

**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 0B2 / Noyau 0B2  
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**

<b>Title - Sujet</b> Submarine Escape Training	
<b>Solicitation No. - N° de l'invitation</b> W8472-130002/C	<b>Date</b> 2015-02-27
<b>Client Reference No. - N° de référence du client</b> W8472-130002	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-113-28543	
<b>File No. - N° de dossier</b> 113zh.W8472-130002	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-03-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Reynolds(zh), Diane	<b>Buyer Id - Id de l'acheteur</b> 113zh
<b>Telephone No. - N° de téléphone</b> (819) 956-1141 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9235
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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

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

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This bid solicitation cancels and supersedes previous bid solicitation number W8472-130002/B dated December 2, 2014 with a closing of January 16, 2015 at 2:00 p.m. Eastern Standard Time.

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into six 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; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, the Certifications and Additional Information, and Technical Criteria.

The Annexes include the Statement of Work, Basis of Payment, DND 626, Task Authorization Form, Sample Microsoft Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs and Non-Disclosure Agreement.

### **2. Summary**

The Department of National Defence (DND) requires submarine escape training based on the Victoria Class submarines, on an "as and when requested" basis, to new submarine students, serving submariners and other selected Canadian or foreign government or military personnel.

The period of the Contract is from date of Contract to March 31, 2018 inclusive with an irrevocable option to extend the term of the Contract by up to seven additional one-year periods.

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

There is no security requirements associated with this requirement.

The resulting contract is not to be used for the deliveries within a Comprehensive Land Claims Settlement Area (CLCSA).

### **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 at the sole discretion of the Contracting Authority.

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

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 (2014-09-25), 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: 60 days

Insert: 120 calendar days

### **2. Submission of Bids**

Bids must be submitted only to the 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 electronic mail or 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 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 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec, Canada.

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**

DND 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: 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 (one hard copy and one soft copy);  
Section II: Financial Bid (one hard copy); and  
Section III: Certifications and Additional Information (one hard copy).

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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; and
- (b) use a numbering system that corresponds to the bid solicitation.

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

To assist Canada in reaching its objectives, bidders should:

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

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

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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 and rates FOB destination, Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders should review clause 1.2, Financial Evaluation, of Part 4.

## **Section III: Certifications**

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 attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf.
- (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.

## **ATTACHMENT 1 to PART 3**

### **PRICING SCHEDULE**

The Bidder must complete this pricing schedule and include it in its financial bid once completed. In the pricing schedule, the Bidder must quote prices and rates for each of the periods.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

If the Bidder adds any conditions or makes changes to the pricing schedule, the Bidder's financial bid will be declared non-responsive.

See the attached Microsoft Excel spreadsheet, Attachment 1 to Part 3 - Pricing Schedule.xls



Solicitation No. - N° de l'invitation  
W8472-130002/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
113zh

Client Ref. No. - N° de réf. du client  
W8472-130002

File No. - N° du dossier  
113zhW8472-130002

CCC No./N° CCC - FMS No./N° VME

## **ATTACHMENT 2 TO PART 3**

### **CERTIFICATIONS AND ADDITIONAL INFORMATION**

See the 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 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.

#### **1.2 Financial Evaluation**

1.2.1 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.

1.2.2 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 - Lowest Evaluated Price**

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

## ATTACHMENT 1 to PART

### TECHNICAL CRITERIA

#### 1.1 Mandatory Technical Criteria

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

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

Number	Mandatory Technical (MT) Criteria
MT1	<p>The Bidder must have experience providing submarine escape training as identified in Annex A, Statement of Work (SOW) and a minimum of three serials within the last three years as of the date of the bid submission.</p> <p>To demonstrate experience, the Bidder must provide:</p> <ol style="list-style-type: none"> <li>The name of the organization;</li> <li>The period (month/year to month/year) the training was provided; and</li> <li>A description of the training provided.</li> </ol>
MT2	<p>The Bidder's training facility must be able to accommodate the required trainer(s)/ simulator(s); all training support equipment; classrooms, lunch and break area; lockers, showers and washrooms for both male and female students, as identified in Articles 15 and 16 of the SOW.</p> <p>The Bidder must provide a detailed description of their training facility.</p>
MT3	<p>The Bidder must provide a submarine escape trainer(s)/simulator(s) based on the Victoria class submarine as identified in Article 17 of the SOW.</p> <p>The Bidder must provide a detailed description of their submarine escape trainer(s)/ simulator(s).</p>
MT4	<p>The Bidder must have experience designing, developing, maintaining and updating training materials for an outside client within the last five years as of the date of the bid submission.</p> <p>Canada will request the following documents for validation purposes during the technical evaluation of the bids:</p> <ol style="list-style-type: none"> <li>Name of organization;</li> <li>Start and end date (month/year to month/year); and</li> <li>Details of their experience designing, developing, maintaining and updating training materials.</li> </ol> <p>Outside Client refers to a client that is external to the bidder's own organization. Parent companies, affiliates and subsidiaries are considered internal.</p>
MT5	<p>The Bidder must propose one different English speaking resource for each of the following resource categories:</p> <ol style="list-style-type: none"> <li>Physician;</li> <li>Lead Instructor;</li> <li>Instructor;</li> <li>Backup Lead Instructor; and</li> <li>Backup Instructor.</li> </ol> <p>The Bidder must identify each proposed resource and the applicable resource category. A resource cannot be proposed for more than one resource category.</p>

