

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397

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

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield.

Title - Sujet Exercise Dog Sledding	
Solicitation No. - N° de l'invitation W0142-13C052/A	Date 2013-11-21
Client Reference No. - N° de référence du client BATUS W0142-13C052	
GETS Reference No. - N° de référence de SEAG PW-\$STN-190-4645	
File No. - N° de dossier STN-3-36019 (190)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-11	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: Mack, Wayne	Buyer Id - Id de l'acheteur stn190
Telephone No. - N° de téléphone (306) 975-4004 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence CFB Suffield PO Box 6000 Ralston, AB T1A 8K8	

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/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Sask.
S7K 5T6

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 DND 626 Task Authorization Form and any other annexes.

2. Summary

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU").

To provide dog sledding and ski jorring as part of the winter Adventure Training programme for the British Army Training Unit Suffield (BATUS), Canadian Forces Base Suffield, AB, in accordance with Annex A - Statement of Work detailed herein, during the period of the contract from date of contract award to October 31, 2014 inclusive.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year periods under the same conditions.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

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 limited to Canadian goods and/or services.

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: one hundred and twenty (120) days

2. Submission of Bids

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

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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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 Saskatchewan.

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), 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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

To be considered responsive, a bid must meet all of the following **Mandatory Technical Criteria**. Bids not meeting all of the mandatory requirements will be given no further consideration. Failure to meet any of the following mandatory criteria will render your submission non-responsive and it will be given no further consideration.

Proof of the following must be submitted with bid or within seven (7) days upon request.

1) Operating Licence

Correct licences (including business licence) from the Provincial and Municipal issuing authorities to operate Dog Sledding and Ski Jorring in the Backcountry and Provincial Parks.

2) Activities

Demonstrated ability to deliver:

- a. A 4 day Dog Sledding course as per 2.1 & 2.2 (Show examples of, (Incl maps and campsites))
- b. Nordic skiing incorporating Ski Jorring
- c. Basic Avalanche training & rescue procedures
- d. Field administration and camp craft skills
- e. Bidders must provide in writing that its instructors will undertake VBL training if awarded the contract.
- f. Emergency bivouac procedures & winter survival
- g. A multiday expedition with a variety of 2 overnight campsites (provide routes Incl maps showing campsites to deliver overnight training)
- h. Bidders must provide proof in writing that it will provide a full days training (6 hours) , weather permitting as determined by BATUS.

3) Location of Kennels

Contractor's kennels located within one (1) hour of travel by road from TEC

4) Exclusive Military Usage

Courses exclusive to British Military usage only

5) Instructor Qualifications

The following qualifications are required to be held by the instructors in order to demonstrate an acceptable and safe level of competency:

- a. CANSI Level 1.
- b. AST1 course or CAA Level 1.
- c. Must have completed an 80-hour Wilderness First Aid certificate and have an understanding of the treatment of cold injuries and spinal immobilisation.
- d. Must have led a minimum of 30 winter Backcountry tours with a dog team
- e. Must have minimum 3 years (winter seasons) Dog Sledding leading.
- f. Must have minimum 3 years teaching experience of Ski Jorring.
- g. Must be age of 21 or older.
- h. Must have a variety of teaching in relation to the skills of winter survival and camp craft
- i. Must have attended VBL training prior to delivery (delivered by CI TEC).
- j. Must provide evidence of previously delivered skills relating to winter survival and camp craft.
- k. The Contractor is to submit to OC TEC a list of all potential and regular instructors with a copy of their individual qualifications and experience prior to the start date of each season. The additional details required for each instructor are:
 - i) Name.
 - ii) Date of birth.
 - iii) Proof of qualifications and experience as listed above.

6) Camping Access

Contractor has wild camping permits

7) Equipment

Contractor must indicate that it can provide the following:

- a. Ski Jorring equipment for 6 students
- b. Dog Sledding equipment for 6 students
- c. Bidders must provide log books and service delivery to show that its instructors are competent with operating all of the equipment involved with the activities.

