

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

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 ADVANCED AVIATION TECH. COURSE	
Solicitation No. - N° de l'invitation W8561-140002/A	Date 2014-09-04
Client Reference No. - N° de référence du client W8561-140002	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-127-27901	
File No. - N° de dossier 127zh.W8561-140002	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-16	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Génier, Nicole	Buyer Id - Id de l'acheteur 127zh
Telephone No. - N° de téléphone (819) 956-1144 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE NDHQ 101 COLONEL BY DR DIRECTOR - CADETS & JUNIOR CANADIAN RANGERS ATT: D CDTS & JCR 4-5 OTTAWA Ontario K1A0K2 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

Training and Specialized Services Division/Division de la
formation et des services spécialisés
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

2. Summary

The Department of National Defence requires a college/institute to provide to provide a "turnkey" solution in support of the Canadian Cadet Organizations (CCO) by adjusting the current Advanced Aviation Technology Course – Airport Operations (AATC-AO) and the current Advanced Aviation Technology Course – Aircraft Maintenance (AATC-AM), by delivering both adjusted courses to cadets aged 15-16, in English and French, and by providing the training facilities/equipment, transportation, accommodations and meals.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.

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.

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The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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

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) (<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 (2014-06-26) 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 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.

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

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required in the Attachment 2 to Part 3 - Certifications and additional information form 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.

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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered 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.

6. Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

6.5. Where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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 (4 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications & Additional Information (1 hard copy).

This bid solicitation uses Portable Document Format (PDF) technology. To access the PDF form, bidders must have a PDF reader installed. If bidders do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

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

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

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

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

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.

The prices included in the pricing schedule detailed in Attachment 1 to Part 3 include the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed outside the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website:
<http://laws.justice.gc.ca/eng/acts/N-4>

Section III: Certifications & Additional Information

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any associated documentation and Additional Information.

- a) Bidders must complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information.
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications.
- c) The form should be signed.

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ATTACHMENT 1 TO PART 3

Pricing Schedule

Please see attached Attachment 1 to Part 3.xls

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ATTACHMENT 2 TO PART 3
Certifications and Additional Information

See attached PDF fillable Form - Attachment 2 to part 3 - certifications.pdf

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

Refer to Attachment 1 to Part 4

1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4 Point-rated technical criteria not addressed will be given a score of zero. The minimum number points required are 126 out of 210 points.

1.2 Financial Evaluation

The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

2. Basis of Selection

2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. Obtain the required minimum of 126 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 210 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 MANDATORY AND POINT RATED TECHNICAL CRITERIA

1.1.1 Mandatory Technical Criteria

The bid must meet the additional mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the additional mandatory technical criteria specified below will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

MT1	<p>The Bidder must be a Recognized Post-secondary Institution or Federally endorsed training facility that has provided a minimum of one (1) program development and delivery in the field of aircraft maintenance, airport operations, or aviation management since January 01, 2010.</p> <p>For the purpose of this criterion, a Recognized Post-secondary Institution is a public or private institution that has been given full authority to grant degrees, diplomas, and other credentials by a public or private act of a Canadian provincial/territorial legislature through a recognized Canadian academic credentials assessment service, if the Post Secondary Institution is outside of Canada.</p> <p>The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website at the following link: http://www.cicic.ca/indexe.stm</p> <p>As a minimum, the Bidder must provide a certificate or an accreditation number demonstrating that it is a Recognized Post secondary Institution or Federally endorsed training facility with the list of program(s) developed and delivered at its Institute that are in the field of aircraft maintenance, airport operations, or aviation management since January 01, 2010.</p>
MT2	<p>The Bidder must have provided a minimum of one (1) program development and delivery in the field of aircraft maintenance, airport operations or aviation management, where they were directly responsible for the end-to-end* development and delivery of the program since January 01, 2010.</p> <p>*For the purpose of this criterion, end-to-end is defined as the following: curriculum planning and assessment, instructional design, course material development and course delivery.</p> <p>As a minimum, the Bidder must provide a list of program(s) developed and delivered (end-to-end) at its Institute that are in the field of aircraft maintenance, airport operations, or aviation management since January 01, 2010.</p>
MT3	<p>The Bidder must provide a list of instructors/assistant instructor with the following minimum requirements to teach in each of the fields. A minimum of 2 English speaking instructors and 1 French speaking instructor are required for each course.</p> <p>INSTRUCTOR. An Instructor must possess the following minimum mandatory qualifications:</p> <p>a) Must have a University degree (in any field) or College diploma (in any field);</p>

	<p>b) Must have a minimum of three (3) years of experience as an instructor teaching in one similar field relevant to Airport Operations and/or Aircraft Maintenance (as required).</p> <p>c) Must be fluent in English if instructing the English course and must be fluent in French if instructing the French course;</p> <p>d) Must have a valid First Aid and CPR (Class C) Certification;</p> <p>e) Must successfully pass a Police Record Check/Vulnerability Section Screening (PRC/VSS)</p> <p>ASSISTANT INSTRUCTOR. An Assistant Instructor must possess the following minimum mandatory qualifications and must work under the supervision of an Instructor.</p> <p>a. Must have completed at least two (2) semesters of a University degree or College diploma in an Airport Operations and/or Aircraft Maintenance program (as required);</p> <p>b. Must be fluent in English if instructing the English course and must be fluent in French if instructing the French course;</p> <p>c. Must have a valid First Aid and CPR (Class C) Certification;</p> <p>d. Must successfully pass a Police Record Check/Vulnerability Section Screening (PRC/VSS)</p> <p>As a minimum, the Bidder must provide a copy of the various certifications of each instructors/assistant instructor demonstrating that each requirement is met.</p>
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1.1.2 Point-Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Criteria (RT) and scores		Maximum Number of Points (Pts)
RT1	<p>The Bidder should indicate the accommodation type to be used by the course cadets in the accommodation facility. The acceptable accommodation types are as follows:</p> <ul style="list-style-type: none"> • Open Dormitories • Partitioned Dormitories • Double Occupancy • Single Occupancy <p>In order to score points, as a minimum, the Bidder must provide the following information:</p> <p>i. Accommodation type to be provided; and</p> <p>ii. Location of accommodation facility</p>	<p>18 pts – Open Dormitories</p> <p>21 pts – Partitioned Dormitories</p> <p>26 pts – Double Occupancy</p> <p>30 pts – Single Occupancy</p>
RT2	The Bidder should indicate the accommodation type to be used by the staff cadets in the accommodation	18 pts – Open Dormitories

	<p>facility. The acceptable accommodation types are as follows:</p> <ul style="list-style-type: none"> • Open Dormitories • Partitioned Dormitories • Double Occupancy • Single Occupancy <p>In order to score points, as a minimum, the Bidder must provide the following information:</p> <p>i. Accommodation type to be provided; and i. Location of accommodation facility</p>	<p>21 pts – Partitioned Dormitories</p> <p>26 pts – Double Occupancy</p> <p>30 pts – Single Occupancy</p>
RT3	<p>The Bidder should demonstrate the proximity of the accommodation facility to the training facility. In order to score points, as a minimum, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> i. Address of training facility; ii. Address of accommodation facility; and iii. Distance in Kilometres between the training facility and the accommodation facility 	<p>18 pts – Greater than 0.80 Kilometres to 16 Kilometres between the training facility and the accommodation facility.</p> <p>24 pts – 0.40 Kilometres to 0.80 Kilometres between the training facility and the accommodation facility</p> <p>30 pts – Less than 0.40 Kilometres between the training facility and the accommodation facility</p>
RT4	<p>The Bidder should demonstrate the proximity of the accommodations facility to the messing facility. In order to score points, as a minimum, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> i. Address of accommodation facility; ii. Address of messing facility; and iii. Distance in Kilometres between the accommodations facility and the messing facility 	<p>18 pts – Greater than 0.80 Kilometres to 16 Kilometres between the accommodation facility and the messing facility</p> <p>24 pts – 0.40 Kilometres to 0.80 Kilometres between the accommodation facility and the messing facility</p> <p>30 pts – Less than 0.40 Kilometres between the accommodation facility and the messing facility</p>
RT5	<p>The Bidder should demonstrate the proximity of the training facility to the recreational facility. In order to score points, as a minimum, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> i. Address of training facility; ii. Address of recreational facility; and iii. Distance in Kilometres between the training facility and the recreational facility 	<p>18 pts – Greater than 0.80 Kilometres to 16 Kilometres between the training facility and the recreational facility</p> <p>24 pts – 0.40 Kilometres to 0.80 Kilometres between the training facility and the</p>