Number	Mandatory Technical (MT) Criteria
MT6	<p>The proposed physician must possess the following minimum mandatory qualifications:</p> <ul style="list-style-type: none"> <li>a. Authorized to practice in the Province where the training will occur;</li> <li>b. Advanced cardiac life support certificate; and</li> <li>c. Hyperbaric Medicine Physician or Hyperbaric Physician (level 2) certification from a nationally accredited institution or an internationally acknowledged agency.</li> </ul> <p>Canada will request the following documents for validation purposes during the technical evaluation of the bids:</p> <ul style="list-style-type: none"> <li>i. Copy of certificate of entitlement to support that the proposed resource is entitled to practice medicine in the Province where the training will occur;</li> <li>ii. Copy of the proposed resource's current advanced cardiac life support certificate; and</li> <li>iii. Copy of the proposed resource's current Hyperbaric Medicine Physician or Hyperbaric Physician (level 2) certificate.</li> </ul>
MT7	<p>The proposed Lead Instructor and Backup Lead Instructor must have a minimum of three years experience within the last five years as of the date of the bid submission in providing trainer/simulator-based training under water in a pressurized environment, including experience in controlled assents and contaminated environments.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>a. The name of the employing organization or organization;</li> <li>b. Start and end date (month/year to month/year); and</li> <li>c. Details of their experience: duties, responsibilities or tasks.</li> </ul>
MT8	<p>The proposed Instructor and Backup Instructor must have:</p> <ul style="list-style-type: none"> <li>a. A minimum of three years experience within the last five years as of the date of the bid submission training adults in an intense and stressful physical environment; and</li> <li>b. Experience in sea survival, especially to include procedures for raft embarkation, unconscious procedures and extended survival methods.</li> </ul> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>i. The name of the employing organization or organization;</li> <li>ii. Start and end date (month/year to month/year); and</li> <li>iii. Details of their experience: duties, responsibilities or tasks.</li> </ul>
MT9	<p>The proposed Instructor and Backup Instructor must possess the following minimum mandatory qualifications:</p> <ul style="list-style-type: none"> <li>a. Standard First Aid with Cardio Pulmonary Resuscitation certificate;</li> <li>b. Automated External Defibrillation certificate; and</li> <li>c. Advanced divers certification from a recognized diving program (e.g. Professional Association of Diving Instructors, American Canadian Underwater Certifications, British Sub-Aqua Club, Confédération Mondiale des Activités Subaquatiques, International Diving Educators Association, National Association of Underwater Instructors, Scuba Schools International, etc).</li> </ul> <p>Canada will request the following documents for validation purposes during the technical evaluation of the bids:</p> <ul style="list-style-type: none"> <li>i. Copy of the proposed resource's current Standard First Aid with Cardio Pulmonary Resuscitation certificate;</li> <li>ii. Copy of the proposed resource's current Automated External Defibrillation certificate; and</li> <li>iii. Copy of the proposed resource's current advanced divers certificate.</li> </ul>

## **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.

Bidders must complete their certifications required under Part 5 by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf.

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

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

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

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

#### **1.1 Task Authorization**

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

1.1.2 With respect to the Work mentioned under paragraph 1.1.1 of this clause:

- (a) 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;
- (b) The TA Authority and limit will be determined in accordance with paragraph 1.1.3 of this clause;
- (c) 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;
- (d) 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
- (e) The TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex C, DND 626, Task Authorization Form. An authorized TA is a completed Annex C signed by the TA Authority.

1.1.3 TA Authority and Limit

- (a) The TA Authority or authorized delegate(s) may authorize individual TAs inclusive of any revisions up to a limit of \$400,000.00, 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 must be authorized by the Contracting Authority before issuance to the Contractor.
- (b) The authority specified under paragraph 1.1.3(a) of this clause is granted subject to the sum specified in the Contract under clause 5.2, Limitation of Expenditure - Cumulative Total of All Authorized TAs, not being exceeded.

1.1.4 Administration of the TA Process - Department of National Defence

The administration of the TA process will be carried out by the Naval Personnel and Training Group (NPTG) 5. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

1.1.5 TA Process

- (a) The Technical Authority will advise the Contractor of the required dates and number of students as follows:

- (i) for the Basic Submarine Qualification Course, the Technical Authority will provide a minimum of 60 calendar days notice; and
  - (ii) for the requalifying students, the Technical Authority will provide a minimum of 30 calendar days notice.
- (b) For each task or revision of a previously authorized task, the Technical 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 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.
- (c) Within 5 calendar days of its receipt of the request, the Contractor must provide the Technical Authority with a signed and dated response prepared and submitted using the TA form received from the Technical Authority, containing as a minimum:
- (i) the total estimated cost proposed for performing the task or, as applicable, revised task; and
  - (ii) a breakdown of that cost in accordance with Annex B.

#### 1.1.6 TA Authorization

- (a) The TA Authority will authorize the TA based on:
- (i) the request submitted to the Contractor pursuant to paragraph 1.1.5(b) above;
  - (ii) the Contractor's response received, submitted pursuant to paragraph 1.1.5(c) above; and
  - (iii) the agreed total estimated cost for performing the task or, as applicable, revised task.
- (b) The authorized TA will be issued to the Contractor as an e-mail attachment in PDF format.

#### 1.1.7 Minimum Work Guarantee - All the Work - Authorized TAs

- (a) For the purposes of this clause:

"Maximum Contract Value" means the sum specified in Contract clause 5.2 Limitation of Expenditure - Cumulative Total of All Authorized TAs; and  
"Minimum Contract Value" means a fixed amount of \$40,000.00.

- (b) 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 1.1.7(a) 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.
- (c) 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.
- (d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 1.1.8 Periodic Usage Reports - Contracts with TAs

- (a) 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.

- (b) 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 Technical Authority a periodic usage report containing, in an electronic spreadsheet (such as Microsoft Excel), the data elements specified in paragraphs 1.1.8(c) and 1.1.8(d) 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 Technical Authority.

The reporting periods are defined as follows:

1st semi-annual reporting period: April 1 to September 30; and  
2nd semi-annual reporting period: October 1 to March 31.

A sample Microsoft Excel spreadsheet containing the data elements contained in paragraphs 1.1.8(c) and 1.1.8(d) is provided in Annex D.

- (c) 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); and
    - 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).
- (d) 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 5.2 Limitation of Expenditure - Cumulative Total of all Authorized TAs of the Contract (as last amended, as applicable);
  - 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 (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).



## **2.1 General Conditions**

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## **2.2 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Physician: *To be identified at time of Contract award*

Lead Instructor: *To be identified at time of Contract award*

Instructor: *To be identified at time of Contract award*

Backup Lead Instructor: *To be identified at time of Contract award*

Backup Instructor: *To be identified at time of Contract award*

## **2.3 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## **3. Term of Contract**

### **3.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

### **3.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to seven additional one-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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **4. Authorities**

### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Diane Reynolds  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Procurement Directorate  
Place du Portage, Phase III, 10C1  
11 Laurier Street, Gatineau, Quebec, K1A 0S5  
Telephone: 819-956-1141  
Facsimile: 819-956-9235  
E-mail: Diane.Reynolds@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.

