

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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

|   |  |   |
|---|--|---|
| <b>Title - Sujet</b><br>Search and Rescue Training  |  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W2037-150026/A  | <b>Date</b><br>2014-10-23              |   |
| <b>Client Reference No. - N° de référence du client</b><br>W2037-15-0026  |  |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$KIN-615-6450  |  |   |
| <b>File No. - N° de dossier</b><br>KIN-4-42097 (615)  | <b>CCC No./N° CCC - FMS No./N° VME</b> |   |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2014-12-03</b>  |  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard Time<br>EST |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/> |  |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Denbeigh, Andrew   |  | <b>Buyer Id - Id de l'acheteur</b><br>kin615                              |
| <b>Telephone No. - N° de téléphone</b><br>(613) 536-4995 ( )  |  | <b>FAX No. - N° de FAX</b><br>(613) 545-8067                              |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>See herein                                       |  |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

**Public Works and Government Services / Travaux publics  
et services gouvernementaux**  
**Kingston Procurement**  
**Des Acquisitions Kingston**  
**86 Clarence Street, 2nd floor**  
**Kingston**  
**Ontario**  
**K7L 1X3**

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

Solicitation No. - N° de l'invitation

W2037-150026/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-4-42097

Buyer ID - Id de l'acheteur

kin615

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

W2037-15-0026

CCC No./N° CCC - FMS No/ N° VME

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## **TITLE: ARCTIC GROUND SEARCH AND RESCUE TRAINING**

### **PART 1 - GENERAL INFORMATION**

#### **1. Statement of Work**

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

- 1.1** This procurement is subject to the Tlicho Land Claims Agreement.

#### **2. 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.

#### **3. Trade Agreements**

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

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## 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.

### 2. Submission of Bids

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

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **4. Enquiries - Bid Solicitation**

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

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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 Northwest Territories.

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

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

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

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

##### **1.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

The bid must meet all the Mandatory Technical Criteria (MTC) specified below to be deemed responsive. Bids that do not comply with each and every MTC will be considered non-responsive and be disqualified. The Bidder must provide all necessary documentation to demonstrate compliance with the MTC. The Bidder should reference, by writing beside the criteria below, the relevant page number(s) from their bid which demonstrate that they meet the MTC. Each MTC should be addressed separately.

| #            | Mandatory Technical Criterion (MTC)  | Bid Preparation Instructions  | Page # of Bid Demonstrating MTC |
|--------------|--|---|---------------------------------|
| <b>MTC 1</b> | <p>Bidder must have corporate experience developing and conducting Ground Search and Rescue (GSAR) training for Government (Federal, Provincial/ Territorial, or Municipal) and volunteer agency(ies) on at least three (3) occasions in the past five years.</p> <p>Of these three (3) training events, at a minimum:</p> <ul style="list-style-type: none"><li>-One (1) of the training events must have been for a volunteer agency</li><li>-One (1) of the training events must have been for a level of government (Federal or Provincial/Territorial or Municipal)</li><li>-Two (2) of the training events must have been conducted above Canada's 60<sup>th</sup> parallel.</li></ul> | <p>Proof of experience required:</p> <ul style="list-style-type: none"><li>- Names and description of organizations for which training was developed or conducted with.</li><li>- Description of training provided.</li><li>- Locations of training.</li><li>- Dates the training events were conducted (years/months/days).</li><li>- Contact information for organization for which training was developed for or conducted with.</li></ul> |                                 |
| <b>MTC 2</b> | <p>Bidder must have conducted live training and live GSAR events with GSAR volunteer agency(ies) and the RCMP above Canada's 60<sup>th</sup> parallel.</p> <p>The Bidder must have conducted one (1) live training event with both a volunteer agency and the RCMP, or two (2) live training events, one (1) with a volunteer agency and one (1) with the RCMP.</p>  | <p>Proof of experience required:</p> <ul style="list-style-type: none"><li>- What organization(s) the live training and live GSAR events were conducted with.</li><li>- Description of live training and live GSAR events conducted.</li><li>- Names of the live training and live GSAR events (if</li></ul>  |                                 |