		<p>recreational facility</p> <p>30 pts – Less than 0.40 Kilometres between the training facility and the recreational facility</p>
RT6	<p>The Bidder should demonstrate the proximity of the training facility to the messing facility. In order to score points, as a minimum, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> i. Address of training facility; ii. Address of messing facility; and iii. Distance in Kilometres between the training facility and the messing facility 	<p>18 pts – Greater than 0.80 Kilometres to 16 Kilometres between the training facility and the messing facility</p> <p>24 pts – 0.40 Kilometres to 0.80 Kilometres between the training facility and the messing facility</p> <p>30 pts – Less than 0.40 Kilometres between the training facility and the messing facility</p>
RT7	<p>The Bidder should demonstrate the proximity of the recreational facility to the accommodation facility. In order to score points, as a minimum, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> i. Address of recreational facility; ii. Address of accommodation facility; and iii. Distance in Kilometres between the recreational facility and the accommodation facility 	<p>18 pts – Greater than 0.80 Kilometres to 16 Kilometres between the recreational facility and the accommodation facility</p> <p>24 pts – 0.40 Kilometres to 0.80 Kilometres between the recreational facility and the accommodation facility</p> <p>30 pts – Less than 0.40 Kilometres between the recreational facility and the accommodation facility</p>
Total Number of Points		/210 points

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PART 5 - CERTIFICATIONS

Bidders must complete their certifications required under Part 5 by using the Attachment 2 to Part 3.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security

Before award of a contract, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16), Financial Capability.

3. Insurance Requirements

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.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

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

1.2 Task Authorization

1.2.1 Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

1.2.2 With respect to the Work mentioned under paragraph 1.2.1 of this clause,

1.2.2a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

1.2.2b) the TA Authority and limit will be determined in accordance with paragraph 1.2.3 of this clause;

1.2.2c) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

1.2.2d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

1.2.2e) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D - DND 626, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

1.2.3 TA Authority and Limit

1.2.3.1 The Project Authority may authorize individual TAs, inclusive of any revisions, the sole applicable Contract basis of payment of which is Limitation of Expenditure up to a limit of \$_____, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit, or any revisions to any previously authorized TA the applicable Contract basis of payment of which is firm lot price must be authorized by the Contracting Authority before issuance to the Contractor.

1.2.3.2 The authority specified under paragraph 1.2.3.1 of this clause is granted subject to the sum specified in the Contract under clause 6.2 Limitation of Expenditure - Cumulative Total of all authorized TAs not being exceeded.

1.2.4 Administration of the TA Process - Department of National Defence

The administration of the TA process will be carried out by D cdt & JCR 4-5. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

1.2.5 TA Process

1.2.5.1 For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D DND 626, Task Authorization Form, containing as a minimum:

1. the task or revised task description of the Work required, including:
 - i. the details of the activities or revised activities to be performed;
 - ii. a description of the deliverables or revised deliverables to be submitted; and
 - iii. a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
2. the Contract security requirements applicable to the task or revised task;
3. the Contract basis (bases) of payment applicable to the task or revised task; and
4. the Contract method(s) of payment applicable to the task or revised task.

1.2.5.2 Within 10 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B

1.2.5.3 TA Authorization

1.2.5.3.1 The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.2.6.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 1.2.6.2 above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task

1.2.5.4 The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

1.2.6 Minimum Work Guarantee - All the Work - Authorized TAs

1.2.6.1 "Maximum Contract Value" means the sum specified in Contract clause 6.2 Limitation of Expenditure - Cumulative Total of All Authorized TAs; and "Minimum Contract Value" means a fixed amount of \$10,000.00.

1.2.6.2 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 1.2.6.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor

and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

1.2.6.3 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 cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

1.2.6.4 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.7 Periodic Usage Reports - Contracts with TAs

1.2.7.1 The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

1.2.7.2 No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 1.2.7.3 and 1.2.7.4 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period; the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

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

A sample MSOffice spreadsheet containing the data elements contained in paragraphs 1.2.7.3 and 1.2.7.4 is provided in Annex E.

1.2.7.3 For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;

- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

1.2.7.4 For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.2 Limitation of Expenditure - Cumulative Total of all Authorized TAs of the Contract (as last amended);
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2014-06-26), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED A, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition)

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to one year later 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 5 additional 1 year periods 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

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nicole Génier
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Division
Address: 11 Laurier, Place du Portage III, 10C1-51, Gatineau, QC K1A 0S5

Telephone: 819-956-1144
E-mail address: Nicole.genier@tpsgc-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:

(This information will be provided at Contract Award)

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters

concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

(This information will be provided at Contract Award)

6. Payment

6.1 Basis of Payment

6.1.1 TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed; or
- b) four (4) months before the final delivery date specified in the authorized TA; or
- c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA;

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.

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.

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.

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.

6.3 Method of Payment

The following method of payment will form part of the authorized TA:

For the Work specified in an authorized TA subject to a limitation of expenditure:

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

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

6.4 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7. 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.

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.

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

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

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

9. Applicable Laws

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

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035, Higher Complexity - Services (2014-06-26);
- (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 _____.

11. Defence Contract

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

12. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

12. Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

13. Handling of Personal Information

Solicitation No – No de la demande de soumission Amd. No. – No de la modif.
W8561-140002/A

Buyer Id. – Id de l'acheteur
127 ZH

Client Ref No. – No. de réf du client.
W8561-140002

File No. – No. du dossier
127zhW8561-140002

CCC No./ No. CCC.- FMS No. – No. VME

SACC Manual Clause A9113C (2008-12-12), Handling of Personal Information

14. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

**ANNEX “A”
STATEMENT OF WORK
ADVANCED AVIATION TECHNOLOGY COURSES (AATC)**

1.0 SCOPE

1.1 PURPOSE

1.1.1 To provide a “turnkey” solution in support of the Canadian Cadet Organizations (CCO) by adjusting the current Advanced Aviation Technology Course – Airport Operations (AATC-AO) and the current Advanced Aviation Technology Course – Aircraft Maintenance (AATC-AM), by delivering both adjusted courses to cadets aged 15-16, in English and French, and by providing the training facilities/equipment, transportation, accommodations and meals.

1.1.2 To this end, the Contractor will deliver two dynamic courses and provide an innovative learning environment that exposes Air cadets to a variety of airport operations and aircraft maintenance activities so that cadets will be inspired to pursue further education/training and employment in these career streams.

1.2 BACKGROUND

1.2.1 The Canadian Cadet Organizations (CCO) is composed of about 55,000 teenagers, of which about 25,500 are Air Cadets situated at various locations in Canada. Every summer, a select group participates in a specialized training program held at various Cadet Summer Training Centres (CSTCs) across Canada.

1.2.2 More information on the Cadet Program can be found at www.cadets.ca.

1.3 DEFINITIONS

1.3.1 See Appendix 1.

1.4 ESTIMATED VOLUME

1.4.1 The estimated volume may vary for each period of the contract. The contractor understands and agrees that the annual estimated number does not constitute a Contract Guarantee.