#### **4.2 Technical Authority**

The Technical Authority for the Contract is:

*(To be identified at time of Contract award)*

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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.

#### **4.3 Contractor's Representative**

*(To be identified at time of Contract award)*

### **5. Payment**

#### **5.1 Basis of Payment - Authorized TA Subject to a Limitation of Expenditure**

- (a) 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.
- (b) 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.
- (c) 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:
  - (i) when it is 75% committed, or
  - (ii) four months before the final delivery date specified in the authorized TA, or
  - (iii) 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.
- (d) 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.

#### **5.2 Limitation of Expenditure - Cumulative Total of All Authorized TAs**

- (a) Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of *\$(to be identified at time of Contract award)*. Customs duties are included and the Applicable Taxes are extra.

- (b) 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.
- (c) The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
  - (i) when it is 75% committed, or
  - (ii) four months before the Contract expiry date, or
  - (iii) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 5.1 Basis of Payment - Authorized TA Subject to a Limitation of Expenditure), whichever comes first.
- (d) 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.

### **5.3 Method of Payment - Authorized TA**

- (a) For the Work specified in an authorized TA subject to a limitation of expenditure, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
  - (i) 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;
  - (ii) all such documents have been verified by Canada; and
  - (iii) the Work performed has been accepted by Canada.

### **5.4 SACC Manual Clauses**

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

### **5.5 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

## **6. Invoicing Instructions**

- (a) 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.
- (b) Invoices must be distributed as follows:
  - (i) The original and one copy must be forwarded to the DND Procurement Authority for certification and payment: *(To be identified at time of Contract award)*; and
  - (ii) One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7. Certifications**

### **7.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **7.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

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

## **8. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec, Canada.

## **9. 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 (2014-09-25), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) Annex E, Non-Disclosure Agreement; and
- (g) the Contractor's bid dated (*insert date of bid*).

## **10. Defence Contract**

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

## **11. Foreign Nationals**

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

## **12. Insurance**

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

## ANNEX A

### STATEMENT OF WORK

#### 1. Title

Submarine Escape Training

#### 2. Purpose

- 2.1 The purpose of the requirement is the provision of Submarine Escape Training (SET) on an "as and when requested" basis, to new submariner students, serving submariners, and other selected Canadian or foreign government or military personnel.
- 2.2 Some students will be attending the Basic Submarine Qualification Course (BSQ) while others will be serving submariners requiring requalification training. The Contractor's SET for both groups must be identical.
- 2.3 The Contractor must conduct realistic, practical SET based on the Victoria Class submarine in accordance with 5.2(a), Qualification Standard and Plan (QSP) for BSQ, Enabling Objective (EO) 010.01. The Contractor must provide:
- the escape training trainer(s)/simulator(s) based on the Victoria class submarine;
  - the support equipment required for the development and conduct of SET;
  - their SET;
  - qualified Lead Instructor and Instructor;
  - qualified Backup Lead Instructor and Backup Instructor;
  - a physician; and
  - the training facilities including classrooms, lockers, showers, washrooms and an area for breaks;
  - meals; and
  - accommodations.

#### 3. Background

- 3.1 There are two ways of exiting a distressed submarine (DISSUB). "Rescue" involves a rescue vehicle mating with the DISSUB whereby survivors are transferred. "Escape" involves survivors donning a specialized Submarine Escape and Surface Survival Protection Equipment (SESSPE) suit and exiting the DISSUB, individually and in succession, through the escape tower in a contaminated and non-contaminated environment. Canada relies on rescue as the primary method, however, escape must always be available to the submariner in the event that factors in the DISSUB necessitate escape before rescue can be affected. In this case, and if the circumstances within the DISSUB permit, i.e. are stable, escape will be accomplished in a controlled manner using the tower escape method. If the situation in the DISSUB is such that immediate evacuation is required, the tower escape is the preferred method to be employed. Should the crew find it necessary to abandon the submarine while on the surface or after surfacing, the surface abandonment procedure will be employed. SET imparts the skills and knowledge for this worst-case scenario of submariners being forced into a position of self-rescue, and as such, is a matter of safety of life.
- 3.2 SET involves a number of tasks and activities that submariners must learn and experience in order to be prepared for these situations: escape and surface survival. To acknowledge the requirement for experiential training, a revised Submarine Escape and Rescue (SMER) policy was promulgated in September 1999 [see CFCD 103, Ch. 1, page 1, para 3 (policy) and para 5 (definitions)]. The SMER policy dictates the need for realistic training that encompasses:

- the medical aspects of submarine escape and rescue;
- survival considerations in the escape compartment and preparations for sustainment, escape or rescue; and,
- practical escape training on the tower and surface abandonment methods.

3.3 Training must include:

- donning and the proper wearing of SESSPE;
- donning, proper wearing, and use of the surface abandonment suit;
- entering an escape tower that is subsequently flooded up;
- entering a contaminated compartment; and
- experiencing free buoyant ascent to, and survival on, the surface.

3.4 Realistic SET is essential to give the submariner confidence in the submarine escape system and procedures used for tower escape. The sensation of being subjected to pressure during the escape tower flooding sequence and subsequent ascent is a vital training component that must be experienced by submariners as part of their training. Proceeding in rapid but orderly succession through the escape sequence must be learned through practical demonstration and training.

3.5 In accordance with CFCD 103, the Royal Canadian Navy (RCN) requires a capability to train its submarine personnel in the practical aspects of submarine escape in a wet, pressurized environment for the Victoria class submarine.

**4. List of Acronyms and Abbreviations**

The following abbreviations and acronyms are used in this Statement of Work (SOW):

AED	Automated External Defibrillation
BIBS	Built-in Breathing System
BSQ	Basic Submarine Qualification
BU	Breathing Unit
CFCD	Canadian Forces Command Document
CFMO	Canadian Forces Medical Order
CPR	Cardio Pulmonary Resuscitation
DISSUB	Distressed Submarine
EO	Enabling Objective
EBS	Emergency Breathing System
LP	Lesson Plan
RCN	Royal Canadian Navy
SESSPE	Submarine Escape and Surface Survival Protection Equipment (formerly SEIE Submarine Escape Immersion Equipment)
SET	Submarine Escape Training
SMER	Submarine Escape and Rescue
SOW	Statement of Work
TA	Technical Authority

**5. Applicable Documents**

5.1 The documents listed in clause 5.2 forms part of this SOW to the extent specified herein and are supportive of the SOW, Department of National Defence (DND) will provide a soft copy of the applicable documents to the Contractor by e-mail no later than 10 working days after Contract award. All other document references in the SOW are to be considered supplemental information only. Unless otherwise specified, the issue or amendment of applicable documents effective for this SOW must be those in effect on date of Contract award.

