category PM		E. Contractor	
1. Item Number 001	2. Title or Description of Data Student Mountain Flying Manual		3. Subtitle		
4. Authority (Data Item Number) 001	5. Contract Reference SOW 3.1.2		6. Requiring Office Technical Authority		
7. Inspection DD	10. Frequency Once		14. Distribution and Addressees		
9. Input	12. Date of first Submission N/A		A. Address B. Copies Draft Final		
8. App Code	11. As of date 1 MACA	13. Date of Subsequent Submission N/A	Hard Soft Hard Soft		
16. Remarks The purpose of this student manual is twofold: to provide a current, up-to-date reference publication for the student while taking this training; and, following course completion, to provide the graduate with an authoritative reference for those situations where a significant time gap may occur between mountain flying operations. The Manual is due 1 month after Contract award to 1 Cdn Air Div HQ, Senior Staff Officer Tactical Aviation and will require 7 working days for DND review and comments. This manual is required only to be presented one time after Contract award or if revisions to the manual are made.			TA		1
			CA		
			PA		
Prepared By Samantha Twolan DAP 2-3-2			Date Approved By Maj MK Gagne 2 Air Div AF TRG		
17 Contract File/Document Number		19. Estimated Price		15. Total	1
18. Estimated Numbers of Pages					1

3. CDRL-002 Student Course Report

CONTRACT DATA REQUIREMENTS LIST LISTE DES DONNÉES ESSENTIELLES DU CONTRACT									
A. Annex Description Rotary Wing Mountain Flying Course			B. Contract/RFP Number W3999-13-M666						
C. SOW Identifier SOW 3.1.3		D. Data Category PM		E. Contractor					
1. Item Number 002	2. Title or Description of Data Student Course Report		3. Subtitle						
4. Authority (Data Item Number) 002	5. Contract Reference SOW 3.1.3		6. Requiring Office Technical Authority						
7. Inspection DD	9. Input	10. Frequency Repeated - one per student		14. Distribution and Addressees					
8. App Code		12. Date of first Submission 14 days after course completion		A. Address					
		11. As of date N/A		B. Copies					
		13. Date of Subsequent Submission 1 per student 14 days after each course		Draft Final Hard Soft Hard Soft					
16. Remarks The Student Course Report is to identify individual student's strength and weaknesses with respect to knowledge and skill pertaining to mountain flying. Results are used as input on employment decisions upon training completion. It contributes to the overall efficient and effective management of the training program to assist in confirming that the program is meeting Canadian Forces requirements. Individual Student Course Reports are due after each course to the 1 Cdn Air Div HQ Senior Staff Officer Tactical Aviation within 14 days of course completion. DND shall respond to the contractor within 7 working days after receipt if there are any concerns with the course report. Course reports may be forwarded to the students unit for inclusion in his aircrew training and standards file.				TA		1		1	
				CA					
				PA					
				Other					
Prepared By Samantha Twolan				Date		Approved By Maj MK Gagne			
DAP 2-3-2						2 Air Div AF TRG			
17 Contract File/Document Number				19. Estimated Price		15. Total		1	
18. Estimated Numbers of Pages								1	

Solicitation No. - N° de l'invitation

W3999-13M666/A

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

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36104

Buyer ID - Id de l'acheteur

wpg202

CCC No./N° CCC - FMS No/ N° VME

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APPENDIX 4**DID****RWFC****DATA ITEM DESCRIPTION****1. DID 001 Student Mountain Flying Manual**

1. TITLE - TITRE Student Mountain Flying Manual	2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION DID 001
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET 3.1 The purpose of this student manual is twofold: to provide a current, up-to-date reference publication for the student while taking this training; and, following course completion, to provide the graduate with an authoritative reference for those situations where a significant time gap may occur between mountain flying operations.	
4. APPROVAL DATE - DATE D'APPROBATION 5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR) 1 Cdn Air Div HQ / SSO Tac Avn	
6. GIDEP APPLICATION - PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENTES N/A	
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE	
8. ORIGINATOR - AUTEUR PWGSC Contract Authority	
9. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES 10.1 <u>Format</u> : The Student Mountain Flying Manual is to be provided in Contractor format. 10.2 <u>General</u> : The Mountain Flying Student Manual must be in English. The Manual must identify: <ul style="list-style-type: none"> 10.2.1 Risks associated with entering, transiting and exiting for each flying condition/topic; 10.2.2 Risk mitigation strategies and techniques; 10.2.3 "Go" / "No Go" decision criteria; 10.2.4 Mandatory references (e.g. Transport Canada safety regulations); 10.2.5 Recommended references (e.g. Contractor-developed "best practices", or practical experiences of the Contractor's mountain flying instructors). 	