		Language of Instruction	# of Serials	# of Participants per Serial	Total # of Participants
CADETS	AATC-AO	English	2	25	50
		French	1	10	10
	AATC-AM	English	2	25	50
		French	1	10	10
	Staff cadets	N/A	N/A	12	12
MILITARY STAFF		N/A	N/A	12	12

1.4.2 The minimum number of participants **per course** will be 50 cadets (including a minimum of 10 francophones). The maximum number of participants is to be based on the contractor capacity to house and train and the CCO’s requirement and budget. The overall maximum, all participants considered (cadets and staff), would not exceed 250.

There is no guarantee that both courses will always be the same size. The contractor will be notified 6 months ahead of any variation in numbers of more than 10%.

2.0 APPLICABLE DOCUMENTS

2.1 The following documents form part of this SOW to the extent specified herein, and are supportive of the SOW.

- 2.1.1 Canadian Forces Individual Training & Education System (CFITES)
http://www.forces.gc.ca/hr/dln-rad/engraph/resources_CFITES_e.asp
- 2.1.2 Harassment Prevention and Resolution – see Cadet Administrative and Training Order (CATO) 13 - 24 - Appendix 2
- 2.1.3 AATC-AO Course Content – Appendix 3
- 2.1.4 AATC-AM Course Content – Appendix 4
- 2.1.5 Course Certificate – Appendix 5
- 2.1.6 Schedule Constraints – Appendix 6
- 2.1.7 Sample Schedule – Appendix 7
- 2.1.8 Evaluation Form – Appendix 8

3.0 REQUIREMENTS

3.1 GENERAL:

- 3.1.1 AATC-AO: To deliver the six-week Airport Operations course in accordance with current syllabus (Appendix 3), during July & August, including providing all facilities, materials, meals, and instructors. To adjust the content of the existing syllabus (Appendix 3), as required, for improvement purposes and keep it aimed for Air Cadets aged 15 to 16. The syllabus should provide knowledge required in various airport operations environment, providing time in the classroom studying theory coupled with time in labs and at the airport focusing on practical skills.
- 3.1.2 AATC-AM: To deliver the six-week Aircraft Maintenance course in accordance with current syllabus (Appendix 4), during July & August, including providing all facilities, materials, meals, and instructors. To adjust the content of the existing syllabus (Appendix 4), as required, for improvement purposes and keep it aimed for Air Cadets aged 15 to 16. The syllabus should provide knowledge required in various aircraft maintenance environments, providing time in the classroom studying theory coupled with time in labs and maintenance facilities focusing on practical skills.

3.2 PROJECT MANAGEMENT

- 3.2.1 Work Plan - The Contractor must develop a work plan reflecting the agreed upon approach with the Technical Authority. The work plan must include proposed work activities, proposed interviews and consultations, timelines, effort and duration for undertaking the activities proposed.
- 3.2.2 Progress Reporting - The contractor must report progress to the Technical Authority (TA).
- 3.2.3 Kick-off Meeting – The contractor must schedule a kick-off meeting to discuss and adjust the proposed work plan with the TA and other appropriate stakeholders, as established by the TA and contractor.

3.3 COURSE DELIVERY

- 3.3.1 The Contractor must on an “as and when requested basis” deliver the Advanced Aviation Technology – Airport Operations Course in Canada between the period of July and August in accordance with current syllabus (Appendix 3). The contractor must maintain a minimum of one (1) instructor to twenty-five (25) cadets for Instruction. In addition to the Instruction, the contractor is responsible for the delivery of all sports training, and the supervision of all cultural visits / excursions / tours.
- 3.3.2 The Contractor must on an “as and when requested basis” deliver the Advanced Aviation Technology – Aircraft Maintenance Course in Canada between the period of July and August in accordance with current syllabus (Appendix 4). The contractor must maintain a minimum of one (1) instructor to twenty-five (25) cadets for Instruction. In addition to the Instruction, the contractor is responsible for the delivery of all sports training, and the supervision of all cultural visits / excursions / tours.
- 3.3.3 The Contractor must provide each cadet a student textbook and/or workbook in their language of instruction, as well as, a minimum of three (3) copies that are to be provided to the staff. The Contractor must provide a minimum of three (3) copies of the CTP and the Schedule to the staff. This material will not be returned.
- 3.3.4 The Contractor must provide access to all facilities for the duration of the course, as well as, for periods prior to and following the course delivery in order to accommodate the arrival and departure of Cadets and Staff, as identified in the Task Authorization.
- 3.3.5 The Contractor must provide Instructors that use Instructional Techniques that develop and maintain the interest of the cadets (15 – 16 year olds) and are suitable for the course content.
- 3.3.6 The Contractor must provide a copy of the weekly menu at least one (1) day in advance.
- 3.3.7 The Contractor must prepare a one-page course assessment report on each cadet in the official language of choice of the cadet. The report must detail cadet results (including strengths and weaknesses, if a cadet is experiencing difficulty) in each of the subjects. Results must be provided continuously, i.e. at the end of each assessment, to the military staff. The contractor must also provide an overall pass / fail for the course, in accordance with the Assessment Plan detailed in the Course Training Plan (CTP), with the finalized assessment. The assessment reports must be provided to the military staff members on the Tuesday of the last week of the course. A Military Staff member will deliver the assessment to the cadet.
- 3.3.8 The Contractor must provide a Course Certificate (Appendix 5) for each cadet that successfully completed (passed) the course. The certificate must be prepared in the official language of choice of the cadet. The certificates must be provided to the military staff members in the last week of the course (on the Tuesday). A Military Staff member will deliver the certificate to the cadet with their assessment.

3.4 COURSEWARE ADJUSTMENTS

- 3.4.1 The contractor must on an “as and when requested basis” adjust the content of the six (6) week Advanced Aviation Technology – Airport Operations, to improve it and keep the training program targeted at 15 – 16 year old Air Cadets and not be technically complex but educational, beneficial, challenging, and provide practical hands-on opportunities in labs and at the airport in accordance with the Schedule Constraints (Appendix 6). A

minimum of 30% of the course content must be delivered using practical hands-on training techniques. Current Course Content is provided in Appendix 3. Such slight adjustments would only be conducted when deemed necessary by both the contractor and the Technical Authority and when doing so, the contractor must ensure to conduct all of the following:

- a. Conduct an instructional analysis to include a review of the proposed course content and to ensure that as a minimum:
 - i. All components of the tasks that make up the Performance Objectives are respected;
 - ii. Apply target population information to determine current subject matter competence (knowledge, skill, & attitude);
 - iii. Group and sequence the components of the adjusted material into units suitable for learning (Enabling Objectives and Teaching Points);
- b. Adjust the assessment plan and all learning assessment instruments, including answer keys;
- c. Adjust the course content / lesson guidance (Course Training Plan) document;
- d. Acquire and/or produce all required Learning Aids
- e. Adjust the student textbook and/or workbook;
- f. Adjust the Master Lesson Plans for each class;
- g. Adjust PowerPoint presentations when required.

3.4.2 The contractor must on an “as and when requested basis” adjust the content of the six (6) week Advanced Aviation Technology – Aircraft Maintenance, to improve it and keep the training program targeted at 15 – 16 year old Air Cadets and not be technically complex but educational, beneficial, challenging, and provide practical hands-on opportunities in labs and at maintenance facilities in accordance with the Schedule Constraints (Appendix 6). A minimum of 30% of the course content must be delivered using practical hands-on training techniques. Current Course Content is provided in Appendix 4. Such slight adjustments would only be conducted when deemed necessary by both the contractor and the Technical Authority and when doing so, the contractor must ensure to conduct all of the following:

- a. Conduct an instructional analysis to include a review of the proposed course content and to ensure that as a minimum:
 - i. All components of the tasks that make up the Performance Objectives are respected;
 - ii. Apply target population information to determine current subject matter competence (knowledge, skill, & attitude);
 - iii. Group and sequence the components of the adjusted material into units suitable for learning (Enabling Objectives and Teaching Points);
- b. Adjust the assessment plan and all learning assessment instruments, including answer keys;
- c. Adjust the course content / lesson guidance (Course Training Plan) document;
- d. Acquire and/or produce all required Learning Aids
- e. Adjust the student textbook and/or workbook;
- f. Adjust the Master Lesson Plans for each class;
- g. Adjust PowerPoint presentations when required.