## 5.2 Government Furnished Information

- a. QSP-SUB-BSQ AILS 19 December 2013, Qualification Standard and Plan for the Basic Submarine Qualification;
- b. 3294-1 (DMPPD) 30 September 1999, Submarine Escape and Rescue Policy;
- c. A-P9-050-000/PT-001, Manual of Individual Training and Education, Volume 1, Introduction/Description;
- d. A-P9-050-000/PT-003, Manual of Individual Training and Education, Volume 3, Analysis of Instructional Requirements;
- e. A-P9-050-000/PT-004, Manual of Individual Training and Education, Volume 4, Design of Instruction Programmes;
- f. A-P9-050-000/PT-005, Manual of Individual Training and Education, Volume 5, Development of Instructional Programmes;
- g. A-P9-050-000/PT-006, Manual of Individual Training and Education, Volume 6, Conduct of Instructional Programmes;
- h. A-P9-050-000/PT-007, Manual of Individual Training and Education, Volume 7, Evaluation of Learners;
- i. C-23-SUB-002/MS-001 (2010-09-15), CFCD 103 - Submarine Escape and Rescue Manual;
- j. CFMO 27-12 - Service in Submarines;
- k. DWG 001279437 Escape Tower Aft (2 sheets);
- l. DWG 001279692 Escape Tower Aft Fittings (26 sheets);
- m. DWG 001283045 Built-in Breathing System, Hood Inflation System and Special Boat Squadron System Diagram (2 sheets); and
- n. D87-003-000/SG-001 Purity of Compressed Breathing Air and Gases for Divers (1989).

## 6. Estimated Volume

Approximately 132 students or more per year will be attending the Contractor's SET. A maximum class size of 12 students per serial, optimum class size is 10 students.

## 7. Project Management

### 7.1 General

The Contractor is responsible for the overall management of all activities relating to the instruction of their SET as described in the SOW. The Contractor must provide a Project Manager as the main point of contact with the TA or designated representative.

### 7.2 Project Management Team

The Contractor must provide a Project Management (PM) Team. The PM Team must include the Project Manager, Lead Instructor and a qualified Physician. The Contractor must provide A PM Team organization chart in Microsoft Word to the TA by e-mail no later than 10 working days after Contract award.

### 7.3 Project Management Plan

- a. The Contractor must prepare a Project Management Plan (PMP) in Microsoft Word containing a description of the Contractor's organization, including subcontractor roles and responsibilities, and providing a description of how the Contractor will manage all work described within this SOW;
- b. The PMP must also contain a description of the roles and responsibilities for each PM Team member (including subcontractors);
- c. The PMP must clearly define all work to be performed including any work that will be subcontracted. The PMP must include a Work Breakdown Structure (WBS) identifying all critical path items and all areas of risk by providing a risk assessment. The PMP must also include a Quality Assurance (QA) Plan specifying QA process and responsibilities; and

- d. The PMP must be submitted to the TA by e-mail no later than 10 working days after Contract award, for review and approval. The TA will review and may request specific modifications to the PMP. The Contractor must modify the PMP as per the TA's comments and submit the revised PMP to the TA for a subsequent review. The review process will apply until the TA approves the final PMP.
- e. The PMP must be kept up to date and must be submitted as part of all semi-annual reports.

#### 7.4 Risk Management Plan

- a. The Contractor must provide a Risk Management Plan in Microsoft Word to the TA by e-mail no later than 10 working days after Contract award, for review and approval;
- b. The Risk Management Plan must identify and describe the risks posed to students undertaking SET, and the Contractor's procedures for the systematic management of all identified risks;
- c. The Risk Management Plan must also include an Emergency Response Plan in case of a training accident, including as a minimum, the proximity of a decompression chamber, medical assistance, required material and equipment as well as transportation arrangements; and
- d. The TA will review and may request specific modifications to the Risk Management Plan. The Contractor must modify the Risk Management Plan as per the TA's comments and submit the revised Risk Management Plan to the TA for a subsequent review. The review process will apply until the TA approves the final Risk Management Plan.

### 8. Training Material

The Contractor must provide to the TA by e-mail no later than 15 working days after Contract award, a detailed training plan in Microsoft Word. This plan must include the use of the instructional materials as outlined in the following clauses.

#### 8.1 Lesson Plans

The Contractor must provide lesson plans (LPs) to instruct the course content specified in 5.2(a), Chapter 4, EO 010.01, in accordance with Appendix 1, Lesson Plan Writing Guide. LPs must include, as a minimum:

- a. Clearly defined learning objectives for both the knowledge and skill areas of the lesson;
- b. An outline of the presentation section (e.g. safety items, skill procedures, practice, guides, etc.);
- c. A skill demonstration for every skill taught;
- d. A description of the student practice session and the steps to be taken to ensure that the student achieves the expected level of skill mastery during the practice session; and
- e. The method and process for testing the level of skill mastery achieved by the students.

#### 8.2 Training Aids

LPs must include, as a minimum, the recommended training aids referred to in the above-referenced EOs (2.4.5) such as the following:

- a. Charts;
- b. Slides (presentation software);
- c. Real equipment; and
- d. Mock-up equipment or models.



### 8.3 Reference Lists/Study Materials/Handouts

For each lesson, the Contractor must provide a hard copy or a soft copy by e-mail in Microsoft Word or Microsoft PowerPoint, of reference lists and/or study materials/handouts to support the lesson for the students.

### 8.4 Enabling and Performance Checks

The Contractor must create Enabling Checks for EO 010.01 and Part B, Performance Check that incorporates EO 010.01 in accordance with Section 1 subparagraph 1.4.a; and subparagraph 1.4.g, Part 3. These checks may combine content from more than one lesson so long as all lesson objectives are tested.