8) Communication

Contractor indicates that it has reliable communication facilities (radios) when operating out in the Backcountry

9) Safety

Contractor must provide evidence of Health and Safety policies/procedures/processes including an Emergency Procedure and Risk Management Plan to facilitate safe training

10) Student Debrief

Contractor indicates that it will provide student debriefs in compliance with TECs direction at paragraph 3.1 in Annex A - Statement of Work

The following mandatory criteria will be verified at the bidder's facilities during the site visit performed by BATUS:

- 1) Bidder/Contractor must have a minimum number of 8 healthy Dogs per sled
- 2) Bidder/Contractor must have at least 3 sets of approved Dog Sledding equipment.
- 3) BATUS will check the Bidder's/Contractor's facility for acceptable loading area, briefing area (indoor), parking and toilets.
- 4) BATUS will check the Bidder's/Contractor's kennel facilities to ensure it is in clean order and fit for purpose.
- 5) Kennels are located within 1 hour by road of Trails End Camp and has winter access to road/track.
- 6) Bidder/Contractor must have a serviceable vehicle and or trailer for the transportation of Dogs

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

The estimated quantities listed herein are for evaluation purposes only and will not form part of any resulting Contract. Actual usage may vary from the amounts shown.

The pricing for each item #1 to #2 in Annex B - Basis of Payment will be multiplied by their respective estimated quantities to arrive at a total price per item. The total price for each item will be added together to arrive at the total Evaluated Price, as follows:

(Price of item #1 x 8) + (Price of item #2 x 8) = **Evaluated Price**

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications 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](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) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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 Canadian Content Certification

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

2.2 Canadian Content Certification

This procurement is limited to Canadian goods.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 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.

Bidders should submit this certification completed with their bid. If the certification is not completed and or submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive

PART 6 - 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

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU").

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

1.1 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.

1.1.1 Task Authorization Process

1) The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".

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 10 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.

1.1.2 Task Authorization Limit

The CFB Suffield G4 Procurement Officer may authorize individual task authorizations up to a limit of \$50,000.00, Applicable Taxes included, inclusive of any revisions.

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

1.1.3 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 20% 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.

1.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the CFB Suffield G4 Procurement Officer. 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 date of contract award to October 31, 2014 inclusive

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period 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 15 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:

Wayne Mack

Public Works and Government Services Canada - Acquisitions Branch

910 - 410, 22nd Street East

Saskatoon, SK

S7K 5T6

Telephone: 306-975-4004 Facsimile: 306-975-5397

E-mail address: wayne.mack@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: **To be determined**

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: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

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 Basis of Payment

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.

7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all Task Authorizations (TAs), inclusive of any revisions, must not exceed \$ **TBD** . 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.

7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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.

7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0710C (2007-11-30), Time and Contract Price Verification

8. Invoicing Instructions

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

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

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.

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 SACC Manual Clauses

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

10. Applicable Laws

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

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), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated _____

12. Defence Contract

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

13. Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified herein. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

14. Commercial General Liability Insurance

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 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)

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn190

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

BATUS W0142-13C052

File No. - N° du dossier

STN-3-36019

CCC No./N° CCC - FMS No/ N° VME

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.

Annex "A"

Statement of Work

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU").

1.0 SCOPE

1.1 Philosophy

The British Army conducts training using outdoor activities/challenging pursuits as a medium for enhancing a soldier's ability to withstand the shocks and strains of an operational environment. In accordance with this philosophy the Contractor is to ensure that training delivered, which is specifically designed for British Army personnel, enhances the following qualities of, physical and mental robustness, courage, initiative, morale, powers of endurance, interdependence and self-reliance.

The Contractor is to provide evidence that all of its instructors are suitably trained and have the skills to develop both the personal and interpersonal skills already highlighted in order to develop the British Military's 'Aims of Adventurous Training' (AT):

'The aim of Service Adventurous Training is to develop, through authorised challenging pursuits and within an outdoor environment, leadership and the necessary qualities to enhance the performance of Service personnel in time of peace and war'

Value Based Leadership (VBL) is to be introduced and re-enforced throughout Dog Sledding courses. TEC will provide the pre-season training but contractors are to ensure all instructors are competent and capable to delivering VBL through dog sledding activities. Only instructors who have completed the 2-day pre-season VBL training are authorised to deliver training. These 2 days are in addition to the annual training day.