3.4.3 The Contractor must translate all aspects of the adjusted training programs into French.

3.4.4 The work must be conducted at the Contractor's location.

3.4.5 Any document provided to or modified by the contractor under this requirement will become the intellectual property of DND.

4.0 DELIVERABLES

4.1 MANDATORY DELIVERABLES

4.1.1 **Deliverable A: Work Plan.** The Contractor must provide the Technical Authority a work plan no later than ten (10) Working Days upon award of the Contract. The contractor must provide two (2) Hard copies of the plan and one (1) electronic copy via e-mail to the Technical Authority.

4.1.2 **Deliverable B: Progress Reporting.** The contractor must provide the Technical Authority a written monthly progress report within five (5) working days after the end of the month, detailing the following:

- a. A summary of the work accomplished to date, using a Gantt chart. This summary must as a minimum include the identification of personnel contacted, and hours expended on each task, the progress report shall highlight:
 - i. Effort expended thus far;
 - ii. Estimate of additional work needed to complete the deliverable/task;
 - iii. Details of issues/problems encountered with proposed solutions;
 - iv. Proposed changes to the work plan with reasons;
 - v. Issues shall be identified by one of three level indicators:
 - GREEN - on schedule,
 - YELLOW - minor issue that will not affect the deliverable date, and
 - RED - major issues which may impact deliverables.
- b. Provide a bi-weekly update on activities and ad hoc reports on critical path issues.
- c. The contractor must schedule status meetings on a regular basis as defined during the project kick-off meeting.

4.1.3 **Deliverable C: Draft Course Schedules.** The contractor must provide the Technical Authority a draft of both Course Schedules in English no later than 30 Nov of each year of the contract. The contractor must provide two (2) Hard copies and one (1) electronic copy via e-mail to the Technical Authority.

4.1.4 **Deliverable D: Final Course Schedules.** The contractor must provide the Technical Authority a final version of the Course Schedule, for both courses, in English and French, no later than 31 January of each year of the contract. The contractor must provide two (2) Hard copies and one (1) electronic copy on CD to the Technical Authority.

4.1.5 **Deliverable E: Contractor's list of instructors.** The contractor must provide the Technical Authority a list of previous contract references for the instructors/athletic coordinator/athletic assistants for both the English and French serials of both courses no later than 1 May of each year of the contract as well as providing the Technical Authority a copy of the resume for each of them.

4.1.6 **Deliverable F: Police Record Check / Vulnerability Sector Screening (PRC/VSS).** The contractor must provide the Technical Authority a copy of the PRC/VSS for each of the instructor/athletic coordinator/athletic assistants no later than 1 June of each year of the contract.

- 4.1.7 **Deliverable G: Course Delivery Instruments (PowerPoint Presentations and others).** The contractor must provide the Technical Authority a final version of the Course Delivery Instruments (PowerPoint Presentations and others) used to deliver both courses in English and French no later than 31 August of each year of the contract. The contractor must provide two (2) Hard copies and one (1) electronic copy on CD to the Technical Authority.
- 4.2 **ADDITIONAL DELIVERABLES (AS REQUIRED):** If a courseware adjustment is required, in accordance with 3.4, some or all of the following deliverables may also be required:
- 4.2.1 **Deliverable H: Course Training Plans (if required).** If the contractor and the Technical Authority reach an agreement that the courses need a courseware adjustment, the contractor must provide the Technical Authority a final version of the Course Training Plan, for both courses, in both English and French, no later than 30 days following the agreement if the courses needed a courseware adjustment that affected the Course Training Plan. The contractor must provide two (2) hard copies and one (1) electronic copy on CD to the Technical Authority.
- 4.2.2 **Deliverable I: Course Certificates (if required).** If the contractor and the Technical Authority reach an agreement that the courses need a courseware adjustment, the contractor must provide the Technical Authority a final version of the Course Certificate, for both courses, in both English and French, no later than 30 days following the agreement if the courses needed a courseware adjustment that affected the current certificate. The contractor must provide two (2) Hard copies and one (1) electronic copy on CD to the Technical Authority.
- 4.2.3 **Deliverable J: Student Textbooks and/or workbooks (if required).** If the contractor and the Technical Authority reach an agreement that the courses need a courseware adjustment, the contractor must provide the Technical Authority final versions of the Student Textbooks and/or Workbooks, for both courses, in both English and French no later than 90 days following the agreement if the courses needed a courseware adjustment that affected textbooks and/or workbooks. The contractor must provide two (2) Hard copies and one (1) electronic copy on CD to the Technical Authority.
- 4.2.4 **Deliverable K: Master Lesson Plans (if required).** If the contractor and the Technical Authority reach an agreement that the courses need a courseware adjustment, the contractor must provide the Technical Authority a final version of the Master Lesson Plans, for both courses, in English and French no later than 90 days following the agreement if the courses needed a courseware adjustment that affected the Master Lessons Plans. The contractor must provide two (2) Hard copies and one (1) electronic copy on CD to the Technical Authority.
- 4.2.5 **Deliverable L: Assessment Plans and Learning Assessment Instruments (if required).** If the contractor and the Technical Authority reach an agreement that the courses need a courseware adjustment, the contractor must provide the Technical Authority a final version of the Assessment Plans and Learning Assessment Instruments, for both courses, in English and French no later than 90 days following the agreement if the courses needed a courseware adjustment that affected the assessments plan and learning assessment instruments. The contractor must provide two (2) Hard copies and one (1) electronic copy on CD to the Technical Authority.

5.0 ACCOMMODATIONS

- 5.1 The contractor must as a minimum provide the sleeping accommodations for all cadets and military staff members in accordance with the following:
- 5.1.1 COURSE CADETS: In accordance with the contractor's proposal, provide sleeping accommodations for each course cadet for duration of the training, with separate rooms and in separate common areas, for male and female cadets. Each cadet must be provided a minimum of the following in their room:
- i. Single Bed with Linen
 - ii. Closet and/or Locker
 - iii. Dresser
 - iv. Night table with Light
- 5.1.2 STAFF CADETS: In accordance with the contractor's proposal, provide sleeping accommodations for each staff cadet for duration of the training, with separate rooms for male and female staff cadets. Each staff cadet must be provided a minimum of the following in their room:
- i. Single Bed with Linen
 - ii. Closet and/or Locker
 - iii. Dresser
 - iv. Night table with Light
- 5.1.3 MILITARY STAFF: The contractor must provide a single room per military staff member for the duration of the course, where they must be in 0.25 kilometres to the cadet accommodations for the respective gender. Each military member must be provided as a minimum the following in their room:
- i. Single Bed with Linen
 - ii. Closet and/or Locker
 - iii. Dresser
 - iv. Night table with Light
 - v. Desk with Chair
- 5.1.4 DUTY ROOM: The contractor must provide a room to be used as a duty room by the military staff for the duration of the course, where they must be in close proximity (less than 100 feet) to the cadet accommodations. The duty room must be suitable for use after the cadets have gone to sleep. The duty room must contain a minimum of four (4) Internet connected computers, seating for 4 people, and at least one (1) desk. The duty room must also contain a separate room that as a minimum includes the following items:
- i. Single Bed with Linen
 - ii. Closet and/or Locker
 - iii. Dresser
 - iv. Night table with Light
- 5.1.5 Access to the sleeping accommodations must be available on a 24/7 basis. Access to the accommodations assigned must only be accessible to the cadets / military staff members.
- 5.1.6 The contractor must provide each cadet a desk and chair either within the dormitories / rooms and/or within the assigned common area.
- 5.1.7 The Contractor must provide clean linen at least once per week. The Contractor must provide additional clean linen as requested in case of emergency.

