



Government of
Canada –
National Defence

Gouvernement du
Canada – Défense
nationale

APPENDIX 6 – Mandatory Site Visit Criteria
Close Protection Driver Refresher Training
for the Department of National Defence (DND)
Canada W8484-15-8366

APPENDIX "6"
Mandatory Site Visit Criteria



GENERAL REQUIREMENTS		Instructions to Bidders	Meets Requirements	Unable to Meet Requirements
SV 1	Courseware as outlined in section 3.4 of the SOW	Canada will confirm that the courseware, reference material and other applicable documents are available in English.		
TASKS AND DELIVERABLES		Site Visit Details	Meets Requirements	Unable to Meet Requirements
SV 2	Classrooms as outlined in section 4.2.1 of the SOW	The Bidder must have a sample classroom prepared for the site visit that meets the following: <ul style="list-style-type: none"> a. free from the elements; b. desks or tables and chairs for 16 trainees and 3 observers; c. have proper ventilation; and d. have at least one mounted teaching board, such as white board, blackboard or smart board, no less than 1.25m². 		
SV 3	Ablution facilities as outlined in section 4.2.2 of the SOW	Canada will confirm ablution facility locations for the trainees and staff. If ablution facilities for trainees and staff are located in a nearby adjacent building and not within the classroom building(s) then the Bidder must have one ablution facility ready for the site visit that meets the requirements outlined below: <ul style="list-style-type: none"> a. Facilities are in or adjacent to the applicable classroom building; b. 1 toilet and 1 urinal per 20 male personnel; c. 2 toilets per 10 female personnel; d. 1 sink with soap dispenser per 20 personnel; e. 1 paper towel dispenser or hand dryer per 20 personnel; and f. Appropriate number of waste receptacles per facility, including separate covered receptacles for feminine hygiene products either within the bathroom stalls or just outside the stalls. 		
SV 4	Dining area as outlined in section 4.2.3 of the SOW.	Canada will confirm that the rooms/spaces designated meet the outlined requirements: dining facility able to provide a lunch for the duration of the course and one evening meal during the night / low light driving day. The training venue must either provide onsite dining, or be located within a 15 minute drive of suitable commercial facilities for trainees to gain meals during training times. The facility must be able to feed up to 19 personnel at once. The dining facilities must have designated eating areas, cooking and food preparation areas, dish		



		cleaning area, and food storage areas. Rooms/spaces do not need to be furnished or operational during the site visit. Bidder must provide a plan on how they intend to meet the criteria.		
SV 5	Driving facilities as outlined in section 4.2.4 of the SOW.	Canada will confirm that the driving facilities designated for this training are capable of meeting the following requirements: a. General track paved with asphalt; b. General track must be wide enough to allow double car driving on straight stretches, cambered corners (positive and negative) and no camber corners; c. Facility must provide four way intersections and side streets to simulate urban environment driving; d. Off road driving course that has various terrain and cambers; e. Ability to perform driving in both wet and dry conditions; f. Area to promote skids in order to provide skid recovery training; and g. Ability to deal with petrol, oil and/or lubricant spillage in a manner that does not affect the ability to continue training.		
SV 6	Vehicles for Training as outlined in section 4.3 of the SOW	Canada will confirm that the bidder has sufficient of the following types of vehicles in order to provide the training: a. Sedan cars in sufficient numbers to provide training simultaneously to 16 trainees on a max ratio of 3 trainees per vehicle; b. SUVs in sufficient numbers to provide training simultaneously to 16 trainees on a max ratio of 3 trainees per vehicle; c. Target vehicles, these need not be operational for the purpose of driving but bidder must show means to place them in different locations as required for training; d. Consumable vehicles in sufficient numbers as to allow for the simultaneous training of 16 trainees on a max ratio of 3 per vehicle; and d. Mechanical Transport support on site to maintain the fleet of vehicles or sufficient stock as not to impact the delivery of training.		
CONSTRAINTS		Instructions to Bidders	Meets Requirements	Unable to Meet Requirements
SV 7	Training Venue Location as outlined in section 5.1 of the SOW	Canada will confirm that the training venue has first aid coverage available on site or bidder can show a plan to provide during courses and is within 60 mins drive of a hospital.		
SV 8	Training Venue Location as	Canada will confirm that the training venue has basic firefighting capability		



	outlined in section 5.1 of the SOW	available on site or bidder can show a plan to provide during courses and is within 60 mins drive of a fire hall with a fire response team.		
SV 9	Training Venue Location as outlined in section 5.1 of the SOW	Canada will confirm that the training venue has suitable commercial accommodation within a 45 min drive.		
SV 10	Training Venue Location as outlined in section 5.1 of the SOW	Canada will confirm that the commercial accommodation is within a 45 min drive of a main airport that is accessible from Canada or through no more than one connecting airport.		
SUPPORT		Instructions to Bidders	Meets Requirements	Unable to Meet Requirements
SV 11	Equipment as outlined in section 6.2.2 of the SOW	Canada will confirm that the bidder has sufficient driving safety equipment to facilitate the necessary training for 16 trainees simultaneously.		