

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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 Parachute Instructors & Camera men	
Solicitation No. - N° de l'invitation W2037-140062/A	Date 2013-11-22
Client Reference No. - N° de référence du client W2037-14-0062	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-620-6220	
File No. - N° de dossier KIN-3-40126 (620)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-16	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Porter, Marta M.	Buyer Id - Id de l'acheteur kin620
Telephone No. - N° de téléphone (613) 547-7587 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 76 Northstar ave P.O.BOX 17000 STN FORCES Trenton Astra k0k 3w0 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 / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Insurance

List of Annexes:

- Annex A Statement of Work
Annex B Basis of Payment

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Statement of Work

2.1 Department of National Defence (DND), Canadian Army Advance Warfare Centre (CAAWC) requires a Contractor to supply civilian CRW/Freefall Parachute Instructors and Freefall/CRW Camera Persons to assist in CFPT/SkyHawks training at two annual training camps. Further details can be found in Annex "A".

2.2 Services are required from 17 January 2014 to 20 April 2014 and include irrevocable options for Canada to extend the contract by 1 period of 12 months.

2.3 This requirement is subject to the following trade agreements: Agreement on Internal Trade (AIT).

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.

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;

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

Solicitation No. - N° de l'invitation

W2037-140062/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40126

Buyer ID - Id de l'acheteur

kin620

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

CCC No./N° CCC - FMS No/ N° VME

W2037-14-0062

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (**3 hard copies**)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 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

To be considered responsive, a proposal must meet all the **Mandatory Technical Criteria**.

1.1.1 Mandatory Technical Criteria

BIDDERS ARE TO INDICATE THE RELEVANT PAGE NUMBER(S), FROM YOUR PROPOSAL, WHICH ADDRESSES EACH CRITERIA.		Cross Reference to Proposal PAGE #(s)
M1	The Bidder shall provide resumes for each proposed personnel that provides detail regarding the qualifications, relevant experience, and expertise, including a summary/description of their past job experience. If applicable, the DND Member's Personnel Record Resume (MPRR) must be included to confirm qualifications. For any reference cited, the resume must include the contact name, title, current e-mail address (if applicable) and telephone number. The evaluation team reserves the right to contact any reference provided.	
M2	Canopy Relative Work (CRW)/Freefall Parachute Instructors: maximum of 2 Personnel	
M2.1	Each proposed personnel must have a minimum of 5 years experience training national level demonstration teams to perform CRW for the purpose of conducting demonstrations at air shows and festivals involving confined landing zones.	
M2.2	Each proposed personnel must have a professional and/or freefall instructor qualification/certification (CSPA/USPA certifications with ratings). Copies of qualification/certification must be provided.	
M3	Camera Persons (Video and Still Photography): maximum of 2 Personnel	
M3.1	Each proposed personnel must have a minimum of 5 years experience filming CRW performances from ground and in freefall.	
M3.2		

BIDDERS ARE TO INDICATE THE RELEVANT PAGE NUMBER(S), FROM YOUR PROPOSAL, WHICH ADDRESSES EACH CRITERIA.		Cross Reference to Proposal PAGE #(s)
	Each proposed personnel must have a professional and/or freefall instructor qualification/certification (CSPA/USPA certifications with ratings). Copies of qualification/certification must be provided.	
M4	The Bidder must provide pricing in the format requested and for all pricing periods shown in Annex "B" - Basis of Payment.	Annex "B"

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.

If Bidder's pricing offered in its response to this RFP is not in Canadian currency, it will be converted to Canadian currency using the appropriate nominal exchange rate on the closing date as posted on the Bank of Canada Website located at:

<http://www.bankofcanada.ca/rates/exchange/>

1.2.2 Cost will be evaluated on the total requirement (Contract period and any applicable option period to extend), using all-inclusive rates and the **estimated** usage as stated in Annex "B". Each Contract Year Price will be calculated by multiplying the Bidder's rates by the estimated usage, for each contract year to obtain the extended price. The extended price for contract year #1 and #2 will be added together to calculate a total evaluated price.

2. Basis of Selection

2.1 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.

PWGSC reserves the right to award multiple contracts to fulfil this requirement.

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

2.1 Liability Release form

This Certification Form must be completed and signed by all Bidder's personnel who will be providing services under this contract.

In consideration of providing services to The Skyhawks, each proposed personnel agree to the following:

"I acknowledge that the risk of injury from activities involved in this training is significant, including the potential for permanent injury and death, and while particular precautions may reduce the risk, the risk of serious injury does exist; and On behalf of myself and my heirs, assigns, personal representative and next of kin, it is hereby understood and agreed that, except to the extent caused by or due to Canada, Canada will not be liable for any losses, claims, damages, or expenses relating to any injury, disease, illness, disability or death of the Instructor or any employee, agent or representative of the Instructor

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W2037-140062/A

kin620

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W2037-14-0062

KIN-3-40126

caused or alleged to be caused as a result of performing the training; and I agree to fully protect and indemnify Canada and not to make any claims or demands against Canada in, respect of any of the foregoing contingencies."

