



Government of
Canada –
National Defence

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nationale

ANNEX A – Statement of Work
Close Protection Driver Refresher Training
for the Department of National Defence (DND)
Canada W8484-15-8366

ANNEX "A"
Statement of Work



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1. SCOPE

1.1 Background

The Canadian Department of National Defence (DND) has a requirement to conduct Close Protection (CP) refresher driver training. The Canadian Forces Protective Services Unit (CFPSU) is tasked to maintain a high readiness CP capability. In addition the Canadian Joint Operations Command (CJOC) is required to deploy personnel in the CP role. In order to ensure CP Driver skills are retained for the CFPSU task or honed immediately prior to deployment for the CJOC task, refresher CP driver 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 a basic high threat tactical driving refresher training course with duration of no less than three (3), and no more than four (4) days. It is anticipated that the CFPSU would require two (2) training sessions a year, with estimated 6–12 trainees per session. It is anticipated that CJOC would require two (2) sessions a year, with estimated 10–16 trainees per session. Additional courses may be required but is not expected to exceed three (3) additional courses a year. This training is to be referred to as “CP Driver Refresher Training”. These estimates are provided in good faith. Final requirements will be communicated by way of an issued approved call-up contract (form PWGSC 942).

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.

1.2.3 All CP Driver Refresher Training will be called up, on an as and when required basis, through the use of PWGSC 942 call-ups against the Standing Offer.

2. APPLICABLE DOCUMENTS

2.1 Canadian Forces Ethics Training

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

3. GENERAL REQUIREMENTS

3.1 As and When Required Training

Services to be provided under this Standing Offer are on an as and when requested basis, but available 12 months of the year, and will be ordered by DND using a call-up contract form (PWGSC 942). Training may be for one course or multiple courses simultaneously, though this likelihood will be rare. All services must be delivered in accordance with the call-up contract form (PWGSC 942).

3.2 Safety Briefings

Instructors must provide a safety briefing to all trainees at the beginning of each training activity.

3.3 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 2.1](#).



3.4 Courseware and Language of Instruction

All courseware, reference materials and/or other applicable resources must 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 CP Driver Refresher Training

4.1.1 The Contractor must deliver CP Driver Refresher Training to already qualified CP Operators (CPOs). This training must include, but not be limited to, the following DND/Canadian Armed Forces (CAF) specific technical requirements in no less than three (3) and no more than four (4) training days:

- a. Braking (ABS and non-ABS);
- b. Straight line and turning braking;
- c. Slalom driving drills;
- d. Close proximity driving;
- e. Skid recovery;
- f. Driver down drills;
- g. Ramming drills to include metal on metal contact;
- h. Reverse driving drills;
- i. Y turns;
- j. Pursuit Intervention Technique (PIT);
- k. Counter PIT operations;
- l. Evasive driving to counter an aggressive driving threat;
- m. High speed vehicle operations in a high centre of gravity vehicle, i.e. SUV;
- n. Counter Improvised Explosive Device including: drive through, push through, ram through, vehicle offsets, blocking, and screening;
- o. Off road driving; and
- p. Night time / low light driving using vehicle lights and/or night vision aids.

4.1.2 The aim of this training is to refresh the knowledge and skills of the participants in a Close Protection role. The Contractor must be aware that trainees will have previously received CP Driver Training covering the requirements in **SOW section 4.1.1** and are NOT beginners.

4.2 Access to Facilities

4.2.1 Access to classroom facilities: The Contractor must provide a classroom large enough to accommodate up to 16 trainees and three (3) observers. The classroom must be free from the elements, and have proper ventilation. The classroom must have desks or tables, and chairs for up to 16 trainees and three (3) observers, and must be equipped with at least one mounted teaching board, such as white board, blackboard or smart board, no less than 1.25m².

4.2.2 Access to ablution Facilities: Building must have male and female ablutions either within the same building or in an adjacent building. Facilities must meet the requirements outlined below:

- a. Facilities are in or adjacent to the applicable classroom building;
- b. One (1) toilet and one (1) urinal per 16 male personnel;
- c. Two (2) toilets per eight (8) female personnel;
- d. One (1) sink with soap dispenser per 16 personnel;
- e. One (1) paper towel dispenser or hand dryer per 16 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.

4.2.3 Access to dining facilities: The Contractor must provide access to a 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.