### 8.5 Review and Approval

- a. The Contractor must submit draft training plan, LPs, and instructional materials in Microsoft Word to the TA by e-mail no later than 15 working days after Contract award, for review, assessment of their effectiveness and approval in accordance with the training standards set out in the QSP and the approved PMP. Reviews conducted early in the development phase in accordance with 5.2(e), will facilitate effective and expeditious revision of these documents;
- b. The TA will review and may request specific modifications to any of the above documents;
- c. The Contractor must modify the documents as per the TA's comments and submit the revised documents to the TA for a subsequent review; and
- d. The review process described above will apply until the TA approves the final documents.

## 9. Course Timetable

- 9.1 The Contractor must provide the course timetable in Microsoft Word to the TA by e-mail no later than 10 working days after the TA approves the LP.
- 9.2 SET is based on six hours of actual training per day excluding breaks and lunch. The training must be provided between 0800 and 1630 hours, between Monday to Friday excluding federal statutory holidays.
- 9.3 The TA will review and may request specific modifications to the course timetable. The Contractor must modify the course timetable as per the TA's comments and submit the revised course timetable to the TA for a subsequent review. The review process will apply until the TA approves the final course timetable.
- 9.4 With the TA's written approval, actual training time per day may be extended if it permits a more efficient delivery of the required training.

## 10. Course Delivery

- 10.1 The Contractor must conduct the training in accordance with article 5, Applicable Documents. The training must be realistic and practical, providing a high level of fidelity in its simulation of the Victoria class submarine. The following clauses outline the evaluation and monitoring requirements.
- 10.2 Evaluation of Ongoing Training
  - a. The Contractor must be responsible for evaluating student learning throughout the training. This will include, as a minimum:

- i. Ongoing monitoring of students' reaction to the training, comments or concerns, and responses to the instruction and instructional materials;
  - ii. Identification of any problem areas or issues early in the training; and
  - iii. Report all student queries that seem suspect and/or repeatedly occurring to the TA, as they may indicate a possible training deficiency.
- b. The Contractor must perform a formal evaluation of the student through the administration of practical Enabling and Performance Checks EO 010.01 in accordance with 5.2(a) and 5.2(h), Part 3.

### 10.3 Monitoring of Instructional Activities

- a. Instructional activities will be periodically monitored by the TA or designated representative for both LP content and basic instructional techniques. These activities include but are not limited to: the lesson delivery, methods, instructional materials (including the SET facility), facility maintenance, health and safety for all personnel and students and Enabling and Performance Checks; and
- b. For scheduled serials, the Contractor will be advised five working days in advance of the monitoring session time. After consultation and approval by the TA, the Contractor must modify any instructional activities that require improvement or modification within 10 working days after notification by the TA. The Contractor must ensure DND monitors are given unfettered access to the training facility and instructional materials during these visits.

## 11. Deliverables

- 11.1 SET will be provided to submarine students, serving submariners, and selected Canadian or foreign government or military personnel. The TA will certify that all male and female students are medically fit in accordance with fitness requirements for submarine service as indicated in 5.2(i). Students on the BSQ Course will have received classroom instruction on submarine escape equipment and escape methods, as outlined in Section 1 subparagraph 1.4.a, EO 010.01 prior to attending the Contractor's SET. Qualified submariners undergoing requalification training will be familiar with the information contained in EO 010.01 prior to attending the Contractor's SET. In both cases, the Contractor must inform students that the escape procedures will be in accordance with EO 010.01 prior to the conduct of practical escape training exercises.
- 11.2 The Contractor must maintain and update the instructional materials for the Contractor's SET, as requested by the TA. The updated instructional materials must be submitted to the TA by e-mail no later than 10 working days after receiving the request, for review and approval. The TA will review and may request specific modifications to the instructional materials. The Contractor must modify the instructional materials as per the TA's comments and submit the revised instructional materials to the TA for a subsequent review. The review process will apply until the TA approves the final instructional materials.

## 12. Language of Instruction

All DND submarines are designated as English language units; training and all documents must be provided in English.

## 13. Reports

- 13.1 The Contractor must provide the following reports in Microsoft Word to the TA by e-mail as indicated relative to each serial within five working days of completion of each serial:
  - a. Pre-course Reports: Record student arrivals and no-shows at the commencement of each serial. The TA will provide the Contractor with a student list prior to the start of the scheduled serial; and
  - b. Post-course Reports: Record a PASS or FAIL grade for each student on completion of each serial.

## 13.2 Semi-annual Reports

The Contractor must provide written reports in Microsoft Word on a semi-annual basis to the TA by e-mail within 10 working days after the end of each reporting period. The semi-annual report must include, as a minimum:

- a. Number of serial(s) scheduled and delivered during the reporting period;
- b. Summary of any student performance issues and problem areas reported to the TA, in addition to any other observations;
- c. Summary of training issues and problem areas reported to the TA, in addition to any other observations; and
- d. Recommended actions, as required.

## 14. Meetings

### 14.1 Training Working Group Meetings

- a. The Contractor must convene a yearly Training Working Group (TWG) with the TA, DND's training development team and the Contractor's resources to discuss the future of the SET and to establish a schedule for future TWG meetings. The date, time and location for any TWG will be agreed upon between the Contractor and the Technical Authority. The first TWG meeting will be scheduled 15 working days after Contract award; and
- b. The Contractor must produce a record of each meeting within 10 working days of the meeting, in the form of a Record of Discussion with action items to be agreed to between the Contractor and the TA.

## 15. Training Facilities

The Contractor's training facility must accommodate the required trainer(s)/simulator(s); all training support equipment; classrooms, lunch and break area; lockers, showers and washrooms for both male and female students.

### 15.1 Class Size Accommodations

The Contractor's training facility must accommodate a maximum class size of 12 students. The optimum class size is 10 students and the minimum class size is six students.

### 15.2 Change Facilities

The Contractor's training facility must provide separate change rooms with lockers, showers and washrooms for both male and female students.

### 15.3 Lunch Facilities

The Contractor's training facility must provide an area for lunch and breaks.

- 15.4 The training facility must be within 10 minutes walking distance from the dining room and accommodations.