Print Name _____

Signature _____

1.3 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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

Department of National Defence (DND), Canadian Army Advanced Warfare Centre (CAAWC) requires a Contractor to supply civilian CRW/Freefall Parachute Instructors and Freefall/CRW Camera Persons to assist in CFPT/SkyHawks training at two annual training camps. Further details can be found in Annex "A".

2.1 SACC Manual clause A7017C (2008-05-12) Replacement of Specific Individuals

3. 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.

3.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of award to 31 December 2014.

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 additional 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 10 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

Solicitation No. - N° de l'invitation

W2037-140062/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin620

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

W2037-14-0062

File No. - N° du dossier

KIN-3-40126

CCC No./N° CCC - FMS No/ N° VME

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marta Porter
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 86 Clarence St. 2nd Floor, Kingston, Ontario

Telephone: (613) 547-7587
Facsimile: (613) 545-8067
E-mail address: marta.porter@pwgsc-tpsgc.gc.ca

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

5.2 Technical Authority *(To be completed at time of Contract Award by PWGSC)*

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Technical 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative *(To be completed by Bidder at time of Bid Submission)*

Name: _____
Title: _____
Organization: _____
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 - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "B" for a cost of \$ **(to be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7.3 SACC Manual Clauses incorporated by reference

A9117C T1204 - Direct Request by Customer Department (2008-05-12)
C0711C Time Verification (2008-05-12)

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.

10. Applicable Laws

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

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 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated (PWGSC will insert date of bid)

12. G1005C Insurance (2008-05-12)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX "A" - STATEMENT OF REQUIREMENT

1. Background

The Canadian Forces Parachute Team (CFPT), The SkyHawks, are renowned for their signature Canopy Relative Work (CRW) parachute performances and daring displays of aerial acrobatics, precision and teamwork. Over the past 42 years The SkyHawks have performed for more than 75 million spectators across North America and around the world including Japan, France and Australia while flying their "Canada flag" parachutes. A sub-unit of the Canadian Army Advanced Warfare Centre (CAAWC) based in Trenton, Ontario, the team acts as ambassadors of the Canadian Forces (CF) at special events and air shows with its mission being public relations for both the Army and the Canadian Forces as a whole.

2. Objective

CAAWC has a requirement for civilian CRW/Freefall Parachute Instructors and Freefall/CRW Camera Persons to assist in CFPT/SkyHawks training at two annual training camps. The CFPT requires specialized instruction augmentation to achieve 1:1 training ratios along with professional quality video and still photography of each training session for video debriefs and promotional products.

3. Scope

3.1 To provide two augmentee instructors and two CRW certified camera persons to conduct the CFPT Cadre training camp and the CFPT Main training camp in successive periods of approximately three and five weeks duration. These training camp periods will incorporate jumping and non-jumping days. There may be a requirement to change the dates of those training camp due to operational commitments that may arise. It is the intent of CFPT to give the service provider at minimum 21 days written notice of any date changes. Dates for the next series of training camp are currently set as follows but, may be subject to change:

3.2 The 2014 dates for the next series of training camps are tentatively set as follows:

3.2.1. CFPT Cadre camp: 17 January to 08 February 2014, approximately 23 days

3.2.2. CFPT Main camp: 15 March - 20 April 2014, approximately 37 days

3.3 Optional Period: The 2015 dates for the next series of training camps are tentatively set as follows:

3.3.1. CFPT Cadre camp: 17 January to 08 February 2015, approximately 23 days

3.3.2. CFPT Main camp: 15 March - 20 April 2015, approximately 37 days

4.1 CONDUCT OF TRAINING.

4.1 CFPT Cadre Training Camp: CFPT Cadre Training camp is three weeks long. The first week focuses on basic Canopy Relative Work (CRW) and Relative Work (RW) jumps. This ensures the development of precision canopy skills relevant to the CFPT. The second and third week are used to hone the skill from week one and develop a baseline of ability to build CRW formations and to instruct basic CRW. The jumping curriculum is based on a carefully designed progression table developed by CFPT.

4.2 CFPT Main Training Camp: The CFPT Main camp is seven weeks long. The first two weeks of ground training is conducted at CAAWC. Jumping will commence at the on the third week at a contracted training facility (most likely a major civilian drop zone). Tentative dates as stated above in Para 2.2.2. The first two weeks of training focus on the development of basic CRW (including Parabatics), RW and accuracy jumps. The progression over the remaining weeks focuses on teaching CFPT formations and then practice of show routine to develop a consistent and show ready level of performance.

5. Contractor's Requirements

5.1 Canopy Relative Work (CRW)/Freefall Parachute Instructors: 2 Personnel

Name of 1st Personnel: to be filled in at contract award

Name of 2nd Personnel: to be filled in at contract award

- Each Instructor must have a minimum of 5 years experience training national level demonstration teams to perform CRW for the purpose of conducting demonstrations at air shows and festivals involving confined landing zones.
- Each Instructor must have a professional and/or freefall instructor qualification/certification (CSPA/USPA certifications with ratings). Copies of qualification/certification must be provided.