- 5.1.8 The Contractor will provide an adequate supply of sanitation and cleaning materials including, but not limited to, such items as soaps, toilet tissue, paper towels, disinfectants, glass, cleaning compounds, detergents, waxes and other related articles.
- 5.1.9 The Contractor will ensure that the common areas and training areas including bathrooms and showers are adequately cleaned (minimum twice a week).
- 5.2 In accordance with the contractor's proposal, the contractor must as a minimum provide separate washroom facilities for males and females to all cadets and military staff members within the accommodation facilities in accordance with the following:
- 5.2.1 Male Washroom Facilities
- i. A minimum of 1 Shower per 10 cadets / military members
 - ii. A minimum of 1 Toilet per 13 cadets / military members
 - iii. In addition to 5.2 (a) ii, a minimum of 1 Toilet and/or Urinal per 13 cadets / military members
 - iv. A minimum of 1 Sink per 7 cadets / military members
- 5.2.2 Female Washroom Facilities
- i. A minimum of 1 Shower per 10 cadets / military members
 - ii. A minimum of 1 Toilet per 7 cadets / military members
 - iii. A minimum of 1 Sink per 7 cadets / military members
- 5.2.3 All showers must be individual shower stalls.
- 5.3 In accordance with the contractor's proposal, the contractor must as a minimum provide laundry facilities for all cadets and military staff members within the accommodation facilities in accordance with the following:
- 5.3.1 Washer / Dryers
- i. A minimum of 1 Washer per 25 individuals
 - ii. A minimum of 1 Dryer per 25 individuals
- Note 1: If the Washers and Dryers are coin-operated (or require some other method of payment) the contractor must provide a mechanism that allows the cadets and military staff to use them free-of-charge.
- Note 2: The Contractor must provide sufficient quantities of laundry soap and dryer sheets free-of-charge to the cadets and military staff
- 5.3.2 Irons & Ironing Boards
- i. A minimum of 1 Iron & Ironing Boards per 10 individuals for the duration of their stay at the accommodations.
- 5.4 In accordance with the contractor's proposal, the contractor must as a minimum provide amenities in the common area for all cadets and military staff members within the accommodation facilities (or within another facility within a 0.4 kilometres distance of the accommodation facilities) that must be accessible 24/7, including as a minimum the following:

- i. An area of a minimum 60 square meters or two separate areas of 20 square meters and 40 square meters each.
 - ii. A minimum of 1 TV per area.
 - iii. All basic amenities commonly found in a student lounge to include chairs, desks, sofas to provide seating for 30% of the cadets and staff.
 - iv. A combination of 2 of the following games: soccer table/Foosball, Table Tennis/Ping Pong, Air Hockey/Dome Hockey, Shuffleboard or any similar games appropriate for this age group.
- 5.5 The contractor must post within the assigned accommodation areas an emergency exit plan detailing exits and actions in the event of evacuation, fire, flood, environmental hazard, or any other threat requiring an emergency response.
- 5.6 The accommodation facilities must be within 0.8 kilometres walking distance and/or 16 kilometres driving distance of the Recreational Facilities, Training Facilities and Messing Facilities.
- 5.7 Military staff members will be responsible for the allocation of accommodations, including key issuance, and supervision of the cadets while using the accommodations. One set of room (entry) cards/keys for all rooms must be delivered to Primary Military Staff member on arrival of cadets.
- 6.0 TRAINING FACILITY**
- 6.1 The contractor must provide training facilities that provide lecture classrooms and laboratory environment sufficient to carry out the training program. The lecture classrooms must be capable of accommodating a minimum of twenty-five (25) cadets per classroom.
- 6.2 The training facility(ies) must have separate male and female washrooms.
- 6.3 The contractor must provide within the training facility Office Space for a minimum of eighteen (18) staff (officers and staff cadets). As a minimum, the space must provide each staff member a desk & chair and a four drawers filing cabinet that can contain 120 individual training files, exams, tests, etc. The contractor must ensure the Office Space is equipped with at least six (6) "internet ready" computers and either three (3) printers or one (1) network printer for staff to use. The contractor must provide access to a photocopier and fax machine on site.
- 6.4 As a minimum, the training facility must be accessible seven (7) days a week with minimum hours of operation for the cadets from 0800 hrs to 2000 hrs. The training facility must be accessible by the Military staff 24hrs per day.
- 6.5 The training facilities must be within 0.8 kilometres walking distance and/or 16 kilometres driving distance of both the Messing Facilities and Accommodation Facilities.
- 7.0 TRAINING EQUIPMENT**
- 7.1 The Contractor must provide all training material and equipment necessary to deliver the course. This includes any specialized clothing, tools, and safety equipment if these are deemed necessary for the delivery of the course.

7.2 Cadets are provided uniforms by DND that are suitable for lecture classes but are not to be used for practical / hands-on training.

8.0 SPORTS FACILITY

8.1 In accordance with the contractor's proposal, the contractor must provide Sports facilities with 7 days a week access to the cadets and staff with minimum hours of operation from 0800 hrs to 2200 hrs. As a minimum, the contractor should have an indoor gym that the cadets and staff will be able to use at all time, free of charge, plus a combination of at least three of these following facilities that will be available to the staff and cadets free of charge: indoor swimming pool, outdoor swimming pool, soccer field, baseball field, indoor weight room, indoor cardio equipment facilities, tennis courts, squash courts and any other sports activities available.

8.2 The contractor must provide all necessary sports equipment for use during the Sports periods, and all necessary sports equipment to use the recreational facilities during the hours of operations. The contractor must provide an Athletic Coordinator to organize and Athletic Assistants to supervise and run the activities during the scheduled sports periods.

8.3 The contractor must provide free access to all gym facilities to cadets and military staff. Gym passes, if required, will be provided to cadets and military staff free of charge.

8.4 The recreational facility must be within 0.8 kilometres walking distance and/or 16 kilometres driving distance of both the Training Facilities and Accommodation Facilities.

9.0 MEALS & MESSING FACILITIES

9.1 The contractor must provide authorized personnel with three (3) freshly prepared meals a day, as well as, snacks and refreshments when required.

9.2 The contractor must provide Cafeteria Service seven (7) days a week, with dining room hours that as a minimum must be available from 0700 hrs to 0745 hrs for Breakfast; 1130 hrs to 1300 hrs for Lunch; and 1730 hrs to 1830 hrs for Dinner, with the exception of Sunday where Breakfast as a minimum must be available from 0830 hrs to 0930 hrs. The Cafeteria dining area must be large enough to accommodate a minimum of one hundred and twenty (120) cadets, twelve (12) staff cadets and twelve (12) military staff members at one time in addition to any other individuals and/or groups that may be using the cafeteria service. Options of multiple services may be considered [sixty (60) cadets plus half the staff for the first service and the rest for the second service]. In the case of multiple services, all food options must be available for all services. At times, and typically on short notice, early or late full hot meals may be required outside of normal dining room hours. Night snacks will also be made available in the cafeteria area until 2200 hours.

9.3 The majority of the meals will be consumed by authorized personnel in their assigned dining facility on the contractor's premises; however, on occasions when the cadets and military staff are on field trips or during visits outside of the bidder premises and unable to come to a dining facility due to the nature of their training assignment, other types of meals, refreshments and services will be required. For example, cold individual box lunches and unprepared food supplies.