10.3 Content: The Manual must contain material organized around and dealing with the following conditions/topics:

10.3.1 Mountain Geography

10.3.1.1 Terminology, and

10.3.1.2 Mountain Structure

10.3.1.2.1 Ridges and Crowns,

10.3.1.2.2 Shoulders and Ledges,

10.3.1.2.3 Saddles,

10.3.1.2.4 Cirques,

10.3.1.2.5 Glaciers and Snowfields,

10.3.1.2.6 Pinnacles,

10.3.1.2.7 Alpine Meadows and High-altitude Confined Areas,

10.3.1.2.8 Canyons, narrow Valleys and Riverbeds, and

10.3.1.2.9 Log Pads and Platforms;

10.3.2 Mountain Winds and Weather

10.3.2.1 Wind Considerations,

10.3.2.2 Mountain Wind / Turbulence

10.3.2.3 Boundary Air, and

10.3.2.4 Determining Wind Speed and Direction;

10.3.3 Mountain Recce and Approach Techniques

10.3.3.1 Contour Crawl Technique,

10.3.3.2 Standard Mountain Approach,

10.3.3.3 Standard Mountain Landing,

10.3.3.4 Basic Mountain Recce,

10.3.3.5 Circling Recce; and

10.3.3.6 Standard Mountain Take-off,

10.3.4 High Altitude Considerations

10.3.4.1 Density Altitude Effect,

10.3.4.2 Wind at Altitude,

10.3.4.3 Terrain at Altitude,

10.3.4.4 Aircraft Performance in High Altitudes,

10.3.4.5 Critical Wind Azimuth and LTE, and

10.3.4.6 Loss of Tail Rotor Effectiveness; and

10.3.5 Illusions

10.3.5.1 Impact of Shape of Terrain,

10.3.5.2 Impact of Aircraft Location, and

10.3.5.3 Impact of Site Picture / View of Area.

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2. DID 002 Student Course Report

1. TITLE - TITRE Student Course Report	2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION DID 002
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET 3.1 The Student Course Report is to identify individual student's strength and weaknesses with respect to knowledge and skill pertaining to mountain flying. Results are used as input on employment decisions upon training completion. 3.2 It contributes to the overall efficient and effective management of the training program to assist in confirming that the program is meeting Canadian Forces requirements.	
4. APPROVAL DATE - DATE D'APPROBATION 5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR) 1 Cdn Air Div HQ / SSO Tac Avn 6. GIDEP APPLICATION - PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENTES N/A	
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE	
8. ORIGINATOR - AUTEUR PWGSC Contract Authority 9. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES 10.1 <u>Format</u> : The reports shall be prepared in Contractor's format. 10.2 <u>Security</u> : The reports must be designated "PROTECTED B" and handled in accordance with the Treasury Board policy "Operational Security Standard on Physical Security" found at URL http://www.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/appb . Particular attention is to be made to Appendices B and C to the document. 10.3 <u>Contents</u> : The Course Report, which is to be submitted to the Project Authority, must contain: <ul style="list-style-type: none"> 10.3.1 Name of student; 10.3.2 Dates on course; 10.3.3 Total hours flown (indicate aircraft type); 10.3.4 Instructor name(s); 10.3.5 Terrain types to which the student was exposed; 10.3.6 Aspects of the course or terrain types that were not able to be taught, and why; 10.3.7 Flight test - <ul style="list-style-type: none"> a. Check pilot's name, and b. Results and comments; and 10.3.8 The report is to identify strengths and weaknesses with respect to the student's knowledge and skill in relation to curricula requirements outlined in sections 3.4 and 3.5 of the SOW. 10.3.9 Rating Scale. The rating scale laid out in Appendix 1 is to be used for the overall/final course assessment for each CF student. 	

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ANNEX B**BASIS OF****PAYMENT****1. INSTRUCTIONS**

1.1. It is **MANDATORY** that bidders submit prices or rates for the period of the proposed Contract in the following pricing schedules. This Annex B, when completed, will be considered as the Financial Bid.

1.2. Should there be an error in the extended pricing of the Financial Bid, the unit pricing will prevail and the extended pricing will be corrected in the evaluation. Any errors in the quantities of the Financial Bid will be changed to reflect the quantities stated in the RFP.