5.2 Camera Persons (Video and Still Photography): 2 Personnel

Name of 1st Personnel: to be filled in at contract award

Name of 2nd Personnel: to be filled in at contract award

- Each Camera Person must have a minimum of 5 years experience filming CRW performances from ground and in freefall.
- Each Camera Person must have a professional and/or freefall instructor qualification/certification (CSPA/USPA certifications with ratings). Copies of qualification/certification must be provided.
- Each Camera Person must possess two (2) sport parachute systems with automatic activation devices (AADs) that are suitable for filming demonstration CRW formations.
- Each Camera Person must have freefall camera equipment capable of a minimum of 1080i videography as well as 10MB still photography.

5.3 A bidder may be an individual bidding on a position outlined in Sections 5.1 and/or 5.2. A bidder may also be a business representing and providing individuals able to meet the requirements outlined in Sections 5.1 and/or 5.2.

6. Constraints

6.1 Availability and Replacement Personnel: Each resource named in the contract must be available for the time periods listed above. Should, for unforeseen circumstances, the resource is not available; the Contractor must provide a replacement that meets the minimum requirements. Replacement personnel must be pre-approved by the Technical Authority.

6.2 Safety: The SkyHawks mission is a 'No-Fail' and the type of training that is conducted is very extreme and dangerous.

6.3 Intellectual Property: All video and photos taken in the course of the contract shall be the exclusive property of the CFPT and the Department of National Defence for training and promotional use.

6.4 Living Expenses: All costs associated with lodging and meals throughout the duration of the contract are the responsibility of the contractor and shall be included in the per diem rate.

7. Tasks

7.1. CFW/Freefall Instructors

Execute and debrief up to 10 training jumps per day. Consideration for weather and team fatigue is at the discretion of the Technical Authority.

7.2. Cameramen

Execute and video/photograph up to 10 training jumps per day. Consideration for weather and team fatigue is at the discretion of the Technical Authority.

Each camera person must use equipment capable of 1080i videography and 10MB still photography as a minimum.

8. Location

Services are required at a yet to be determined location in The United States of America for both training camps. The climate in Canada is not suitable for consistent, high tempo parachute training during the training dates available to the CFPT.

9. Weekend/evening training

Training is scheduled in accordance with CFPT set curriculum, but is subject to change due to weather conditions and aircraft availability. This may, on occasion and at the discretion of the Team Captain of the CFPT, result in weekend and/or evening training.

7. Return Travel - One per Camp

CAAWC will reimburse the Contractor return travel for a maximum of four personnel once per training camp, from Contractor's point of origin to the training destination.

The Contractor shall arrange the travel using the most economical means possible and submit copies of receipts to CAAWC for reimbursement.

Solicitation No. - N° de l'invitation

W2037-140062/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40126

Buyer ID - Id de l'acheteur

kin620

CCC No./N° CCC - FMS No/ N° VME

W2037-14-0062

All payments are subject to government audit.

ANNEX "B" - Basis of Payment

1. Bidders will provide firm, all-inclusive per diem rates. G.S.T. or H.S.T., if applicable, is extra to the prices herein and shall be shown on any invoice as a separate item. All costs associated with lodging and meals throughout the duration of the contract shall be included in the proposed per diem rate.

2. All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Canada. The Contractor is to submit an invoice for the actual jumping and non-jumping days provided.

2.1 A "jumping day" is defined as a day during which a coaching or camera session is conducted by the contractor during either a parachute jump or vertical wind tunnel training.

2.2 A "non-jumping day" is a contingency for five (5) additional non-jump days should weather or others events require extension of the course dates.

3. CONTRACT YEARS:

3.1 Year #1: Date of award to 31 December 2014 - Course dates shall be 17 January to 08 February 2014 and 15 March to 20 April 2014.

3.2 Year #2 (option year): 01 January 2015 to 31 May 2015 - Anticipated Course dates are 17 January to 08 February 2015 and 15 March - 20 April 2015.

The currency of the Bidder's pricing will be in (check off one):

___ Canadian funds or;

___ U.S. Funds or;

___ Other: _____

Solicitation No. - N° de l'invitation
W2037-140062/A
Client Ref. No. - N° de réf. du client
W2037-14-0062

Amd. No. - N° de la modif.
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Buyer ID - Id de l'acheteur
kin620
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4. CFPT Cadre Training Camp and CFPT Main training camp

	Description	Estimated Yearly Usage*	Unit of Issue	Year #1	Year #2
4.1	Canopy Relative Work and Freefall Parachute Instructors	41	Per jumping day		
4.2	Canopy Relative Work and Freefall Parachute Instructors	24	Per non-jumping day		
4.3	Camera Persons	41	Per jumping day		
4.4	Camera Persons	24	Per non-jumping day		

*Estimated yearly usage days above is for each resource

5. Return Travel - Once per Camp

CAAWC will reimburse the Contractor return travel for a maximum of four personnel once per training camp, from Contractor's point of origin to the training destination.

The Contractor shall arrange the travel using the most economical means possible and submit copies of receipts to CAAWC for reimbursement.

All payments are subject to government audit.

Estimated Cost: \$ _____ (to be filled in at contract award)