



Government of
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National Defence

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ANNEX A – Statement of Work
CP Advanced Weapons Handling Training
for the Department of National Defence (DND)
Canada W8484-15-8370

ANNEX "A"
Statement of Work



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1. SCOPE

1.1 Background

The Department of National Defence (DND) has a requirement to conduct Close Protection (CP) advanced weapons handling courses. Canadian Forces Protective Services Unit (CFPSU) is tasked to maintain a high readiness CP capability. In order to ensure CP operator skills are retained for the CFPSU task advanced weapons handling train the trainer and CP Close Quarter Battle (CQB) refresher training is required. Each member attending this refresher training will have previously successfully completed the Canadian Forces CP Operators Course (CF CPOC).

1.2 Objective

1.2.1 The objective of this Standing Offer (SO) is to obtain contracted support for the provision of the following training to CFPSU members, as identified within the Statement of Work (SOW) on an as and when required basis:

- a. **Train-the-Trainer Training:** Advanced Weapons Handling train the trainer seven (7) day course, estimated 10 students per course. It is anticipated that the CFPSU would require a minimum of one course a year. Additional courses may be required but are not anticipated to exceed one additional course a year. This training is to be referred to as “Advanced Weapons Handling Instructor Course”.
- b. **CP CQB Refresher Training:** Advanced Weapons Handling CQB Refresher Training three (3) day course, estimated 10 students per course. It is anticipated that the CFPSU would require a minimum of two (2) courses a year. Additional courses may be required but are not anticipated to exceed one additional course a year. This training is to be referred to as “CP CQB Refresher Training”.

1.2.2 The Contractor must be prepared to provide training at any time throughout the calendar year upon a minimum of 30 days of notice. The training must be delivered in the National Capital Region (NCR)

1.2.3 All services will be called up, on an as and when required basis, through the use of PWGSC 942 call-ups against the SO (form available at Annex D of the SO).

2. APPLICABLE DOCUMENTS

2.1 Close Protection Tactics, Techniques and Procedures

This document will be available to the Contractor for consultation at DND facilities, following the completion of the Confidentiality Agreement (form available at [Appendix 3](#) of the SO.)

2.2 Canadian Forces Operational Training Safety

This document will be available to the Contractor for consultation at DND facilities, following the completion of the Confidentiality Agreement at [Appendix 3](#) (form available at [Appendix 3](#) of the SO.)

2.3 Canadian Forces Ethics Training

Address: <http://www.forces.gc.ca/en/training-ethics/index.page>



3. GENERAL REQUIREMENTS

3.1 CAF Ethics and Professional Ethos

The Contractor must ensure that any activity or relationships it undertakes complies with the ethical and professional ethos of the CAF, provided in the Canadian Forces Ethics Training at SOW section 2.3.

3.2 Training Methodologies

All training delivered to participants must match the current training methodologies accepted by the CAF and listed in SOW section 2.1, CP Tactics, Techniques and Procedures and SOW section 2.2, Canadian Forces Operational Training Safety.

3.3 As and When Required Training

Services to be provided under this Contract are on an as and when requested basis, but are to be available 12 months of the year, and will be ordered by DND using a call-up form (PWGSC 942). Training will be for one course at a time. All services must be delivered in accordance with the call-up form (PWGSC 942).

3.4 Safety Briefings

Instructors must provide a safety briefing to all trainees at the beginning of each training activity. The safety briefings must comply with the minimum requirements as listed in the SOW section 2.2, Canadian Forces Operational Training Safety.

3.5 Courseware and Language of Instruction

All courseware, reference materials and/or other applicable resources will be delivered in English. The primary language of instruction will be English. The contractor must have the capability of instructing in English.

4. TASKS AND DELIVERABLES

4.1 Advanced Weapon Handling Instructor Course

The Contractor must deliver an Advanced Weapons Handling Instructor Course to already qualified CP Operators (CPOs) in accordance with the following information:

- a. The Contractor must deliver Train the Trainer training to qualified CPOs. The aim of the training is to train participants to become instructors in order to deliver in service CP training.
- b. Conduct advanced weapon handling instructor training in order to facilitate the train-the-trainer objective. This training will primarily use CAF C-8 5.56mm rifle and Sig Saur P-226 9mm pistol as the primary weapon platforms but is to include HK MP5 and Remington 12 gauge shotgun for handling familiarisation. This training must include, but not be limited to, the following DND/Canadian Armed Forces (CAF) specific refresher and train the trainer requirements in seven (7) training days:

- (1) Principles of Marksmanship;
- (2) Immediate Actions and Stoppages;
- (3) Shooting Positions;



- (4) Improving Reaction Time;
- (5) Barricade Shooting;
- (6) Multiple Targets;
- (7) Shooting on the Move;
- (8) Transitional Shooting;
- (9) Individual Bodyguard Drills;
- (10) Single Hand Shooting (Strong and Weak Hand);
- (11) Night time / low light Shooting;
- (12) Methods of Instruction;
- (13) Troubleshoot Problem Students;
- (14) Drill Development;
- (15) Training Program Development; and
- (16) Training on How to Increase the Skill Level of Students.

