

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

|  |  |  |
|--|--|--|
| <b>Title - Sujet</b><br>Parachute Training Facility  |  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W2037-160001/A   | <b>Date</b><br>2015-04-13              |  |
| <b>Client Reference No. - N° de référence du client</b><br>W2037-16-0001   |  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$KIN-610-6578   |  |  |
| <b>File No. - N° de dossier</b><br>KIN-4-42211 (610)   | <b>CCC No./N° CCC - FMS No./N° VME</b> |  |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2015-04-29</b>   |  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight Saving<br>Time EDT |
| <b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes<br><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><br>Correia-Reid, Vincent   |  | <b>Buyer Id - Id de l'acheteur</b><br>kin610                                     |
| <b>Telephone No. - N° de téléphone</b><br>(613) 483-6348 ( )   |  | <b>FAX No. - N° de FAX</b><br>(613) 545-8067                                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>CAAWC<br>76 North Star Drive<br>Trenton<br>Ontario<br>K0K 3W0<br>Canada |  |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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

Solicitation No. - N° de l'invitation

W2037-160001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin610

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

W2037-16-0001

File No. - N° du dossier

KIN-4-42211

CCC No./N° CCC - FMS No/ N° VME

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SEE ATTACHED

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The Requirement is detailed under Annex "A" of the Resulting Contract Clauses.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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

## **Definitions**

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

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

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

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

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

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

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

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

**Procurement** (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

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

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

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

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

##### **3.1.1 Exchange Rate Fluctuation**

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

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

Bidders must submit the certifications required under Part 5.

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **4.1 Evaluation Procedures**

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

##### **4.1.1 Technical Evaluation**

###### **4.1.1.1 Mandatory Technical Criteria**

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately and the Bidder must provide the necessary documentation to support compliance with this requirement.

|           |  | LOCATION OF INFORMATION IN<br>BIDDERS' PROPOSAL |
|-----------|--|---|
| <b>M1</b> | The Bidder must have supported a minimum of two Military Freefall Parachute (MFP) training courses within the past three (3) years.<br><br>Unit names and dates of courses must be provided. |   |
| <b>M2</b> | The Bidder must propose 8 instructors with the following qualifications, detailed resumes with proof   |   |

|           |   | LOCATION OF INFORMATION IN<br>BIDDERS' PROPOSAL |
|-----------|---|---|
|           | <p>of qualifications are required:</p> <ul style="list-style-type: none"> <li>Hold a current Accelerated Free Fall (AFF) Instructor qualification</li> </ul> <p>OR</p> <p>Current Progressive Free Fall (PFF) Instructor qualification</p> <ul style="list-style-type: none"> <li>Experience within 36 months, from the RFP closing date, instructing Canadian or Allied military personnel in MFP.</li> </ul> <p><b>Note:</b> Experience is defined as: "must have followed and assessed a military freefall parachute candidate for at least one (1) non-equipment jump and at least one (1) full equipment jump."</p> <ul style="list-style-type: none"> <li>Vertical Wind Tunnel (VWT) coaching experience (proof of experience to be provided i.e. signed document from the owner or operator of an industry-accepted vertical wind tunnel (VWT) training facility that states experience in VWT coaching as part of military freefall parachute training)</li> <li>Capable of filming all phases of a candidate's descent in freefall using a helmet mounted camera.</li> </ul> <p><b>Note:</b> Capable is defined as, must have filmed a military freefall parachute candidate descent for at least 1 non-equipment jump and at least 1 full equipment jump.</p> |   |
| <b>M3</b> | <p>The Bidder must propose 4 professional packers with:</p> <ul style="list-style-type: none"> <li>Canadian Sports Parachute Association (CSPA) or United States Parachute Association (USPA) packing endorsement</li> </ul> <p>OR</p>  |   |



|  |  | LOCATION OF INFORMATION IN<br>BIDDERS' PROPOSAL |
|--|--|---|
|  | <p>CSPA or Federal Aviation Administration (FAA) Rigger qualification</p> <ul style="list-style-type: none"><li>A minimum of twelve (12) months within the past three (3) years from the RFP closing date as a professional packer and/or rigger at a Drop Zone.</li></ul> <p>Resumes with copies of certifications must be provided</p> |   |

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

Bidders must submit firm prices, Applicable Taxes excluded.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

The Estimated Yearly Usage will be multiplied by the Unit Price to calculate the Extended Price, the Evaluated Price is the sum of the Extended Prices for all Pricing Periods.