1.2 Background

Exercise Dog Sledding is designed to be used by the British Army, both men and women, whom are deployed on permanent or temporary duty in Canada. Training is to be conducted from a suitable location which is near to the foothills of the Rocky's. All services and training shall be conducted and delivered in accordance with this SOW; current best practice, under the direction of the Officer Commanding (OC) Trails End Camp (TEC) and comply with current policies of the Department of National Defence (DND) and British Army Training Unit Suffield (BATUS).

This Statement of Works (SOW) sets out the requirements of all materials, equipment, labour, supervision and expertise necessary for the British Army to conduct its winter AT programme activity of Dog Sledding and Ski Jorring (Exercise DOG SLEDDING) within Western Canada.

1.3. Aim or objective

The aim of this SOW is to initiate a contract between Public Works and Government Services Canada, (PWGSC), for the provision of high quality Dog Sledding and Ski Jorring as part of the winter AT programme for British Army personnel based out of Suffield, Alberta.

1.4 Dates

The winter season and period for Dog Sledding services to be delivered is from 1 November through to 31 May.

1.4.1 Location

The AT programme is delivered to approximately 3000 personnel annually, requiring advanced logistics and an intense training schedule. Transportation of personnel between CFB Suffield, the BATUS AT Staging Support Area, and the specific AT location(s) is a significant factor as it impacts available training time. The Contractor's base location must be situated to reduce travelling time from the BATUS Adventurous Training Staging Support Area (ATSSA) to the area to conduct the dog sledding. The Staging Area is presently located 30-minutes west of the town of Cochrane in Alberta.

In order to afford instant access to Backcountry areas and to reduce travelling time the kennels must be located within one (1) hour by road from the BATUS - ATSSA, TEC

2.0 REPORTS AND DELIVERABLES

2.1 Course content

Dog Sledding is designed to develop British soldiers' personal and inter-personal skills through a challenge pursuit activity in a remote self-reliant environment through an experiential learning approach. Exercise DOG SLEDDING is designed to provide an experience in winter conditioning in support of the 'Aims of AT' through teaching the skills necessary to conduct Backcountry Mountain Dog Sledding and Ski Jorring. To achieve this training there are a number of clearly defined objectives that the Contractor must incorporate into the dog sledding course:

- a. Undertake multi day dog sledding journey utilising a variety of overnight camps.
- b. Basic avalanche training and rescue procedures (as provided by CI TEC).
- c. Field administration and camp craft skills.
- d. Leadership skills (As delivered during VBL training).
- e. Emergency bivouac procedures and winter survival.
- f. Inculcation of the Aims of AT as at 1.1.
- g. Nordic skiing incorporating Ski Jorring.

2.2 Course Composition.

Exercise DOG SLEDDING is defined as consisting of eight (8) training packages. The course will consist of four (4) working days; the first day will be Ski Jorring followed by three (3) days of Dog Sledding which is to include two (2) overnight camps whilst covering the training objectives stated in para 2.1 b – g.

In the event of poor winter conditions (lack of suitable snow and trail accessibility) the Contractor is to conduct localised journeys returning on a daily basis but must still cover the training objectives stated in para 2.1 b – g.

2.3 Numbers.

The following table are maximum numbers of courses for the life of the contract and participants that may attend Exercise DOG SLEDDING:

Ser	Term	Courses per year	Max Course Attendance	Annual Total 48
1.	First Year (Firm)	8	6	Minimum number of students to run a course is four (4)
2.	Second Year (Option)	8	6	

2.4 Site Visit.

As part of the final selection process and before the contract can be awarded, a site visit must be conducted by TEC to satisfy the British Army that potential Contractors can meet all the standards required of this contract and that there will be no interruption in the delivery of training which is to commence on date of contract award.