|              |   |   |  |
|--------------|---|---|--|
|              | The Bidder must also have conducted one (1) live GSAR event with both a volunteer agency and the RCMP, or two (2) live GSAR events, one (1) with a volunteer agency and one (1) with the RCMP.  | applicable).<br>- Locations of live training and live GSAR events conducted.<br>- Dates the live training and live GSAR events were conducted (years/months/days).  |  |
| <b>MTC 3</b> | Bidder must provide four (4) instructors with experience teaching GSAR techniques above Canada's 60 <sup>th</sup> parallel for at least two (2) of the past five (5) Years. Teaching experience in a year is defined as having taught GSAR techniques a minimum of once in that year. | Proof of experience required:<br>- Organization for which GSAR training was conducted.<br>- Description of GSAR training provided.<br>- Instructor's role in the GSAR training.<br>- Locations of training.<br>- Dates the training events were conducted (years/months/days).<br>- Minimum of one (1) reference per instructor from one (1) GSAR training conducted. |  |

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

Any bid which fails to meet the following mandatory requirements will be deemed nonresponsive:

- a) Bids must not contain any alteration to Annex "B" – Basis of Payment, other than the addition of the Bidder's pricing.
- b) Pricing must be provided for all items and all pricing periods listed in Annex "B" – Basis of Payment.
- c) Bids must not contain any condition or qualification placed on the bid.
- d) Pricing must be firm in Canadian currency, excluding Applicable Taxes, and must not be indexed or tied to an escalation factor.

### 1.2.2 Financial Evaluation Criteria

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

The aggregate value of the Bidder's lot pricing for all pricing periods will be the Bidder's evaluated price.

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KIN-4-42097

Buyer ID - Id de l'acheteur

**kin615**

CCC No./N° CCC - FMS No./N° VME

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## **2. Basis of Selection**

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

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## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

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

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

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

#### **1.3 Status and Availability of Resources**

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

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

#### **1.4 Education and Experience**

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

#### **1.5 Certification of Language – English Essential**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

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## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Statement of Work**

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

**2.1** This procurement is subject to the Tlicho Land Claims Agreement.

### **3. Standard Clauses and Conditions**

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

#### **3.1 General Conditions**

2010B (2014-06-26), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from date of Contract Award to 30 November 2015 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 two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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: Andrew Denbeigh  
Title: Supply Officer

Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Kingston  
86 Clarence Street, 2nd Floor  
Kingston, Ontario K7L 1X3

Telephone: 613 536-4995  
Facsimile: 613 545-8067  
E-mail address: [andrew.denbeigh@pwgsc-tpsgc.gc.ca](mailto:andrew.denbeigh@pwgsc-tpsgc.gc.ca)

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

### 5.2 Project Authority

The Project Authority for the Contract is: *(Canada will insert information at time of award)*

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

### 5.3 Contractor's Representative *(Please fill out required information)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

## **6. Proactive Disclosure of Contracts with Former Public Servants**

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

## **7. Payment**

### **7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex "B" – Basis of Payment, for a cost of \$ \_\_\_\_\_ (*Canada will insert information at time of award*). Custom duties are included and Applicable Taxes are extra.

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

### **7.2 Limitation of Price**

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

### **7.3 Single Payment**

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

## **8. Invoicing Instructions**

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

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **9. Certifications**

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.



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**10. Applicable Laws**

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

*Note to Bidder(s): Canada will insert name of province or territory as specified by the Bidder in its bid, if applicable, at time of award. See Part 2, Article 5.*

**11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) 2010B (2014-06-26) General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_. (*Canada will insert information at time of award*)

**12. Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. Requirement**

The Department of National Defense (DND) has a requirement to provide Ground Search and Rescue (GSAR) Training in an Arctic Environment in support of the Canadian Army Advanced Warfare Centre (CAAWC) Arctic Operations Advisor (AOA) course. Services required include on-site ground instruction for search and rescue as well as development and updates of all training material.

#### **2. Background**

Arctic Sovereignty is a Government of Canada priority. In accordance with the Arctic Training Center Master Implementation Plan, the Canadian Armed Forces (CAF) has been tasked to increase their operational and training activities in Canada's Northern regions. As a result, a conceptual Arctic Training Center (ATC) has been proposed to Resolute Bay, Nunavut (NU). This multipurpose joint use facility will be utilized by Canadian Army units as a training centre, and by Joint Task Force (North) (JTF(N)) and other CAF organizations for operational purposes. JTF(N) has been made responsible for coordinating the temporary use of existing DND, other government departments (OGD), or civilian infrastructure.