#### 4.2 Basis of Selection

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

### 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.

## 5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

### 5.1.1 Integrity Provisions - Associated Information

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

### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Requirement

The Department of National Defence (DND) requires a Contractor to supply instruction, facilities, resources, and infrastructure needed to support the conduct of Canadian Forces Military Freefall Parachute (MFP), Freefall Jump Master (FJM) and Military Freefall Parachute Instructor (MFPI) courses.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010C](#) (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

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## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The Period of the Contract is from the date of award to April 30, 2016.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to TWO additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Vincent Correia Reid  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Kingston  
Address: 86 Clarence Street, 2<sup>nd</sup> floor  
Kingston, Ontario K7L 1X3  
Telephone: 613-545-8738  
Facsimile: 613-545-8068  
E-mail address: vincent.correia-reid@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.

### **6.5.2 Project Authority**

The Project Authority for the Contract is: PWGSC will insert this information at time of contract issuance.

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

### **6.5.3 Contractor's Representative (Please fill in the following information)**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## **6.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **6.7 Payment**

### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the basis of payment, in Annex "B", as specified in the Contract. Customs duties are included and Applicable Taxes are extra.

### **6.7.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$ (amount to be inserted at Contract Award). Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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 approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

when it is 75 percent committed, or

four (4) months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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.

### **6.7.3 Multiple Payments**

SACC Manual Clause [H1001C](#) (2008-05-12) - Multiple Payments

### **6.7.4 SACC Manual Clauses**

SACC Manual Clause [A9117C](#) (2007-11-30) – T1204 Direct Request by Customer Department

SACC Manual Clause [C0711C](#) (2008-05-12) – Time Verification

## **6.8 Invoicing Instructions**

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

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## 6.9 Certifications

### 6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 6.10 Applicable Laws

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

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25), General Conditions - Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

### 6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### 6.12.1 Aviation Liability Insurance (2014-06-26)

The Contractor must obtain commercial insurance, for the duration of the contract, in such forms as are consistent with its industry practice and as would be maintained by a prudent business. Such insurance, as a minimum, shall include:

1. Aviation Liability Insurance for Bodily Injury and Property Damage, arising from the use of the aircraft, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence.

The Aviation Liability policy must include the following:

Solicitation No. - N° de l'invitation  
W2037-160001/A  
Client Ref. No. - N° de réf. du client  
W2037-16-0001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42211

Buyer ID - Id de l'acheteur  
kin610  
CCC No./N° CCC - FMS No./N° VME

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(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.

(b) Notice of Cancellation: The Contractor's Insurer(s) will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(c) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

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## ANNEX "A" - REQUIREMENT

### 1. REQUIREMENT

The Department of National Defence (DND) requires a Contractor to supply instruction, facilities, resources, and infrastructure needed to support the conduct of Canadian Forces Military Freefall Parachute (MFP), Freefall Jump Master (FJM) and Military Freefall Parachute Instructor (MFPI) course.

### 2. BACKGROUND

Canadian Army Advanced Warfare Centre (CAAWC), located at Canadian Forces Base (CFB) Trenton Ontario, is the primary training facility for military freefall parachuting. Due to inconsistent local weather that often impedes sustained and concentrated freefall parachuting, CAAWC is seeking an alternative cost-effective training location with more conducive weather to conduct the jump phase of the MFP and MFPI courses.

### 3. OBJECTIVE

The objective of this contract is to obtain instruction, facilities, resources, and infrastructure to conduct the jump phase of the MFP, FJM and MFPI courses in 2015. Training will incorporate both jumping and non-jumping days, and Vertical Wind Tunnel (VWT) exercises.

### 4. CONDUCT OF TRAINING

The MFP/FJM and MFPI are four and seven week courses. The first week of MFP and the first three weeks of MFPI courses are ground training and will be conducted at DND facilities. Jump training will commence at the beginning of the second week of MFP for three weeks and the fourth week of the MFPI for a four week duration for which civilian instructors are needed to backfill Canadian Military Instructors. Jump training includes basic and advanced personal flying skills, basic and advanced following including assisted exits and unusual recoveries, in air coaching and video, student preparation and debriefing, and canopy coaching.