- 9.4 The contractor must provide, upon request, special dietary meals due to illness, allergies, and/or religious beliefs. Such dietary requirements will be provided at least three days prior to the requirement, unless it is for an illness that would occur during delivery of the courses (gastro, etc.).
- 9.5 The contractor must provide, upon request, dispersed meals in the form of individual boxed meals (breakfast, lunches and/or dinner).
- 9.6 As a minimum, the Contractor must abide by the following:
- i. Standard Meal Item Availability (Table 9.1)
 - ii. Portion Size Standard (Table 9.2)
 - iii. Standard Meal Entitlement Pattern (Table 9.3)
 - iv. Dispersed Meal Patterns (Table 9.4)
 - v. Canada's Food Guide to Healthy Eating
 - vi. Night Snack Food List (Table 9.5)
- 9.7 The messing facilities must be within 0.8 kilometres walking distance and/or 16 kilometres driving distance of the Recreational Facilities, Training Facilities and Accommodation Facilities.
- 9.8 Safety Provisions
- 9.8.1 Safety precautions for personnel working in all food services areas must be taken in accordance with the Canada Labour Code and Canada Occupational Safety and Health Regulations.
 - 9.8.2 All equipment must be operated in accordance with manufacturer's instructions and operating procedures manuals.
 - 9.8.3 Workplace Hazardous Material Information System Data sheets must be posted for all cleaning materials in use within food services areas.
 - 9.8.4 Adequate fire prevention equipment must be available in all food services areas.

Table 9.1 Standard Meal Item Availability

BREAKFAST
<p>Citrus fruit and fruit/vegetable juice (3 varieties). Cereal, one cooked and three ready-to-eat (bulk) or assortment packs for individual servings. Eggs any style and one breakfast entrée. (e.g., pancakes). Two kinds of breakfast meat plus cheese or yogurt. One kind of vegetable (e.g., baked beans, fried potato). One freshly baked product and two kinds of bread products with accompaniments. At least two hot and three cold beverages including milk</p>
LUNCH
<p>Soup 1 freshly prepared hot main protein dish with appropriate condiments. 1 hot sandwich or similar item (e.g., pizza, hamburger, hot dog, tacos, burritos, etc. on a rotating basis). 1 cold sandwich (up to 4 varieties of fillings); 2 starch choices (one of which is not fried).</p>

<p>1 other hot vegetable. Selection of salads as per the Salad Bar Menu. 4 prepared dessert items, 3 fresh fruit choices and ice cream or yogurt. Bread and rolls (3 varieties). At least two hot and three cold beverages, including milk.</p>
<p>SUPPER</p>
<p>Soup 2 freshly prepared hot protein dishes with appropriate accompaniments - at least 1 is to be solid meat, fish or poultry (e.g., roast, cutlet, steak, chop, fillet, chicken breast). 1 meatless protein dish (which includes ingredients such as legumes, tofu, nuts, etc.) - one of the above 3 is to be a healthy choice (leaner meat or alternate prepared with little or no fat) 2 starch choices (one of which is not fried). 2 other cooked vegetables. Selection of salads as per the Salad Bar Menu. 4 prepared dessert items, 3 fresh fruit choices and ice cream or yogurt Bread and rolls (3 varieties). At least 2 hot and 3 cold beverages, including milk.</p>
<p>SALAD BAR MENU</p>
<p>Each lunch and dinner shall have a salad bar and offer as a minimum the following choices:</p> <p>Coleslaw: vary mixture from meal to meal by changing ingredients added to cabbage such as raisins, apples, carrots, etc.</p> <p>Green salad: vary mixture from meal to meal. Ingredients may include lettuce, fresh spinach, slices radishes, onion rings, sliced cucumber, tomato wedges, diced green peppers, etc. Salad dressings are to be served separately.</p> <p>Vegetables: radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini or chilled canned tomatoes, etc. Five selections are to be available per meal.</p> <p>Starch or bean salad: one per meal</p>

Table 9.2 Portion Size Standard

Minimum Portion Size Standard	
Breakfast	
Eggs, medium	2 each
Ham	45 g
Bacon	3 slices
Sausages	2 each
Hot cakes	3 each (4" diameter)
French Toast	2 slices
Syrup	as required
Muffins	1 each
Juice	250 ml
Milk (2% white, skim or chocolate)	500 ml
Toast	2 slices
Cereal	
- hot	175 ml (cooked)
- cold	ind pkg or 30 g bulk
Lunch and Dinner	

Starch item Salad bar (6" plate) Dessert item Two beverages Condiments	Starch item Cooked vegetable Salad bar (6" plate) Dessert item Two beverages Bread Product Condiments
Dinner	
Soup Main protein dish Starch item Cooked vegetable Salad bar (6" plate) Bread product Dessert item Two Beverages Condiments.	

Table 9.4 Dispersed Meal Patterns

Box Lunch Meal Pattern
a. One sandwich of sliced solid meat and one sandwich with a mixed filling or a cold plate containing a solid meat item and two rolls. (Note: a variety of fresh bread products is to be used.);
b. Side salad or assorted raw vegetables;
c. Condiments appropriate for sandwiches and salad;
d. Fresh or canned fruit;
e. One baked dessert;
f. Two beverages (usually one milk and one juice); and
g. One pocket supplement (for example -granola bar, nuts or cheese and cracker pack)

Table 9.5 Night Snack Food List

Available in the Dining Facility in accordance with the following list and the portion size standard:

All of the following food and/or beverage items must be available as a night snack:
Coffee or tea, plus cream or milk, plus sugar
Hot chocolate beverage mix
Iced tea mix
Milk
Fruit juice
Soup, and soda crackers
Bread, spreads (peanut butter, cheese spread, jam, etc)
Fresh fruit (orange, apple, pear, banana, etc.)
Pastries

10.0 TRANSPORTATION

10.1 The contractor must provide transportation to the cadets and military staff members if the facilities are in excess of 0.8 kilometers walking distance.

10.2 The contractor must provide transportation to the cadets and military staff members for any cultural visit, any excursion / tour, and any other locations in accordance with the training program.

11.0 MINIMUM MANDATORY INSTRUCTOR QUALIFICATIONS

11.1 INSTRUCTOR. An Instructor must possess the following minimum mandatory qualifications:

- a) Must have a University degree (in any field) or College diploma (in any field);
- b) Must have a minimum of three (3) years of experience as an instructor teaching in one similar field relevant to Airport Operations and/or Aircraft Maintenance (as required).
- c) Must be fluent in English if instructing the English course and must be fluent in French if instructing the French course;
- d) Must have a valid First Aid and CPR (Class C) Certification;
- e) Must attend the mandatory Positive Social Relations for Youth Training provided at the beginning of the course at the training facility by military staff members;
- f) Must successfully pass a Police Record Check/Vulnerability Section Screening (PRC/VSS)

11.2 ASSISTANT INSTRUCTOR. An Assistant Instructor must possess the following minimum mandatory qualifications and must work under the supervision of an Instructor.

- a) Must have completed at least two (2) semesters of a University degree or College diploma in an Airport Operations and/or Aircraft Maintenance program (as required);
- b) Must be fluent in English if instructing the English course and must be fluent in French if instructing the French course;
- c) Must have a valid First Aid and CPR (Class C) Certification;
- d) Must attend the mandatory Positive Social Relations for Youth Training provided at the beginning of the course at the training facility by military staff members;
- e) Must successfully pass a Police Record Check/Vulnerability Section Screening (PRC/VSS)

11.3 ATHLETIC COORDINATOR. An Athletic Coordinator must possess the following minimum mandatory qualifications:

- a) Must have completed a University degree or College diploma in a Sports, Recreational & Leisure, Fitness or other related program;
- b) Must be fluent in English if instructing the English course and must be fluent in French if instructing the French course;
- c) Must have a valid First Aid and CPR (Class C) Certification;
- d) Must attend the mandatory Positive Social Relations for Youth Training provided at the beginning of the course at the training facility by military staff members;
- e) Must successfully pass a Police Record Check/Vulnerability Section Screening (PRC/VSS)

11.4 ATHLETIC ASSISTANTS. An Athletic Assistant must possess the following minimum mandatory qualifications:

- a. Must have completed at least two (2) semesters of a University degree or College diploma in a Sports, Recreational & Leisure, Fitness or other related program OR must have at least one (1) year of experience as a Sports Coach, Fitness Trainer, and/or Gym Assistant;
- b. Must be fluent in English if instructing the English course and must be fluent in French if instructing the French course;
- c. Must have a valid First Aid and CPR (Class C) Certification;
- d. Must attend the mandatory Positive Social Relations for Youth Training provided at the beginning of the course at the training facility by military staff members;
- e. Must successfully pass a Police Record Check/Vulnerability Section Screening (PRC/VSS)

11.5 Military staff will evaluate Instructors throughout the course using the "Evaluation Form" (Appendix 8). The contractor will be provided the evaluation results within two (2) calendar days after the evaluation. The Contractor must immediately follow-up with the Instructors as part of ongoing quality assurance process. Instructors must maintain a minimum average rating of 21 (out of 35) in section B of the Evaluation Form. The Technical Authority has the right to refuse any Instructor who receives an evaluation rating below the average rating of 21 in Section B of the Evaluation Form. The Contractor must immediately replace the Instructor upon request by the Technical Authority.