CAAWC as the land Centre of Excellence (CoE) for arctic operations will deliver the AOA course in order to prove the concept and demonstrate CAF commitment to the North. The AOA Course is designed to produce a specialist capable of advising commanders in the organization, coordination, supervision and planning of deployments and training in the arctic and all forms of cold weather environments. Ground Search and Rescue (GSAR) falls within this range of training, and is the focus of this requirement.

By their nature, northern GSAR events are often large, multi-agency events that require significant logistics and high tempo management. The same knowledge and skills required to support these events are invaluable and directly transferable to any type of CAF northern operation the AOA candidate may become involved in support to local communities. In addition, CAF northern operations are often conducted over large geographic areas and under extreme climatic conditions. CAF personnel sometimes become lost or stranded while on northern operations and require rescue. Given the conditions under which northern emergencies develop, the ability to recognize and support effective rescue operations is fundamental to victim survivability. As advisors to the Force Commander, AOA graduates will be pivotal to assisting in the resolution of GSAR events.

#### **3. Conduct of Training**

For the GSAR Training the Contractor will be required to provide a training package consisting of a distance learning portion, exercise brief and site recce, and an onsite training portion, including scenarios. Training will be conducted at the Personal Accommodation Barrack (PAB), DND Float Dock, JTFN, and in and around Yellowknife Bay, NT. The services required of the Contractor are identified at section 4 below.

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#### **4. Contractor's Tasks**

4.1. Provide a Distance Learning Package in the first week of January. Topics shall include:

- 4.1.1. Background to GSAR.
- 4.1.2. The difference between Search and Rescue.
- 4.1.3. Search techniques for different environments.
- 4.1.4. GSAR jurisdictions and mandated agencies.
- 4.1.5. GSAR training standards as prescribed by the three northern territorial government authorities.
- 4.1.6. Arctic specific geography and environmental factors.
- 4.1.7. Arctic specific liaison practices relevant to northern community organizations and volunteers.
- 4.1.8. The profiling of victims, including understanding of likely habits, mental states, typical behaviour and related knowledge to aid in the selection of a search area and search type. This shall include an overview understanding of different agencies procedures and explaining the profiling database.

4.2. Conduct a joint recce with AOA Course for a total of 16 hours (8 hours a day) in mid to late January timeframe in the Yellowknife Bay and immediate areas and provide feedback on exercise location and concept of operation in order to provide the most realistic training possible to the AOA candidates.

4.3. Provide classroom training to review distance learning objectives in the mid to late February timeframe, including the following tasks:

- 4.3.1. Prepare general instructions for each new lesson, updating any changes/policy regarding the conduct of GSAR training. The general instruction will describe the aim, scope, preparation, references and conduct of the lesson.
- 4.3.2. Preparation of the lesson and material for course, in English and French.
- 4.3.3. Provide all the necessary outdoor training aides required for the scenarios.
- 4.3.4. Attend all applicable course debriefings upon completion of the applicable course.
- 4.3.5. Provide input and assistance to the Course Officer in the completion of Course Critiques.
- 4.3.6. Administer a threshold knowledge test to access the candidates understanding of the DL package.

4.4. Demonstrate a GSAR scenario from start to finish through the use of a Tabletop exercise in the mid to late February timeframe, using a step by step procedure from notification to reconciliation, including responsibilities of all stakeholders and the planning process for each key agency.

4.5. Conduct GSAR Scenarios in the mid to late February timeframe:

- 4.5.1. The participants will be separated into 4 sections (groups) for this portion of the training. The Contractor must run all 4 sections concurrently.
- 4.5.2. Provide at a minimum, one (1) actor and one (1) instructor per section. A total of four (4) actors and four (4) instructors will be required to run all 4 sections concurrently.
- 4.5.3. Conduct an after action review with all participants. There will be approximately 45 candidates plus 14 staff for the after action review.
- 4.6 Maintain accurate and up-to-date training documents:
  - 4.6.1. Review lesson plans to ensure that they are aligned with the AOA course aim and objectives. Documentation to be provided 30 days prior to course start date.
  - 4.6.2. Review GSAR critiques, Operational/Training Standardization Visit reports or any other feedback mechanism and amend all identified problem areas.
  - 4.6.3. Review and update initial and continuation training material in consultation with AOA course officers.