The ground phase has been deliberately positioned at the forefront of the course as a selection process in of itself. The jump portion of the courses will be conducted at the parachute training facility where candidates will be exposed to military specific instruction and evaluated on their freefall and canopy skills as well as instructional/coaching abilities for MFP & MFPI students.

### 5. CONSTRAINTS

- 5.1. Training Dates: There may be the requirement to change or cancel a course due to operational commitments that may arise. It is the intent of CAAWC to give the Contractor at minimum 7 days written notice of any course changes or cancellations. The dates for the courses are tentatively set as follows:
  - 1) **MFP & FJM**: 11 May – 12 June 2015, with approximately 21 days at the facility (estimated dates of 18 May – 12 Jun 2015); and
  - 2) **MFPI**: 15 June – 31 July 2015, with approximately 28 days at the facility (estimated dates of 06 July – 31 July 2015).
- 5.2. Accommodations: Commercial accommodations for 30 personnel within 15 miles or 24 kilometers of the Drop Zone are required.
- 5.3. Weekend/Evening Training: Training is scheduled in accordance with a set curriculum but is subject to change due to weather conditions and aircraft availability. As a result, weekend and evening training may be required in excess of scheduled night jumps if deemed necessary by CAAWC.

- 5.4 Non-Jump Training Days (Weather): During inclement weather, instructors may be asked by the course officer to present on particular subjects of their expertise such as VWT or camera work training

## 6. CONTRACTOR'S REQUIREMENTS

- 6.1 The Contractor must provide the following:

6.1.1 A Military Training Facility that has:

- toilet facilities;
- a covered location for parachute packing to accommodate up to 30 personnel
- a secure alarmed storage area; and
- a single large briefing room with video debriefing equipment that will support debriefings have video recording/playing/viewing equipment and can be locked. The briefing room will have video debriefing equipment to conduct at least three concurrent debriefs using televisions no smaller than 40 inches in size.

6.1.2 A Drop Zone (DZ) that:

- Is located within 15mi/25km of a VWT;
- Has separate designated military landing area(s), creeping area, and jump aircraft mock up; and
- Is operational 335 days a year [proven, if requested by the Technical Authority, with statistical substantiation that parachuting could have been done at the site at least 335 days per year based on manifest history and local weather network database].

6.1.3 Aircraft that:

- Is turbine;
- Is capable of accommodating up to 20 pers;
- Has side door exit and ramp exit;
- Is static line capable (including retrieval system for hang-ups); and
- Has continuity of support with a maximum 1hr limitation to replace an aircraft.

- 6.1.4 Jump Profiles/Airspace Accommodation: Night jumps (Day time will be up to 12 hours and night time will be up to 4 hours which will fall 1 hour after sunset to 1 hour before sunrise). High opening is a maximum 13,000ft above ground level.

6.1.5 Instructors that possess:

- Professional Accelerated Free Fall OR Progressive Free Fall (AFF/PFF) instructor certification;
- Experience instructing Canadian or Allied military personnel in MFP, instruction and coaching;
- Vertical wind tunnel coaching experience; and
- Capability of filming all phases of a candidate's descent in freefall using a helmet mounted camera,

Note: The same Instructors must remain with the course from start to finish for continuity of training barring serious personal emergencies or injury.



6.1.6 Professional Packers that possess:

- Proof of Canadian Sports Parachute Association (CSPA) or United States Parachute Association (USPA) packing endorsement or CSPA or Federal Aviation Administration (FAA) Rigger qualification; and
- A minimum of 12 months, within the past three (3) years, as a professional packer OR rigger at a DZ;

6.1.7 Gear:

- Provide access to essential jump equipment (i.e. rigs, altimeter, goggles, jump suits) in case military equipment is damaged, lost or irreparable; and
- Provide all the wide angle video camera equipment required to film all candidates' descents in freefall. Cameras of 130 degree angle and suitable helmet/helmet mount system, compatible with North American audio-visual display equipment.

6.1.8 Rigging Facilities & Equipment: Priority access to rigging loft and repair equipment i.e. sewing machines. Repairs to CAAWC's equipment will be performed by CAAWC personnel.