SPECIFIC CRITERIA CHECK LIST BATUS WILL LOOK FOR DURING THE MANDATED SITE VISIT (DOG SLEDDING)

Ser	Criteria	Specific Requirements	Yes or No Pass/ Fail	Remarks
1	Dogs	Minimum number of 8 healthy Dogs per sled		
2	Equipment	Must have at least 3 sets of approved Dog Sledding equipment.		
3	Facilities	Loading area Briefing area (Indoor) Parking Toilets		

4	Kennel facilities	In clean order and fit for purpose		
5	Location of Kennels	Within 1 hour of Trails End Camp Winter access to road/track		
6	Transport	Must have a serviceable vehicle and or trailer for the transportation of Dogs.		

2.5 Technical Standards.

This SOW is designed to cater for British Service personnel only; the Contractor must comply at all times with Ministry of Defence (MoD) and appropriate Federal/Provincial and municipal regulations in order to operate within current regulations/standards, providing the required Dog Sledding support to the BATUS AT winter programme. The MoD must ensure it maintains a safe training environment, which (on occasion) due to changes in regulatory standards and Provincial code could result in a change of requirement at the point of delivery. If this occurs the Contractor will be mandated to comply with the highest standard required. Any additional standards or amended regulations/codes required by the MoD identified after this contract is let will be addressed through a Contract Amendment issued by the Contracting Authority.

Details of technical standards in support of the Dog Sledding and Ski Jorring have been taken from the Alberta Parks, the Canadian Avalanche Association (CAA), the Canadian Nordic Skiing Instructors Association (CNSIA) and the Association of Canadian Mountain Guides (ACMG). There are no rules governing the subject of Dog Sledding or Ski Jorring however, the Contractor is expected to conduct the training in accordance with the governing body guidelines already mentioned and in an exemplary and professional manner in order to achieve the 'Aims of AT' as at 1.1.

2.6 Instructors.

The maximum number of students on any one course is six (6), the minimum number of instructors on any one course is two (2) therefore, there is to be an instructor student ratio of 2:6 minimum on any course at all times. Any changes to this are to be first authorised by Officer Commanding (OC) TEC. Due to the lack of industry standard awards for Dog Sledding the following qualifications are required to be held by the instructors in order to demonstrate an acceptable and safe level of competency:

- a. CANSI Level 1.
- b. AST1 course or CAA Level 1.
- c. Must have completed an 80-hour Wilderness First Aid certificate and have an understanding of the treatment of cold injuries and spinal immobilisation.
- d. Must have led a minimum of 30 winter Backcountry tours with a dog team, Providing evidence or proof of qualifications will be requested in the Evaluation
- e. Must have minimum 3 years (winter seasons) Dog Sledding leading.
- f. Must have minimum 3 years teaching experience of Ski Jorring.

- g. Must be age of 21 or older.
- h. Must have a variety of teaching in relation to the skills of winter survival and camp craft
- i. Must have attended VBL training prior to delivery (delivered by CI TEC).
- j. Must provide evidence of previously delivered skills relating to winter survival and camp craft.
- k. The Contractor is to submit to OC TEC a list of all potential and regular instructors with a copy of their individual qualifications and experience prior to the start date of each season. The additional details required for each instructor are:
 - i) Name.
 - ii) Date of birth.
 - iii) Proof of qualifications and experience as listed above.

2.7 Annual Instructor Training.

The Contractor is responsible for ensuring all instructors are trained sufficiently to meet the needs of all aspects of Exercise DOG SLEDDING. Additional specific training for instructors will be conducted by CI TEC at the start of each season; before the first course and will last one (1) day. The aim of this training is to assure commonality amongst instructors on the standard of training being delivered and protocols being carried out. This training will take place at TEC between 0900 - 1530 hours and will also focus on the 'Role of the Instructor' and the 'Aims of AT'.

2.8 Definition of a Full Day.

A full day is defined as a minimum of six (6) hours training. On particular cold days a reduction to the six (6) hours is acceptable and will be dependent on the severity of the weather conditions; subject to approval by the instructor.