4.2.4 Access to driving facilities: The Contractor must provide access to the tracks listed below on a year-round basis, allowing for driving under both wet and dry conditions, including asphalt, and natural terrain (grass, sand and gravel). The driving facilities must meet the following requirements:

- a. The contractor must provide general track paved with asphalt and wide enough to allow double car driving on straight stretches, cambered corners both positive and negative and no camber corners and include four way intersections and side streets for a minimum of two (2) days;
- b. The contractor must provide off road driving course with various terrain and cambers for a minimum of one (1) day;
- c. The contractor must provide all Emergency Spill Kits to provide immediate response as required;
- d. The contractor must provide an area to promote skids in order to provide skid recovery training; and
- e. The contractor must have the ability to deal with petrol, oil and/or lubricant spillage in a manner that does not affect the ability to continue training.

4.3 Vehicles for Training

The Contractor must provide the following vehicles for training:

4.3.1 Cars (sedans): Operational four (4) door sedan with automatic transmission (manual transmissions may be required for some courses for familiarisation as a minimum) to sustain the training requirements for up to 16 persons at a time and a maximum of three (3) trainees per vehicle;

4.3.2 SUVs (Toyota Landcruiser or similar size): Operational SUVs to sustain the training requirements for up to 16 persons at a time with a maximum of three (3) trainees per vehicle;

4.3.3 Target vehicles: Non-operating vehicles to be used as blocking or barricade vehicle to be rammed (metal on metal contact), minimum of three (3) per course. The Contractor must have the means to place target vehicles in different locations as required for training;

4.3.4 Ramming vehicles: These are functioning drivable vehicles to be used for barricade breaching and are to be consumed, minimum of three (3) per course;

4.3.5 Consumable vehicles: Various models of vehicles that are mechanically safe and intended to be consumed during training. Consumable vehicles must be provided in sufficient numbers as to allow for the simultaneous training of 16 trainees on a maximum ratio of three (3) trainees per vehicle. Consumable vehicles are vehicles to which damage and destruction can be done at no cost of repair or replacement to DND;



- 4.3.6** The Contractor must make available vehicles that will likely incur body damage while exercising driving techniques, such as ramming through barricades and single or multicar mock attack and evasive response;
- 4.3.7** The Contractor must have Mechanical Transport support on site to maintain the fleet of vehicles or sufficient stock as not to impact the delivery of training;
- 4.3.8** In addition to the vehicles listed above it would be preferable for the Contractor to have access to armoured vehicles (sedan and/or SUV) for familiarisation purposes.
- 4.3.9** All vehicle damages incurred during training must be at no cost to DND.

5. CONSTRAINTS

5.1 Training Delivery Location

- 5.1.1** The training must be delivered in a geographical location suitable for all driving tasks on a year-round basis when services are called upon, as per SOW section 1.2.2.
- 5.1.2** The training venue must be accessible by commercial means without undue delay to training time, maximum one (1) day travel by air from Ottawa, and must be located in North America.
- 5.1.3** The training venue must have a certified first aid and basic firefighting capabilities on site.
- 5.1.4** Commercial accommodation must be within 45 minute drive of the training venue. Commercial accommodation must be within a 45 minute drive of an airport capable of travel to and from Ottawa requiring no more than 1 connecting airport.
- 5.1.5** A hospital must be within 60 minute 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 seven (7) days, at no cost to DND.

5.3 Replacement of Specific Individuals

- 5.3.1** If specific individuals are identified in the Standing Offer 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 Standing Offer, 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 DND. The Contractor must, as soon as possible, give notice to the Standing Offer 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 Standing Offer 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 DND. The



fact that the Standing Offer 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 CAF member such as the Technical Authority, or a member of the trainees who will be assigned by 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 Standing Offer Authority directly.

6.2 Equipment

6.2.1 All student operational equipment will be provided by DND. All operational equipment will be personal issue and carried by the student at all times during the training. There will be no requirement for the Contractor to provide storage for DND operational equipment.

6.2.2 All driving safety equipment must be provided by the contractor. The Contractor must provide sufficient driving safety equipment to facilitate the necessary training for up to 16 trainees simultaneously.

6.3 Inspections

6.3.1 DND will conduct a site visit prior to awarding the Standing Offer by the Technical Authority and the Standing Offer Authority. Further site visits will be conducted on an as and when required basis by the Technical Authority and Standing Offer Authority, to ensure continued compliance. Most site visits will be conducted during an associated course, on an as and when required basis. The Standing Offer Authority will provide a minimum of seven (7) days' notice of a site visit.

6.3.3 For courses identified by CJOC, in addition to sending the Technical Authority, DND may send up to two (2) observers to be present onsite during training. These observers will be present for familiarization with the trainees prior to deploying only and will not be evaluating the contractor.

7. TRAVEL AND LIVING

7.1 Travel and Accommodation

There are no Contractor travel and accommodation requirements under this Standing Offer, and as such the Contractor will not be reimbursed for travel expenses for work performed under this Standing Offer.