6.1.9 Vertical Wind Tunnel (VWT) that:

- Has an indoor flight chamber no smaller than 12ft in diameter;
- Includes briefing rooms with video capability that allows for immediate video feedback; and
- Is able to fly with dummy rigs and rucksacks.

6.1.10 General Control:

- Control of daily aircraft and drop zone activities;
- One Manifester to assist with manifests and control, manage and coordinate Instructors (this Manifester must not also be an instructor);
- Assistance with de-conflicting of other concurrent civilian or military activities;
- Pick up students at the Drop Zone (DZ) within twenty (20) minutes by day and one (1) hour by night (in case of off DZ landings); and
- Ability to communicate proficiently in the English language.

## 7. TASKS

7.1 Contracted Instructors will be responsible to the Course Officer for the implementation of the jump curriculum as follows:

- Help students complete tasks during the jump phase as set out in the MFP and MFPI jump progression table (reference 7.1.1 & 7.1.2)
- Act as coaches to "Train-the-trainers"
- Develop the skills of MFP and MFPI students in relative work, canopy work and in precision approaches and landings.
- Instruct and coach students in the VWT regarding relative work, canopy work and precision approach and landing.
- Carry out assisted exits from side-door and/or tailgate aircraft, including the pre-dive briefing, execution of planned dives, and a debriefing of the student and other DND personnel after completed dives.

- Assist the DND course officer in determining the suitability of students as potential instructors.
- Brief student(s), prior to each wind tunnel session or jump, on the tasks they are to perform
- Conduct practice dirt dives prior to each wind tunnel session or jump.
- Video record each jump or wind tunnel session to be used for debriefing and instructional aids.
- Debrief student(s) coached with the aid of video following each wind tunnel session or jump.
- Record all relevant observations in student files.
- Make specific skill or theoretical presentations in a classroom setting when required.

7.1.1 MFP Progression Table is as follows:

| TASK # | EXIT         | ALTITUDE          | EQPT | FREEFALL TASK  | CANOPY TASK  | REMARKS   |
|--------|--------------|-------------------|------|--|--|---|
| 1.     | Pivot/ Poise | Maximum available | NIL  | Basic Stable Position Altitude Awareness. Practice pulls | Students must visually locate their reserve & cut away handle – visually locate the RSL, trim tabs & hook knife. | Every canopy turn will be a flat turn.  |
| 2.     | Pivot/ Poise | Maximum available | NIL  | Basic Stable Position Altitude Awareness                 | Students must visually locate their reserve & cut away handle – visually locate the RSL, trim tabs & hook knife. | Every canopy turn will be a flat turn.  |
| 3.     | Pivot/ Poise | Maximum available | NIL  | Basic Stable Position Altitude Awareness                 | Right Rear Riser Turn. Land with in 200m from target   | Locate, reach high with both hands and pull down right rear riser. Get back on heading and do it again. |
| 4.     | Pivot/ Poise | Maximum available | NIL  | 90° Turns (L/R)  | 360° Toggle Turns Left & Right. Land within 200m from target   | Have student check altitude before and after a complete turn.   |
| 5.     | Pivot/ Poise | Maximum available | NIL  | 180 Turns (L/R)  | 360° Toggle Turns Left & Right. Land within 200m from target.  | Have student check altitude before and after a complete turn.   |