## 16. Training Equipment

The Contractor must provide the support equipment necessary for the development and conduct of SET. These must include, but are not limited to:

- a. Support equipment, tools, and test equipment required for the maintenance and operation of the training devices;
- b. One large 10-12 person life raft for surface survival training;
- c. References/study materials (handouts, technical documentation or reference materials) for each student; and
- d. Breathable quality compressed air in accordance with 5.2(n). The Contractor must provide to the TA by e-mail within 10 working days after Contract award, a current certificate of the purity of compressed breathing air supplied from any and all pressurized containers or breathing systems intended for human respiration. The Contractor must provide updated certificate for each year of the Contract and each subsequent year. Certification required is to verify breathing air meets the minimum criteria for permissible contaminants as stipulated in Table 2 of 5.2(n).

#### **17. Submarine Escape Trainer/Simulator**

The Contractor must provide a submarine escape trainer(s)/simulator(s) based on the Victoria class submarine. As a minimum, the trainer(s)/simulator(s) must meet the following SET criteria:

- a. SET must include tower escape method, contaminated and non-contaminated compartment method, surface abandonment and surface survival;
- b. SET must be conducted in trainer(s) that are physically and functionally based on the escape compartment configuration and tower configuration of the Victoria Class submarine as depicted in 5.2(j) to 5.2(l) to enable the tower escape method to be employed. As SET is a potentially lifesaving skill, a high level of fidelity is essential in the design of the trainers and the training facility. The trainer(s) must be able to accommodate the requirement for an instructor in the tower to access the trainee for instructional and safety purposes. Tower lighting, the location of valves and fittings utilized by the user and the functioning, size and weight of the lower hatch must be in accordance with the above-referenced documents. The internal dimensions of the tower (inclusive of space for instructor), the ability of staff to view inside the tower and to access the tower in case of emergency are critical;
- c. The tower escape must be conducted in a wet, pressurized training device with a minimum depth of five metres, a depth that will allow the average submariner to exit through the escape tower and experience free ascent into a pressurized environment. The maximum depth of the tower escape trainer must not exceed eight metres, the depth beyond which medical authorities have advised that decompression obligations commence. As ascending from a deeper depth enhances experiential learning, the escape trainer should approximate the maximum allowable depth to eight metres;
- d. Other environmental parameters (e.g. water temperature, sea state, lighting) must be realistic; the crucial element being that the submariner should have the sensation of being in a genuine escape situation (insofar as that is possible within the available medium);
- e. SET must be based on the use of SESSPE already in service in the RCN;
- f. The EBS breathing masks, LONG BUs and associated fittings in the trainer(s) must be physically and functionally based on the Built-in Breathing System (BIBS) described in 5.2(m);
- g. SET must utilize escape procedures for the SESSPE established in 5.2(i); and
- h. Sea surface survival training must be conducted in a pool or training basin. During this training, students must wear the SESSPE suit, while learning how to carry out SESSPE/Surface Abandonment Suit surface drill, deploy one-man life raft, carry out senior survivor procedures, carry out large life raft embarkation and carry out unconscious man procedures.

## **18. Safety and Medical Provisions**

18.1 As an integral part of the training facility capability, the Contractor must provide an accident response capability to the TA by e-mail no later than 15 working days after Contract award, in case of a training accident. This must include, but is not limited to:

- a. On-site immediate response capability to rescue a student in distress in any of the training devices; and
- b. On-site medical response capability in the event of a training accident.

18.2 The minimum medical support requirements for holding safe submarine escape exercises are as follows:

- a. The Contractor's Physician;
- b. DND's Physician's Assistant (PA), Level 6B; and
- c. The Contractor's Physician and DND's PA must be present at the poolside or at the decompression chamber when all wet, pressurized escape exercises are being held for CF and NATO military personnel.
- d. DND will carry out a medical examination of all students a minimum of one week prior to their arrival at the Contractor's facility. A health declaration form will be created indicating the students' state of health and accepted by both parties before the commencement of training. The Contractor must obtain each student's completed form before commencement of any training. A copy of the declaration form including sign off of Contractor's medical review must be forwarded to the TA by e-mail no later than five working days after completion of each serial.

## **19. Student Restrictions**

The following student restrictions will be enforced by DND during all of the Contractor's SET courses. Students are prohibited from:

- a. Flying 24 hours after completing the pressurized escape training exercises;
- b. Consuming alcohol 24 hours prior to commencing the pressurized escape training exercises; and
- c. Donating blood three calendar or working days prior to commencing the pressurized escape training exercises.

## **20. Minimum Mandatory Qualifications**

The Contractor must provide a physician and a qualified instructional team, Lead Instructor and an Instructor. The Physician, Lead Instructor and Instructor must meet the following minimum mandatory qualifications:

- 20.1 The Physician must be authorized to practice in the Province where the training will occur, holds a current advanced cardiac life support (ACLS) certificate and has Hyperbaric Medicine Physician or Hyperbaric Physician (level 2) certification from a nationally accredited institution or an internationally acknowledged agency;
- 20.2 The Lead Instructor must have a minimum of three years experience within the last five years in providing trainer/simulator-based training under water in a pressurized environment, including experience in controlled ascents and contaminated environments;

20.3 The Instructor must have a minimum of:

- c. Three years experience within the last five years in training adults in an intense and stressful physical environment;
- d. Current Standard First Aid with Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificate;
- e. Advanced divers certification from a recognized diving program (e.g. Professional Association of Diving Instructors, American Canadian Underwater Certifications, British Sub-Aqua Club, Confédération Mondiale des Activités Subaquatiques, International Diving Educators Association, National Association of Underwater Instructors, Scuba Schools International, etc);
- f. Experience in sea survival, especially to include procedures for raft embarkation, unconscious procedures and extended survival methods; and
- g. The Lead Instructor and Instructor must be fluent in written and spoken English.

20.4 Instructional Contingency Plan

The Contractor must have a contingency instruction plan, which includes a minimum of a Backup Lead Instructor and a Backup Instructor on call in the event that the Lead Instructor and/or Instructor cannot fulfil his or her duties. The Backup Lead Instructor and a Backup Instructor must meet the applicable minimum mandatory qualifications in accordance with clause 20.2 and 20.3.

**21. DND Support to Contractor**

To aid the Contractor in the provision of the required services, the following equipment and assistance will be provided, if available and deemed appropriate by the TA:

- a. A minimum of six Surface Abandonment Suits;
- b. A minimum of six one-man life rafts; and
- c. A Level 6B PA who has taken basic and advanced training in diving medicine.