2.9 Safety.

All service personnel attending any of the AT activities administered from TEC are fully briefed by the Chief Instructor (CI) regarding the dangerous nature of the pursuits they are participating in. The Contractor is solely responsible for the safety of its students at all times from the point they are received until such time they depart. All pertinent safety standards should be known and complied with at all times in accordance with the generic TEC Risk Assessments (RA), current best practices and the Contractors risk assessment processes. In addition the Contractor is to provide proof of adequate Health and Safety policies/procedures/processes including an Emergency Procedure and Risk Management Plan to facilitate the delivery of safe training.

Instructors must be trained in Wilderness First Aid in order to operate in a remote winter environment and be competent to instigate a rescue should one become necessary. The Contractor will be responsible for ensuring that all injured personnel reach medical treatment as soon as practicably possible. In the event of an injury, the instructor responsible for the soldier is to complete a statement of the incident, which is to be forwarded to OC TEC within 24 hours. This injury statement is to be endorsed by the Contractor to confirm that the training was in compliance with this SOW and current best practises.

The Contractor is responsible for:

- a. Ensuring that each instructor is in possession of a radio and can communicate with each other at all times.
- b. The co-ordination of movement and safety throughout the day.
- c. Checking weather and local conditions before training begins. Forecasts must cover the length of the training period and all areas used.
- d. Ensuring that students are fully aware of how to correctly fit, wear and use equipment issued.
- e. Ensuring that students are always wearing a transceiver when travelling in potential avalanche terrain. It will be the responsibility of the instructor to check the transceiver at the start of each training day.
- f. Ensuring suitable management of groups and individuals at all times during training.
- g. Ensuring briefings on the hazards of avalanches are given to all students before touring is conducted.
- h. Ensuring that first aid equipment is carried by the instructors and by a member of the group, on each tour.
- i. Ensuring that each student is issued with serviceable and appropriate equipment for the Exercise phase.
- j. The Contractor is to comply with the current generic RA provided by TEC and instructors are responsible for applying daily RAs.

The Contractor is required to inform staff at TEC when an accident has occurred. This is to be done as soon as practicable. The Contractor is responsible for all aspects of the casualty evacuation procedure until a member of the TEC staff formally takes over.

- a. **Non Serious Injury:** This is an injury, which does not require hospitalisation or an emergency evacuation from the training area.
- b. **Serious Injury:** An injury is categorised as serious when the instructor with the aid of the group has to move an injured soldier to safety. In this situation, the instructor will be required to use all resources available to carry out the evacuation of the injured soldier from the area nearest to the evacuation point. Once this has been carried out the Contractor is to notify OC/CI TEC immediately regarding the location of the injured soldier.
- c. **Very Serious Injury:** This is an injury, which requires emergency evacuation from the area straight to a hospital by the rescue services. In this situation, the Contractor is to inform OC/CI TEC as soon as possible of the incident and where the injured soldier has been taken i.e. Hospital/Doctors Surgery.
- d. **Death:** In the unlikely event of a death occurring to a student, the Contractor is to notify OC/CI TEC immediately whereby further direction will be given.

The instructor and Contractor are responsible for an injured soldier until cleared by either the OC/CI TEC or the rescue services depending on the severity of the injury.

Near Miss. In the event of a near miss¹, the contractor is to inform OC/CI TEC on completion of training. This critical information will be used to reduce repeat accidents occurring in the future.

2.10 Command and Control

All communications and correspondence associated with the routine running of Exercise DOG SLEDDING (including any technical aspects) must be staffed through OC TEC in the first instance. Any changes/amendments to the contract will be issued by Public Works and Government Services Canada (PWGSC).

All students regardless of rank come under the complete control of the Contractor from the start of training until its completion. Any unruly or unsatisfactory behaviour by students should be brought to the attention of the OC/CI TEC.

2.11 Substance Misuse

Substance misuse refers to any alcohol or drugs which are not to be consumed by students or instructors during training under any circumstances. The only exception to this rule is those students who are taking prescribed drugs that have been approved by the BATUS Medical Officer. Students who are unable to conduct training safely, due to substance misuse, are not to be allowed to participate in any further training and OC TEC should be informed immediately.