| TASK # | EXIT         | ALTITUDE           | EQPT             | FREEFALL TASK  | CANOPY TASK   | REMARKS  |
|--------|--------------|--------------------|------------------|--|---|--|
| 6.     | Pivot/ Poise | Maximum available  | NIL              | 360° Turns (L/R)                                     | Front Riser Turns Left & Right. Land within 100m of target  | Locate, reach high with both hands on one front riser & pull down.   |
| 7.     | Pivot/ Poise | Maximum available  | NIL              | Gaining stability (Barrel Roll)                      | Pull both front risers and hold for 5 seconds. Land within 100m of target                         | Check altitude before and after pulling down the front risers  |
| 8.     | Dive/ Poise  | Maximum available  | NIL              | Forward/Backward                                     | Practice pulling down and releasing trim tabs. Land within 75m of target                          | Trim tabs must be released before 1500 ' AGL   |
| 9.     | Dive/ Poise  | Maximum available  | NIL              | Slow Fall/Fast Fall                                  | Pull both rear risers and hold for 10 seconds. Land within 75m of target                          | Check altitude before and after pulling down the front risers  |
| 10.    | Dive/ Poise  | Maximum available  | NIL              | Front flip or Back-flip regaining stability exercise | Pull down trim tabs and practice flying with them down. Land within 50m of target                 | Regaining stability exercise. <u>The front or back flip Does not have to be perfect..</u> Trim tabs must be released before 1500 ' AGL |
| 11.    | Dive/ Poise  | Maximum available  | NIL              | Tracking   | Land within 50m of target   |  |
| 12.    | Dive         | Maximum available. | Rifle Only       | Individual-Target Heading, APR Ride                  | Instructor lead, Instructors/ follower to wear CT-6. Stack On Low Man. Land within 50m of low man | Instructors/ follower to wear CT-6 and lead student in to landing area Students wear combats.  |
| 13.    | Dive         | Maximum available. | Full EQPT Summer | Individual-Target Heading Practice pulls             | Stack On Low Man. Land within 50m of low man  | Students wear combats.   |
| 14.    | Dive         | Maximum available. | Full EQPT Summer | Individual-Target Heading                            | Stack On Low Man. Land within   | Students wear combats. All   |

| TASK #           | EXIT                             | ALTITUDE                          | EQPT                       | FREEFALL TASK  | CANOPY TASK   | REMARKS   |
|------------------|----------------------------------|-----------------------------------|----------------------------|--|---|---|
|                  |                                  |                                   |                            |  | 50m of low man  | students will lower equipment.  |
| 15.              | Dive                             | Maximum available                 | Full EQPT Summer           | Individual-Target Heading  | Stack On Low Man. Land within 25m of low man  | Students wear combats. All students will lower equipment.                             |
| 16.              | Dive                             | Maximum available                 | NIL                        | Straight Line Mass   | Stack On Low Man. Land within 25m of low man.   | Students wear combats.  |
| 17.              | Dive                             | Maximum available                 | Full EQPT Winter           | Straight Line Mass. Individual Tgt Heading   | Stack On Low Man. Land within 25m of low man.   | Students wear combats.  |
| 18.              | Dive                             | Maximum available                 | Full EQPT Winter           | Straight Line Mass   | Stack On Low Man. land within 25m of low man.   | Students wear combats.  |
| 19.              | Dive                             | Maximum available                 | Full EQPT Winter/ Cylinder | Straight Line Mass-Follow Cylinder If available.   | Stack On Low Man. Land within 25m of cylinder.  | Students wear combats.  |
| 20. Night        | Dive                             | Maximum available                 | NIL                        | Night Individual-Target Heading  | (Land 50% Brakes). Land within 50m of low man   | Students wear combats. Pause between the parachutist will be dictated by type of A/C. |
| 21. Night        | Dive                             | Maximum available                 | Full EQPT Summer           | Night Individual-Target Heading  | (Land 50% Brakes)(25m). Land within 50m of low man  | Students wear combats.  |
| 22. Night        | Dive                             | Maximum available                 | Full EQPT Summer/ Cylinder | Night Straight Line Mass-Follow Cylinder, if available.                                  | Stack On Low Man. Land within 50m of cylinder.  | Students wear combats.  |
| 23. Door or Ramp | Emergency Exit technique HOP/POP | Maximum available, No Lower 4500' | CT-6 Freefall Parachute.   | 4 sec delay, to terminal, than activate main canopy. Instructors to wear CT 6 parachute. | Stack on low man. Land within so many meters (according to where students are in progression) | Aim is to prepare students for Aircraft Emergencies and confidence on low exits.      |
| 24. Door         | Poise                            | Maximum available altitude        | NIL                        | Door – Mass  | Accuracy (25m)  | Only required if out of CC-130. Should be poise exit                                  |

| TASK # | EXIT | ALTITUDE | EQPT | FREEFALL TASK | CANOPY TASK | REMARKS                               |
|--------|------|----------|------|---------------|-------------|---------------------------------------|
|        |      |          |      |               |             | with opening as per emergency drills. |