## **5. Deliverables**

The Contractor will provide the following:

- 5.1. Distance Learning Package: Approximately 24 hours in duration to complete (read, learn, and review).
- 5.2. Provide a two (2) day comprehensive verbal briefing/ground recce with the Course staff at the PAB/training area, in Yellowknife, on the key skills and scenarios.
  - 5.2.1. Verbal briefing will include a detailed breakdown of the lessons provided to the course to confirm lessons and act as refresher training for course staff to take place at the PAB Forward Operating Location (FOL) facility in Yellowknife.
  - 5.2.2. Contractor will travel with course Staff to Yellowknife Bay using DND provided transport where the course will bivouac and the GSAR Final Training Exercise (Scenario) will be conducted. Detailed feedback must be provided on the suitability of the area and effects on training.
- 5.3. Lessons/Classroom Instruction, approximately 4 hours in duration.
- 5.4. Tabletop Exercise, approximately 4 hours in duration.
- 5.5. Practical field training with candidates to demonstrate and practice skills taught in the classroom, approximately 4 hours in duration.
- 5.6. Scenarios: 1 training scenario must be delivered. This training scenario must be delivered twice, simultaneously, in two different locations in Yellowknife Bay. Both training scenarios will span a 24 hour period. The 24 hour period is broken down into 4 x 6 hour operation cycles. The scenario(s) will comprise of 3 stages: Initial Response (6 hrs), Sustained Operations (12 hrs), and Conclusion to Search (6 hrs). The Military candidates will be broken down into 4 even section groups with 2 section groups assigned to each training scenario. All section groups will perform tasks within each scenario stage.

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5.7. Written after action review to be included with the overall end course review.

Note: Within 30 days of contract completion, all documents, lessons material including electronic and hard copies, will be returned to the contractor.

## **6. Constraints**

6.1. Training normally takes place Monday to Friday, 0800 - 1600 hrs, except for the Final Training Exercise, which is conducted over a 24 hour continuous timeframe. Contract personnel must work evenings and weekends and holidays if course requirements and scheduling dictate.

## **7. DND Support**

7.1. DND will provide classroom space, audio-visual equipment and other training aids.

7.2. The AOA Course Staff will provide a Liaison Officer to facilitate joint planning and higher control support to ensure maximum realism for the students.

7.3. Contractor is required to provide wall tents, generators and heat for the command post.

## **8. Travel and Living Expenses**

9.1. Contractor will be required to provide their own travel to and from Yellowknife, meals and accommodations while on location.

## **9. Scheduling**

The GSAR Training will be conducted within the months of January and February annually. The Project Authority will contact the Contractor no later than December 15<sup>th</sup> annually to establish the scheduling of training.

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**ANNEX "B"**  
**BASIS OF PAYMENT**

Pricing is firm, all inclusive lot price(s). All prices herein are in Canadian Dollars, FOB Destination, including Canadian customs duties and excise taxes, excluding applicable taxes.

Pricing herein shall be applicable for the period specified.

Travel and accommodation charges will not be reimbursed; it is at the Contractor's expense if required.

**Pricing Basis A - Initial Contract Period (Contract Award to 30 November 2015):**

| Item # | Description  | Qty | Firm Lot Price, FOB Destination, Applicable Taxes Extra |
|--------|--|-----|---|
| 1      | Training Package<br>As per Annex "A" – Statement of Work<br>Dates to be determined | 1   | \$ _____  |

**Option - Pricing Basis B - Option Year 1 (1 December 2015 to 30 November 2016)**

| Item # | Description  | Qty | Firm Lot Price, FOB Destination, Applicable Taxes Extra |
|--------|--|-----|---|
| 2      | Training Package<br>As per Annex "A" – Statement of Work<br>Dates to be determined | 1   | \$ _____  |

**Option - Pricing Period C -Option Year 2 (1 December 2016 to 30 November 2017):**

| Item # | Description  | Qty | Firm Lot Price, FOB Destination, Applicable Taxes Extra |
|--------|--|-----|---|
| 3      | Training Package<br>As per Annex "A" – Statement of Work<br>Dates to be determined | 1   | \$ _____  |