**22. Meals**

- 22.1 For the duration of each serial, the Contractor must provide the students and DND's PA with three freshly prepared meals per day, one evening snack between 2000 hrs and 2100 hrs per day, and refreshments when required. Dining room hours must be available as a minimum from 0630 hrs to 0730hrs for breakfast, from 1200 hrs to 1300 hrs for lunch, and from 1730 hrs to 1830 hrs for dinner. Night snacks must be available in the dining room until 2100 hrs.
- 22.2 The Contractor must, upon request, provide special dietary meals due to allergies and/or religious beliefs. Special dietary meal requirements will be provided to the Contractor at least five calendar days prior to the start of the serial.
- 22.3 As a minimum, the Contractor must abide by the following:
  - a. Standard Meal Item Availability, Table 22.1;
  - b. Portion Size Standard, Table 22.2
  - c. Standard Meal Entitlement Pattern, Table 22.3; and
  - d. Night Snack Food List, Table 22.4.

22.4 The dining room must be within 10 minutes walking distance from the training facility and accommodations.

**Table 22.1 - Standard Meal Item Availability**

<b>Breakfast</b>
<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>
<b>Lunch</b>
<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). 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>
<b>Dinner</b>
<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 three above 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 desert 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>
<b>Salad Bar Menu</b>
<p>Each lunch and dinner must 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, slice radishes, onion rings, slice 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 22.2 - Portion Size Standard**

<b>Breakfast</b>	
Eggs, medium	2 each
Toast	2 slices
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
Cereal	
- Hot	- 175 ml (cooked)
- cold	- Individual package or 30g bulk
<b>Lunch and Dinner</b>	
Soup	250 ml
Boneless meat	180 g (raw)
Steaks and chops (bone in)	300 g (raw)
Fish (steaks, fillet)	180 g (raw)
Fish (battered)	150 g (cooked)
Roast poultry (boneless)	125 g (cooked)
Chicken pieces (bone in)	300 g (raw)
Casserole dishes	250 g (cooked)
Stews	250 g (cooked)
Three decker sandwich	1 each
Hamburger	2 each (120g raw patty)
Hot dog	2 each
Submarine (8" long)	1 each
Sandwich	1 each
Sandwich filling – salad	85 g
Sandwich filling – sliced meat	60 g
Potatoes	125 g (cooked)
Vegetables	125 ml
Milk (2% white, 1% white, skim or chocolate)	250 ml
Hot and cold beverages	250 ml
Salad items	6" bowl
Canned fruit	126 ml
Fresh fruit	1 each
Fresh grapes/berries	125 ml
Pudding	125 ml
Jello	125 ml
Ice Cream	125 ml
Fruit Yogurt	125 ml
Cake	1 piece (2.5" x 2.5" x 2.5")
Pie	1 piece (1/8 of a 9" diameter pie)
Squares (2" x 2")	1 each
Cookies (2" diameter)	2 each
Cookies (3" diameter)	1 each
Doughnuts	1 each
Dinner roll	1 each



**Table 22.3 - Standard Meal Entitlement Pattern**

<b>Regular Meals</b>	
<b>Breakfast</b>	
Juice or fruit Cereal with milk or breakfast entrée/egg dish Breakfast meat or cheese or yogurt Breakfast vegetable (e.g. potato, baked beans) Toast or baked product Two Beverages Condiments (e.g. salt/pepper, jam, butter, syrup)	
<b>Lunch</b>	
Soup Sandwich Starch item Salad bar (6" plate) Dessert item Two beverages Condiments	Soup Luncheon protein dish Starch item Cooked vegetable Salad bar (6" plate) Dessert item Two beverages Bread Product Condiments
<b>Dinner</b>	
Soup Main protein dish Starch item Cooked vegetable Salad bar (6" plate) Bread product Dessert item Two Beverages Condiments.	

**Table 22.4 - Night Snack Food List**

<b>All of the following food and/or beverage items must be available as a night snack:</b>
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 (e.g. peanut butter, cheese spread, jam, etc.)
Fresh fruit (e.g. orange, apple, pear, banana, etc.)
Pastries

**23. Accommodations**

- 23.1 For the duration of each serial, the Contractor must provide as a minimum the sleeping accommodations for all students and DND's PA in accordance with the following:
- single bed with linen,
  - closet and/or locker;
  - dresser; and
  - night table with light.
- 23.2 Sleeping accommodations can be two per room with separate rooms for male and female students, male/female students are not to share rooms.
- 23.3 Access to the sleeping accommodations must be available on a 24/7 basis. Access to the accommodations assigned must be only accessible to the students/DND's PA.

- 23.4 The Contractor must provide clean linen. The Contractor must provide additional clean linen as requested in case of an emergency.
- 23.5 The Contractor must provide as a minimum separate washroom facilities for males and female within the accommodation facilities in accordance with the following:
- a. Male Washroom Facilities:
    - i. A minimum of one shower per 10 students;
    - ii. A minimum of one toilet per 12 students;
    - iii. In addition to 23.4(a)( ii), a minimum of one toilet and/or urinal per 12 students; and
    - iv. A minimum of one sink per 7 students.
  - b. Female Washroom Facilities
    - i. A minimum of one shower per 10 students;
    - ii. A minimum of one toilet per 12 students; and
    - iii. A minimum of one sink per 7 students.
  - c. All showers must be individual shower stalls.
  - d. The Contractor must ensure that the washroom facilities are adequately cleaned at least twice a week.
- 23.6 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.
- 23.7 The accommodations must be within 10 minutes walking distance from the training facility and dining room.

## Appendix 1

### Lesson Plan Writing Guide

#### WRITING LESSON PLANS

##### 1.0 General

The suggested lesson plan (LP) format below has been widely used by Department of National Defence (DND) as a standard structure for the development of LP's. The Contractor may change the format names, sequence or add content, however, each LP must contain the information below in some form as a minimum requirement. DND reserves the right to share copyright privileges for all LP's produced by the Contractor.

##### 2.0 Suggested LP Format

2.1 Introduction, build student interest and motivation by:

- a. Review – if applicable;
- b. Objective(s) – What is/are the lesson objective(s);
- c. Importance – Why is/are the objective(s) important;
- d. Applicability – Where does the lesson fit in the course and/or on the job; and
- e. Approach – How will the lesson be conducted.