2.12 Formal Lectures

The CI will conduct the 'Aims of AT' and 'Cold Weather Injuries' lectures at TEC.

2.13 Equipment

TEC will provide all students with appropriate serviceable winter clothing, camping and ski equipment for its students. The Contractor is to provide all technical Dog Sledding equipment associated with the Ski Jorring activity and to ensure that each instructor is suitably trained in its use. All student avalanche safety equipment will be provided by TEC.

Prior to each day's training, the instructors will be responsible for checking the serviceability of all equipment used by students and supervise the correct management of the clothing/equipment issued by TEC. The Contractor is to supply and fit all **appropriate serviceable** technical equipment, which is to be in accordance with current industry standards and ensure that each instructor understands and is qualified to manage the equipment being used and adjust all safety equipment as necessary.

3.0 COURSE ADMINISTRATION

The Contractor is responsible for sending written confirmation of students' results for all courses. This must be completed no later than three (3) days following course dispersal using the template forms provided by TEC.

3.1 Student Debrief

Each student is to be given a verbal debrief by his/her instructor on their performance during and at the end of the course. The debrief is to focus not only on strengths but areas for VBL development in line with the 'Aims of AT'.

¹ Potential accident.

3.2 Course Validation

At the completion of each course, the CI TEC will validate training through verbal discussion. All feedback will be evaluated by the OC/CI TEC who will subsequently inform the Contractor where remedial action is to be implemented prior to the commencement of the next course.

3.3 Transport

TEC will provide all transport for BATUS students. The Contractor is responsible for all instructor transportation.

3.4 Environmental Policy

TEC is proud of its very strict environmental policy which complies with both the MoD and Parks Canada guidelines to conduct training in the Backcountry. The Contractor and all its instructors must be aware and be supportive of these guidelines; in particular instructors must strictly enforce compliance by all students.

3.5 Rationing

TEC will provide the rations required for all BATUS students on Exercise DOG SLEDDING, instructor rations are to be provided by the Contractor.

4.0 CANCELLATION NOTICE POLICY

BATUS will not be liable for the payment of student(s) if a notice is given to the contractor ten (10) or more business days before the course scheduled date.

Annex "B"**Basis of Payment**

Firm, all inclusive prices, as follows:

GST is to be excluded from the prices herein. GST, if applicable, is to be shown as a separate line item.

The estimated quantities listed herein are for evaluation purposes only and will not form part of any resulting Contract. Actual usage may vary from the amounts shown.

From Date of contract award to March 31, 2014:**FIRM YEAR ONE:**

Services to be provided during date of contract issue to 31 October 2014.

1) Dog Sledding course (inclusive of one (1) days Ski Jorring) - Each course is to be of four (4) days duration with two (2) nights in a snow-hole/tent. This is based on six (6) soldiers per course and eight (8) courses per season; firm price of:

\$ _____

OPTION YEAR ONE:

Services to be provided during 1 November 2014 to 31 October 2015.

2) Dog Sledding course (inclusive of one (1) days Ski Jorring) - Each course is to be of four (4) days duration with two (2) nights in a snow-hole/tent. This is based on six (6) soldiers per course and eight (8) courses per season; firm price of:

\$ _____

Solicitation No. - N° de l'invitation

W0142-13C052/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn190

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

BATUS W0142-13C052

File No. - N° du dossier

STN-3-36019

CCC No./N° CCC - FMS No/ N° VME

Annex "C"

DND 626, Task Authorization Form

See attached

TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
Previous value – Valeur précédente			
To – À		<p>TO THE CONTRACTOR</p> <p>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.</p> <p>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.</p> <p>À L'ENTREPRENEUR</p> <p>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.</p> <p>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.</p>	
Delivery location – Expédié à			
Delivery/Completion date – Date de livraison/d'achèvement			
		<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>			
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</div> <div></div> </div>			

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront 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.