7.1.2 MFPI Progression Table is as follows:

| TASK # | FREEFALL TASKING  | CANOPY TASK       |
|--------|---|-------------------|
| 1.     | International cross series in 20 seconds                | Lead/follow stack |
| 2.     | 2 second delay to 3m relative in 4000'                  | Lead/follow stack |
| 3.     | 4 second delay to 3m relative in 4000'                  | Lead/follow stack |
| 4.     | One person drag off                                     | Lead/follow stack |
| 5.     | Two person drag off                                     | Lead/follow stack |
| 6.     | 4 x fault finding cards successfully completed          | Lead/follow stack |
| 7.     | Follow MFP student with no equipment and full equipment | Lead/follow stack |
| 8.     | Plan and dive 2 way relative working freefall           | Lead/follow stack |
| 9.     | Plan and dive 4 way relative working freefall           | Lead/follow stack |
| 10.    | Operate Freefall video of MFP student                   | Follow stack      |

7.2 The Contractor must supply sufficient personnel to support the courses. Personnel may be increased/decreased depending on unforeseen situations that may arise. The increase or decrease of service must be preauthorized by the Technical Authority.

|    | Category             | Level               | Qty          | Security Requirements | Estimated Service Level per year           |
|----|----------------------|---------------------|--------------|-----------------------|--|
| a. | Drop Zone            | Continuous Support  | 1            | None                  | 49 Days                                    |
| b. | Aircraft             | Side Door           | 1            | None                  | 3200 jump tickets                          |
| c. | Aircraft             | Tail gate           | 1            | None                  | 48 hrs                                     |
| d. | Briefing Room        | Continuous Support  | 1            | None                  | 49 Days                                    |
| e. | Instructors          | PFF/AFF/MAFFI       | Maximum of 8 | None                  | 49 Days                                    |
| f. | Packers              | Continuous Support  | Maximum of 4 | None                  | 1,200 Packing Jobs (civilian pattern rigs) |
| g. | Vertical Wind Tunnel | Coordinate Bookings | 1            | None                  | 68 Hours                                   |
| h. | General Control      | Continuous Support  | 1            | None                  | 49 Days                                    |
| i. | Night Jumps          | Fees                | 1            | None                  | 2 Nights/8Hours                            |

## 8. DRESS AND DEPARTMENT

While no standard or uniform dress is required, teaching is done in a military context. It is expected that civilian instructors dress and conduct themselves so as to establish and maintain a highly credible and professional appearance.

## **9. INSTRUCTOR EQUIPMENT**

The Contractor's instructors will use their own personal equipment. Civilian instructors should have access to sufficient parachutes to conduct rapid turn-arounds if needed. The Contractor will be responsible to maintain all personal equipment throughout the duration of training in serviceable condition.

## **10. ORIENTATION**

Prior to course start, DND will provide the Contractor with course-specific indoctrination to ensure clarity of aim, objectives and procedures.

## **11. TRAVEL REQUIREMENTS**

There are no travel costs associated with the requirement.

## ANNEX "B" - BASIS OF PAYMENT

1. Bidders must provide firm, all-inclusive rates (exclusive of applicable taxes). Taxes, if applicable, are extra to the prices herein and shall be shown on any invoice as a separate item.
2. All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Canada.

### 3. PRICING

|     | Description                      | Estimated Yearly Usage                     | Unit of Issue            | Unit Price (Year 1) | Unit Price (Option Year 2) | Unit Price (Option Year 3) |
|-----|----------------------------------|--|--------------------------|---------------------|----------------------------|----------------------------|
| 4.1 | Aircraft (side door) Jump Ticket | 3200 jump tickets                          | Per jump ticket          |                     |                            |                            |
| 4.2 | Aircraft (tailgate)              | 48 hours                                   | Per hour                 |                     |                            |                            |
| 4.3 | Vertical Wind Tunnel             | 68 hours                                   | Per hour                 |                     |                            |                            |
| 4.4 | Training Facility                | 49 days                                    | Per day                  |                     |                            |                            |
| 4.5 | Packing                          | 1,200 Packing Jobs (civilian pattern rigs) | Per packing job          |                     |                            |                            |
| 4.6 | Instructors x 8                  | 49 days                                    | Per day / Per Instructor |                     |                            |                            |
| 4.7 | Manifester x 1                   | 49 days                                    | Per day                  |                     |                            |                            |
| 4.8 | Night Jump Fees                  | 2 nights                                   | Per night                |                     |                            |                            |