12.0 MISCELLANEOUS CONTRACTOR REQUIREMENTS

12.1 The contractor must provide the following:

- a. ID cards to the cadets and staff
- b. Training on Statutory Holidays as cadets and staff are not off on these days
- c. Free parking for all staff vehicles throughout the period as well as any guests/parents attending the graduation parade.
- d. Accommodations, meals and office space for the twelve (12) military staff and twelve (12) staff cadets who will arrive on-site, in succession, up to two (2) weeks prior to the course start and depart one (1) day after the course cadets have departed. Exact arrival and departure dates will be provided by the TA sixty days (60) days before the start of the training.
- e. Emergency Contact Number that can be provided to parents for the duration of the course delivery.
- f. A Mailing Address and Mailroom where cadets and staff can receive mail for the duration of the course delivery. The mailroom must be open for cadets and staff during the hours of 1600 hrs and 1800 hrs.
- g. Disconnect all Internet Access and Long Distance Phone Services that incur any additional charges in all accommodations used by course cadets and staff cadets.

- h. Indoor Graduation Parade facility of a minimum of 60 ft by 40 ft with bleachers to sit 100, podium, Dias and VIP area (20 chairs). An outdoor parade facility may be used if weather conditions permit. This indoor Graduation parade facility will be required in the last week of the course for drill practice at two (2) separate occasions prior to the Friday graduation parade. The military staff will coordinate timings for its use. The graduation parade will be on the last Friday of the course and the Indoor Graduation Parade facility will need to be reserved from 0700 hrs until 1300 hrs on that day.
- i. Any equipment/materials/specialized clothing required by the cadets during the course delivery i.e. coveralls, safety equipment, tools. The contractor must ensure appropriate fit for each individual and must provide replacement for any lost or damaged.
- j. BBQ on the 1st Saturday of the course in lieu of the supper followed by a dance from 0800 hrs until 2330 hrs. A 2nd BBQ and dance will also be scheduled towards the end of the course. The contractor must provide a suitable location for the dances. The location should be presented in the work plan (para 3.2.1) and will be approved by the TA during the kick-off meeting (para 3.2.3). The contractor must provide a DJ for the dances. The military staff and staff cadets will provide supervision for the dances.
- k. Course assessments and certificates for each cadet to be delivered to the military staff on last Tuesday of the course. Assessment on last week of the course will be pass/fail once the course assessments are completed.
- (b) The contractor must provide two (2) Course Trophies for both courses (Top Cadet and Top Academic), for a total of 4 trophies. The trophies can be either a standing trophy or a large plaque with enough room to include all recipients (through the years of the contract). The contractor must on an annual basis provide a keeper to each cadet. The trophies and keepers must have the names of the winning cadets engraved. The contractor must maintain the Course Trophies in good condition. Upon completion of the courses the trophies must be given to the Technical Authority.

APPENDIX 1 - DEFINITIONS

- a. Cafeteria Service: meal service that consists of the customer picking up his meal from a serving line where the food is served to him/her and from a selection of self-service points. At the end of the meal, the customer returns their used dishes to a dish return point;
- b. Dispersed Meals: hot or cold meals packaged individually or in bulk for consumption away from a dining facility. Cold individual box lunches are examples of dispersed meals, which are distributed in insulated containers as appropriate;
- c. Diner Forecast: forecasted number of personnel entitled to receive meals in a given location;
- d. Meal-day: is the total amount of food required for three balanced meals provided to an authorized person for a 24 hour period;
- e. Self-service: customer is free to select the type and amount of food he/she wants from a range of food products displayed in bulk or single portion;
- f. Standard Meal Item Availability: lists the number and type of choices that must be offered for each food item on the Standard Meal Entitlement Pattern (Table 9.3), to help meet diner expectations for nutritional quality and variety in accordance with Canada's Food Guide;
- g. Portion Size Standard: indicates the required portion size for food items served in dining rooms and issued in dispersed meals;
- h. Standard Meal Entitlement Pattern: defines the combination of food items, for breakfast, lunch and supper that constitute an all-inclusive meal. Within the meal entitlement pattern, diners are free to choose any combination from the selected menu offerings; and
- i. Night Snacks: unless otherwise stated, night snacks will be available for at least 25 % of the current diner forecast or based on demand, whichever is greater, for each Dining Facility in accordance with the Night Snack Food List at Table 9.5.

APPENDIX 2 – HARASSMENT PREVENTION AND RESOLUTION

(see attached)

Solicitation No – No de la demande de soumission Amd. No. – No de la modif.
W8561-140002/A

Buyer Id. – Id de l'acheteur
127 ZH

Client Ref No. – No. de réf du client.
W8561-140002

File No. – No. du dossier
127zhW8561-140002

CCC No./ No. CCC.- FMS No. – No. VME

APPENDIX 3 - COURSE CONTENT AATC-AO

Course content includes the current Airport Operations subjects:

- History and Advancements;
- Safety;
- Airport and Airside Operations;
- Ground Services for Airports;
- Meteorology;
- Navigation;
- Training and Employment;
- Participate in a presentation given by an individual employed in airport operations;
and
- Participate in visits/tours.

Courseware, PowerPoint presentations and other course material like workbooks, quiz, assessments, etc. of the current Airport Operations course are available on a DVD as reference.

APPENDIX 4 - COURSE CONTENT AATC-AM

Course content includes the current Aircraft Maintenance subjects:

- Aviation Theory;
- Aircraft Standard Practices;
- Aircraft Structures;
- Aircraft Systems;
- Aircraft Power plants
- Electrical Power Systems;
- Aircraft Instruments Systems;
- Aircraft Avionics Systems;
- Aircraft Inspection Processes;
- Aircraft Servicing;
- Careers in Aviation;
- Participate in a presentation given by an individual employed in aircraft construction;
- Participate in a presentation given by an individual employed in aircraft maintenance;
and
- Participate in visits/tours.

Courseware, PowerPoint presentations and other course material like workbooks, quiz, assessments, etc. of the current Aircraft Maintenance course are available on a DVD as reference.

Solicitation No – No de la demande de soumission Amd. No. – No de la modif.
W8561-140002/A

Buyer Id. – Id de l'acheteur
127 ZH

Client Ref No. – No. de réf du client.
W8561-140002

File No. – No. du dossier
127zhW8561-140002

CCC No./ No. CCC.- FMS No. – No. VME

APPENDIX 5 – COURSE CERTIFICATE

(see attached)

APPENDIX 6 – SCHEDULE CONSTRAINTS

The following details Scheduling Constraints that the contractor must follow when developing the Schedule, unless otherwise approved in writing by the Technical Authority.