4.2 CP CQB Refresher Training

The Contractor must deliver CP CQB refresher training to already qualified CPOs in accordance with the following information:

- a. Conduct advanced weapon handling CQB refresher training. This training must include, but not be limited to, the following DND/CAF specific requirements in three (3) training days:

- (1) Principles of Marksmanship;
- (2) Immediate Actions and Stoppages;
- (3) Shooting Positions;
- (4) Stack Formations;
- (5) Hallway Movement (to include junctions);
- (6) Room Entry;
- (7) Shooting on the Move;
- (8) Single and Multiple Targets;
- (9) Meet up Drills; and
- (10) Use of Distraction Devices.

4.3 Training Requirements

- 4.3.1** The Contractor must provide normally accepted weapons training as compliant with normal CF training practices as listed in SOW section 2.1 Close Protection Tactics, Techniques and Procedures, and SOW section 2.2 Canadian Forces Operational Training Safety. The training will be completed using the following weapon systems:

- a. Advanced weapons handling instructor course:

- (1) Sig Saur P226, 9mm pistol;
- (2) C-8, 5.56mm rifle;
- (3) Heckler & Koch MP5, 9mm submachine gun; and
- (4) Remington Shotgun, 12 gauge.

- b. CP CQB refresher course:

- (1) Sig Saur P226, 9mm pistol (Simunition kits);
- (2) C-8, 5.56mm rifle (Simunition kits); and
- (3) Combination training using both of these weapon systems.



4.3.2 Upon completion of the train-the-trainer courses, the Contractor will confirm in writing the participants' ability to deliver training in accordance with the technical requirements listed in SOW sections 4.1 and 4.2.

4.4 Access to Facilities

4.4.1 If not available to be provided by DND, the Contractor must provide access to the following facilities:

- a. Access to classroom facilities: The Contractor must provide a classroom large enough to accommodate up to 10 trainees. Building must have male and female ablutions either within the same building or in an adjacent building;
- b. Access to flat range facilities: The Contractor must provide access to a flat range capable of using both 9mm and 5.56mm simultaneously, as well as 12 gauge shotgun cartridges. Range must allow for 10 trainees firing simultaneously at distances between 5 meters (15 feet) to 50 meters (150 feet); and
- c. Access to CQB training facilities: The Contractor must provide access to CQB zero template , 360 degrees training structure (a structure in which a weapon can be fired and the projectile will not leave the interior of the building structure) which:
 - (1) Allows usage of 9mm and 5.56mm Simunition cartridges;
 - (2) Duplicates operations inside a closed urban building, including hallways with intersection and multiple rooms;
 - (3) Ideally with second story or stairwell training capability; and
 - (4) Allows usage of distraction devices.

5. CONSTRAINTS

5.1 Delivery Location

5.1.1 The training must be delivered in the National Capital Region (NCR) on a year-round basis when services are called upon. The CFPSU may be able to provide facilities at the Connaught Range and Primary Training Centre (CRPTC) if there is availability. However, the Contractor is responsible to provide alternate facilities as identified in SOW section 4.4.1.

5.1.2 The training training location must be located within a 60 min drive from a hospital.

5.1.3 The Contractor must have first aid capability on site and readily available when required for the duration of any and all training courses.

5.1.4 The Contractor must maintain basic firefighting capability on-site. The Facility should be within a 60 min drive from a fire hall and fire response team.

5.1.5 The NCR is defined as:

a. **Ontario:**

- (1) Start and include Castleford, limited by Highway 20 to Renfrew, then limited by a straight line to Calabogie;
- (2) Thence South on road 511 to Perth;
- (3) From the Municipality of Perth proceed on Highway 1 to Toledo;
- (4) Thence proceed East to Prescott in a straight line;



- (5) Thence East along Highway 401 to Long-Sault, to include all communities between Highway 401 and the St. Lawrence River; and
- (6) Ending by a straight line joining Long-Sault and the Municipality of Alfred.

b. Quebec:

- (1) Start and include Portage du Fort;
- (2) Thence West along the Ottawa River;
- (3) Thence North on Highway 301 to Kazabazua;
- (4) Thence proceed in a straight line to Notre-Dame-de-la-Paix, to include Montpellier;
- (5) Thence South on Highway 323, ending at Montebello

5.1.6 Emergency services response must be within 60 minutes' drive of the training venue.

5.2 Requirement for Flexibility

Due to the DND's high operational tempo and the short notice timeline involved to commence or cancel training, there is a need for a high level of flexibility on the part of the contractor. The contractor must be capable of providing training for requests identified as early as 30 days prior to training start date. The contractor must accept a minimum cancellation time of 7 days, at no cost to DND.

5.3 Replacement of Specific Individuals

5.3.1 If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

5.3.2 If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with the requisite qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.

5.3.3 The Contractor must not, in any event or circumstance, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with this SOW, at no additional cost to Canada. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6. DND/CAF SUPPORT

6.1 Training

DND will provide at least one senior soldier from CFPSU who will be assigned as the Technical Authority, to provide liaison to the Contractor, for technical subject matters only. This CAF member must not provide liaison for any contractual subject matters. Contractual subject matters must be addressed with the Contracting Authority directly.

6.2 Equipment



The CFPSU will provide all trainee operational and safety equipment as well as all trainee weapons and ammunition.

7. TRAVEL AND LIVING

- 7.1** There are no travel and living requirements under this SO, and as such the Contractor will not be reimbursed for travel and living expenses for work performed under this SO.