2.2 Body, present main topics and teaching points (TP):

- a. Introduction – Briefly introduce lesson stages if applicable, i.e. paragraphs b, c and d below;
- b. Teaching Points – Present each TP clearly, accurately and using the most appropriate instructional method and training aids;
- c. Student Participation – Because wet pressurized escape training (WPET) and skill sets are the focus, concentrate students' time on practising and performing skills. Interaction through discussion and questions at certain intervals is also encouraged; and
- d. Confirmation – Provide more practice to confirm skill mastery if necessary.

2.3 End of Lesson Progress Test, confirm student's mastery of TPs by:

- a. Direct Observation of Skill – Make a plan on how to manage and observe skills that must be mastered; and
- b. Base Testing on lesson objective, checking critical TPs.

2.4 Conclusion, summarize key points and state links to future lessons:

- a. Summary – Review TPs and base depth of summary on student's mastery of skills and objectives. In other words, keep summary brief if objectives were achieved successfully, or re-emphasize all points that students had difficulty learning;
- b. Closing Statement – Inform students of links to future lessons; and
- c. Re-motivating Statement – Re-emphasize the importance of the lesson.

**ANNEX B**

**BASIS OF PAYMENT**

1. The Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and the applicable taxes are extra.

1.1 The Contractor will be paid a firm all inclusive daily facility rate as follows:

Firm All Inclusive Daily Facility Rate									
Contract Period - Date of Contract for 3 years			Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
Year 1	Year 2	Year 3							
\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI

1.2 The Contractor will be paid a firm all inclusive per diem rate as follows:

Resource Category	Firm All Inclusive Per Diem Rate									
	Contract Period - Date of Contract for 3 years			Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
	Year 1	Year 2	Year 3							
Physician	\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI
Lead Instructor/ Backup Lead Instructor	\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI
Instructor/ Backup Instructor	\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI

A day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the firm all inclusive per diem rate must be prorated to reflect the actual time worked.

1.3 The Contractor will be paid a firm all inclusive price per participant per day as follows:

Description	Firm All Inclusive Price per Participant per Day									
	Contract Period - Date of Contract to March 31, 2018			Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
	Year 1	Year 2	Year 3							
Accommodation	\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI
Breakfast	\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI
Lunch	\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI
Dinner	\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI
Evening Snack	\$	\$	\$	CPI	CPI	CPI	CPI	CPI	CPI	CPI

2. Travel and Living Expenses

2.1 Canada will not accept any travel and living expenses for:

- (a) Work performed within 100 km of the Contractor's place of business; and
- (b) Any travel within 100 km of the Contractor's place of business.

These expenses are included in the prices and rates in article 1 above.

2.2 For Work to be performed outside the 100 km radius of the Contractor's place of business:

- (a) The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees"; and
- (b) The Contractor will be paid its authorized travel time, reasonably and properly incurred in the performance of the Work for travel at 50% of the firm all inclusive per diem rate, without any allowance for overhead or profit. Time for travel that is more or less than a day must be prorated to reflect actual time for travel in accordance with the following formula: (Hours of travel x 50% of the firm all inclusive per diem rate) ÷ 7.5 hours.

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

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

### 3. CPI Rate Escalation

3.1 In the event that the first option period is exercised, the prices and rates for Option Period 1 to Option Period 7 in tables 1.1, 1.2 and 1.3 in article 1, will be adjusted on April 1 of each option year by the amount established based on the average percentage change in the monthly index of the Consumer Price Index (CPI) for Canada, All-Items (Not Seasonally Adjusted), published in Statistics Canada Catalogue no. 62-001-X, Table 5, for the 12-month period ending 3 months prior to the option start date.

Example: In Option Period 1 of a contract commencing April 1, 2018, the prices/rates for Year 3 of the Contract Period stated above would be increased by 2.47% based on the following information:

	% Change in Monthly CPI
January 2017	2.1
February 2017	3.4
March 2017	2.6
April 2017	2.0
May 2017	2.2
June 2017	2.8
July 2017	2.2
August 2017	2.2
September 2017	2.4
October 2017	2.8
November 2017	2.5
December 2017	2.4

Avg. % Change  $29.6 / 12 = 2.47\%$

3.2 In the event that the second option period is exercised, the Option Period 2 prices/rates would be adjusted using the same calculation but with a January 2018 – December 2018 12-month period and Option Period 1 prices/rates as the base. In the event that any of the remaining option periods are exercised, the pattern would follow for Option Period 3 to Option Period 7 prices/rates.

Solicitation No. - N° de l'invitation  
W8472-130002/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
113zh

Client Ref. No. - N° de réf. du client  
W8472-130002

File No. - N° du dossier  
113zhW8472-130002

CCC No./N° CCC - FMS No./N° VME

## **ANNEX C**

### **DND 626 TASK AUTHORIZATION FORM**

See the attached form.

Solicitation No. - N° de l'invitation  
W8472-130002/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
113zh

Client Ref. No. - N° de réf. du client  
W8472-130002

File No. - N° du dossier  
113zhW8472-130002

CCC No./N° CCC - FMS No./N° VME

## **ANNEX D**

### **SAMPLE MICROSOFT EXCEL SPREADSHEET FOR PERIODIC USAGE REPORTS - CONTRACTS WITH TAS**

See the attached Microsoft Excel spreadsheet.



## ANNEX E

### NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work under Contract Serial No. W8472-130002/001/ZH between Her Majesty the Queen in right of Canada represented by the Minister of Public Works and Government Services and the Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W8472-130002/001/ZH.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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><b>TO THE CONTRACTOR</b></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><b>À L'ENTREPRENEUR</b></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>Prrière 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 – Expédiez à			
Delivery/Completion date – Date de livraison/d'achèvement			
		Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		<b>GST/HST TPS/TVH</b>	
		<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU' AUX CONTRATS DE TPSGC :</b> 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'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**

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

**TPS/TVH**

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

**Total**

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

**Ne s'applique qu'aux contrats de TPSGC**

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

**Nota :**

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





**Summary of all Authorized TAs**

Canada's Total Liability - All TAs	Total Estimated Cost Authorized in all TAs, GST/HST extra	Total Cost Incurred, GST/HST extra - All TAs	Total Cost Invoiced, GST/HST extra - All TAs	Cumulative GST/HST Invoiced- All TAs	Total Amount Paid, GST/HST included - All TAs
\$700,000.00	\$42,000.00	\$16,695.60	\$15,395.60	\$769.78	\$11,540.20