- a. A training week consists of a seven-day period that begins on Monday and ends the following Sunday.
- b. Due to coordination of other start/end dates of courses, the course start/end dates will be confirmed with the Contractor 60 days prior to the commencement of the course.
- c. Each Sunday in the schedule must be dedicated to extra-curricular activities and free time.
- d. The training day must consist of seven, forty-minute periods conducted during the day followed by a seventy-minute sports period.
- e. Four periods (half day) at the start and four periods (half day) at the end of the course are required for in/out administrative routines, Positive Social Relation for Youth Training Briefing (conducted by the military staff members);
- f. Four periods per week are to be used by the military staff members;
- g. A full day (consisting of eight periods) for a cultural visit within the local area.
- h. Classes will end at lunch time on last Thursday of the course.
- i. Meals must be served and annotated in the Course Schedule at the following times:
 - i. Breakfast 0700 - 0745 hours;
 - ii. Lunch 1130 - 1230 hours;
 - iii. Dinner/Supper 17:30 - 1830 hours
 - iv. Snack (break periods – 10am and 2:30 pm); and
 - v. Brunch – Sunday 0830 – 0930 hours

NOTE: Training will be conducted on Statutory Holidays

Solicitation No – No de la demande de soumission Amd. No. – No de la modif.
W8561-140002/A

Buyer Id. – Id de l'acheteur
127 ZH

Client Ref No. – No. de réf du client.
W8561-140002

File No. – No. du dossier
127zhW8561-140002

CCC No./ No. CCC.- FMS No. – No. VME

APPENDIX 7 – SAMPLE SCHEDULE

(see attached)

APPENDIX 8 – EVALUATION FORM

(see attached)

ANNEX “B”

BASIS OF PAYMENT

- In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid the firm lot price per participant per day as per the tables below.

Table 1 – Initial Contract Period			
Accommodations	Course Cadets	Staff Cadets	Military
Firm All-inclusive Price Per Participant Per Day	\$	\$	\$
Meals			
Firm All-inclusive Price Per Participant Per Day	\$		
Course Materials			
Firm All-inclusive Price Per Participant	\$		
Course Delivery			
	English Serial(s)	French Serial(s)	
Firm All-inclusive Price Per Participant Per Day	\$	\$	
Course Revision			
Firm All inclusive Per Diem	\$		

Table 2 – Option Period 1			
Accommodations	Course Cadets	Staff Cadets	Military
Firm All-inclusive Price Per Participant Per Day	\$	\$	\$
Meals			
Firm All-inclusive Price Per Participant Per Day	\$		
Course Materials			
Firm All-inclusive Price Per Participant Per Day	\$		
Course Delivery			
	English Serial(s)	French Serial(s)	
Firm All-inclusive Price Per Participant Per Day	\$	\$	
Course Revision			
Firm All inclusive Per Diem	\$		

Solicitation No – No de la demande de soumission Amd. No. – No de la modif.
W8561-140002/A

Buyer Id. – Id de l'acheteur
127 ZH

Client Ref No. – No. de réf du client.
W8561-140002

File No. – No. du dossier
127zhW8561-140002

CCC No./ No. CCC.- FMS No. – No. VME

Table 3 – Option Period 2			
Accommodations	Course Cadets	Staff Cadets	Military
Firm All-inclusive Price Per Participant Per Day	\$	\$	\$
Meals			
Firm All-inclusive Price Per Participant Per Day	\$		
Course Materials			
Firm All-inclusive Price Per Participant	\$		
Course Delivery			
	English Serial(s)	French Serial(s)	
Firm All-inclusive Price Per Participant Per Day	\$	\$	
Course Revision			
Firm All inclusive Per Diem	\$		

Table 4 – Option Period 3			
Accommodations	Course Cadets	Staff Cadets	Military
Firm All-inclusive Price Per Participant Per Day	\$	\$	\$
Meals			
Firm All-inclusive Price Per Participant Per Day	\$		
Course Materials			
Firm All-inclusive Price Per Participant	\$		
Course Delivery			
	English Serial(s)	French Serial(s)	
Firm All-inclusive Price Per Participant Per Day	\$	\$	
Course Revision			
Firm All inclusive Per Diem	\$		

Table 5 – Option Period 4			
Accommodations	Course Cadets	Staff Cadets	Military
Firm All-inclusive Price Per Participant Per Day	\$	\$	\$
Meals			
Firm All-inclusive Price Per Participant Per Day	\$		
Course Materials			
Firm All-inclusive Price Per Participant	\$		
Course Delivery			
	English Serial(s)	French Serial(s)	
Firm All-inclusive Price Per Participant Per Day	\$	\$	
Course Revision			
Firm All inclusive Per Diem	\$		

Note: * Canada will add the applicable CPI rate to the Fourth Option Year Period.

Table 6 – Option Period 5			
Accommodations	Course Cadets	Staff Cadets	Military
Firm All-inclusive Price Per Participant Per Day	\$	\$	\$
Meals			
Firm All-inclusive Price Per Participant Per Day	\$		
Course Materials			
Firm All-inclusive Price Per Participant	\$		
Course Delivery			
	English Serial(s)	French Serial(s)	
Firm All-inclusive Price Per Participant Per Day	\$	\$	
Course Revision			
Firm All inclusive Per Diem	\$		

Note: * Canada will add the applicable CPI rate to the Fifth Option Year Period.

2. CPI Rate Escalation

In the event that the fourth option year is exercised the Firm All-inclusive Price per Participant Per Day in Table 5, inclusive will be adjusted annually for each Calendar Year by the amount established based on the average percentage change in the monthly index of the Consumer Price Index for Canada, All-Items (Not Seasonally Adjusted), published in Statistics Canada Catalogue no.62-001-XPE, Table 5, for the 12-month period ending 2 months prior to start of the next option year period.

In the event that the fifth option year is exercised the Firm All-inclusive Price per Participant Per Day in Table 6, inclusive will be adjusted annually for each Calendar Year by the amount established based on the average percentage change in the monthly index of the Consumer Price Index for Canada, All-Items (Not Seasonally Adjusted),

published in Statistics Canada Catalogue no.62-001-XPE, Table 6, for the 12-month period ending 2 months prior to start of the next option year period.

Example:

In Year 5 of a contract commencing November 1, 2020, the Year 4 rates as stated in Tables 5 would be increased by 2.16% based on the following information:

% Change in Monthly CPI

September	2019	2.0
October	2019	2.2
November	2019	2.8
December	2019	2.2
January	2020	2.2
February	2020	2.4
March	2020	2.8
April	2020	2.5
May	2020	2.4
June	2020	2.1
July	2020	0.9
August	2020	1.4
Avg % Change		25.9 / 12 = 2.16%

3. Travel and Living Expenses:

Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:

- i. services provided within the National Capital Region (NCR). The National Capital Region is defined in the *National Capital Act*, R.S.C. 1985, c.N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/> ;and
- ii. any travel between the Contractor's place of business and the NCR.
- iii. any costs to transport in accordance with task 10.1 of Annex "A" - Statement of Requirements.

For services to be provided outside the National Capital Region, the Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Estimated: \$ 0

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Solicitation No – No de la demande de soumission Amd. No. – No de la modif.
W8561-140002/A

Buyer Id. – Id de l'acheteur
127 ZH

Client Ref No. – No. de réf du client.
W8561-140002

File No. – No. du dossier
127zhW8561-140002

CCC No./ No. CCC.- FMS No. – No. VME

ANNEX "C"

DND 626 TASK AUTHORIZATION FORM

(see attached)

ANNEX "D"

PERIODIC USAGE REPORT – SAMPLE

(see attached)



Government of Canada

Gouvernement du Canada

RECEIVED
AUG 12 2014

Contract Number / Numéro du contrat W8561-140002
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Director - Cadets and Junior Canadian Rangers	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail For a contractor to deliver the Advanced Aviation Technology Course - Airport Operations and the Advanced Aviation Technology Course - Aircraft Maintenance to selected Royal Canadian Air Cadets and, potentially, make changes to the courseware.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PARTIE A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PARTIE B PERSONNEL (SUPPLIER) / PARTIE B PERSONNEL (FOURNISSEUR)

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PARTIE C SAFEGUARDS (SUPPLIER) / PARTIE C MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens	✓															
Production																
IT Media / Support TI	✓															
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**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	_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<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>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

**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.

Expédié 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.

Pris

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.

Active Status	Active Status- Explanation
100%	
20%	
5%	