1.3. GST or HST, as applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

1.4 The quantities and estimates specified below are provided for evaluation purposes only.

1.5 Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with Annex A - Statement of Work attached herein.

2. PRICING SCHEDULES

For the provision of Helicopter Pilot Mountain Flying Training courses as detailed in Annex A - Statement of Work, the Contractor will be paid in accordance with the following all inclusive unit prices.

All rates are in Canadian dollars, GST/HST extra, FOB destination.

#	Contract Period	Est Qty	Unit Price per Candidate	Ext Price
1	Year #1 - April 01, 2014 to March 31, 2015	36	\$	\$
2	Year #2 - April 01, 2015 to March 31, 2016	36	\$	\$
3	Year #3 - April 01, 2016 to March 31, 2017	36	\$	\$
#	Option Periods	Est Qty	Unit Price per Candidate	Ext Price
4	Year #1 - April 01, 2017 to March 31, 2018	36	\$	\$
5	Year #2 - April 01, 2018 to March 31, 2019	36	\$	\$

NOTE: DND reserves the right to replace individuals scheduled for training at no additional cost.

ANNEX C FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the Contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit
HRSDC-Labour's website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- () A1. The Bidder certifies having no work force in Canada.
- () A2. The Bidder certifies being a public sector employer.
- () A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- () A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

() A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

() A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to Contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- () B1. The Bidder is not a Joint Venture.

OR

- () B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed Annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX D**INSURANCE****REQUIREMENTS****1.1 Commercial General Liability Insurance**

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

1.1.2 The Commercial General Liability policy must include the following:

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

1.2 Aviation Liability Insurance

1.2.1 The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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 \$25,000,000 per accident or occurrence and in the annual aggregate.

1.2.2 The Aviation 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, represented by Public Works and Government Services Canada.

B. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

C. 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.

D. 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.

E. Employees and, where applicable, Volunteers must be included as Additional Insured.

F. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.

G. 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.

H. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

Solicitation No. - N° de l'invitation

W3999-13M666/A

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

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36104

Buyer ID - Id de l'acheteur

wpg202

CCC No./N° CCC - FMS No/ N° VME

ANNEX E

DND 626 TASK AUTHORIZATION

FORM

See attached

ANNEX F**TASK AUTHORIZATION USAGE****FORM**

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 July	01 April	30 June
15 October	01 July	30 September
15 January	01 October	31 December
15 April	01 January	31 March

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

WST-PA-MB@pwgsc-tpsgc.gc.ca

Solicitation No. - N° de l'invitation

W3999-13M666/A

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

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36104

Buyer ID - Id de l'acheteur

wpg202

CCC No./N° CCC - FMS No/ N° VME

Or

Facsimile: 204-983-7796

ANNEX G**EVALUATION****CRITERIA****A) Mandatory Requirements:**

Bids will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bids must clearly demonstrate that they meet all Mandatory Requirements for the bid to be considered for further evaluation. Bids not meeting the mandatory criteria will be excluded from further consideration.

1. Bidder's must include the following table in their Technical Bid, indicating whether or not it meets the mandatory criteria, and providing the bid page number or section that contains information to verify that the criteria has been met.

2. The following documents **MUST BE PROVIDED** by bidders to meet the mandatory technical criteria. These documents may be further evaluated in the point rated section.

3. Canada **RESERVES THE RIGHT** to conduct a site visit of the lowest compliant bidder to confirm the course training and facilities meet the mandatory criteria **PRIOR TO CONTRACT AWARD**.

	Mandatory Criteria	MET	NOT MET	Ref. Pg #
M1	Submit an existing copy of their ground school lesson plan manual identifying supporting training aids. (The manual will be returned upon completion of the evaluation.)			
M2	Submit an existing copy of their flying lesson plan manual and mountain flying training manual with their proposal. (These manuals will be returned upon completion of the evaluation.)			
M3	Submit an existing copy of their standard trip evaluation report with their proposal.			
M4	Submit a existing copy of their standard final course debrief report with their proposal			
M5	Submit a copy of their standard trip evaluation report intended for use on this course with their proposal.			
M6	Submit you proposed training plan identifying preliminary course date schedules.			
M7	Bidders must have a minimum of one (1) year experience in providing mountain flying training. Demonstrate by providing a course schedule dating back a minimum of one year of bid application date.			
M8	Bidders must provide proof that they are an approved training unit by their national transportation regulatory agency, such as Transport Canada, Federal Aviation Administration, Joint Aviation Authorities, or other host nation equivalent. Demonstrate by providing a current active/non-expired certification.			
M9	Submit the date and proof of a currently active/ non expired safety inspection by their national transportation regulatory agency, such as Transport Canada, Federal Aviation Administration, Joint Aviation Authorities, or other host nation equivalent.			
M10	Submit a description of EACH instructor-pilot that will provide training for this Contract, and include: a. his/her mountain and instructional experience			

	b. include their relevant flying hours at the time of bid and his/her Transport license numbers. c. Instructors & Bidders must sign a statement of compliance guaranteeing they have at least 3000 hours of helicopter mountain flying time, and d. a statement of compliance guaranteeing a minimum of 300 hours of helicopter mountain flying instruction time.			
M11	Bidders must submit their proposed training area maps identifying where each proposed training flight will be conducted. Training areas must be clearly designated and land use clearances, including environmental clearances must be verifiable prior to Contract award			
Bidders must confirm their understanding of full scope of work as indicated in Annex A - Statement of Work and indicate their ability to perform the work				
M12	Bidders must have the ability to perform the full scope of work as identified in Annex A - Statement of Work. Indicate YES or NO	YES NO		

B. Point Rated Technical Criteria

1. Experience being put forth must not be for work solely internal to the bidders own organization.
(ie: provide training to companies other than bidders own individuals)
2. The individuals proposed in the bid submission MUST be the individuals who will perform the training within this requirement.
3. Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria.
4. Bidders should clearly demonstrate in their bid how they meet the following Point Rated Criteria.

#	Point Rated Criteria	Maximum Points
1	<p>Steady state operation of a helicopter mountain flying course as defined in the Statement of Work (SOW) 3.5.3 and 3.8.2. Bidders must demonstrate compliance by providing an abstract of records and historical reports to substantiate their relevant professional experience.</p> <p>2-5 years (5 pts) 6-10 years (10 pts) 11-15 years (15 pts) 15+ years (20 pts)</p>	/20
2	<p>MOUNTAIN FLYING PILOTS - Provide the mountain flying time for the pilots expected to be conducting flying ops/instruction on the Contract training. Demonstrate by providing copies of log summary of total hours of instructor log books. Points will be assigned using an average of the individuals proposed.</p> <p>4000-5000 hours (14 pts) 5001-7500 hours (17 pts) 7501 hours + (20 pts)</p>	/ 20
3	<p>For the required training detailed herein, the bidder will provide a teacher to participant ratio of:</p> <p>8:1 (1 pt) 4:1 (5 pts) 2:1 (15 pts)</p>	/15
4	<p>PILOT INSTRUCTORS FOR MOUNTAIN FLYING - Provide the flying time as Pilot Instructor for the Instructor personnel proposed in this Contract. Demonstrate by providing a current Log Book Summary Sheet. Points will be assigned using an average of those individuals proposed.</p> <p>301-500 hours (14 pts) 501 - 1000 hours (17 pts) 1001+ hours (20 pts)</p>	/20

5	The capacity of classroom facilities: 7-10 people (1pt) 11-15 people (2 pts) 16+ people (3 pts)	/3
6	Proximity of Classroom to Air Operation Centre (max 3 points): Demonstrate by providing the physical address of both locations and the distance between each. Less than 40 km (1 pt) Less than 30 km (2 pts) Less than 20 km (3 pts)	/3
7	The quality and availability of classroom training aids: Computer Based Training that includes interactive video or Power point (2 pts) Motionless Flight Simulator or Computer Desktop Simulation/Emulation (4 pts) Full Motion Flight Simulator (5 pts)	/5
8	Indicate the federal regulatory agency by which the training unit is governed: Other Host Nation Regulatory Agency (2 pts) Joint Aviation Authorities (4 pts) Federal Aviation Administration (7 pts) Transport Canada (10 pts)	/10
9	DND will be responsible for the transportation costs of participants to and from the training course. Indicate the location of the training course. Within continental North America (other than Canada) (5) Within Canada (10 pts)	/10
10	Instructors proposed can provide instruction in both official languages of Canada (English and French). Indicate the trainers names. 1 Bilingual instructor (English and French) (5 pts) More than 1 Bilingual instructor (10 pts)	/10

Total point rated technical criteria - 116 available points

TASK AUTHORIZATION
AUTORISATION DES TÂCHES

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

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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