

**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> Rations and Quarters/Sudbury	
<b>Solicitation No. - N° de l'invitation</b> W0125-16LM02/A	<b>Date</b> 2015-04-24
<b>Client Reference No. - N° de référence du client</b> W0125-16-LM02	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-620-6585	
<b>File No. - N° de dossier</b> KIN-4-42215 (620)	<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 2015-05-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Porter, Marta M.	<b>Buyer Id - Id de l'acheteur</b> kin620
<b>Telephone No. - N° de téléphone</b> (613) 483-6084 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 8 WING TRENTON STN FORCES P.O.BOX 1000 ASTRA Ontario K0K3W0 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> 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>

Solicitation No. - N° de l'invitation

W0125-16LM02/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin620

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

W0125-16-LM02

File No. - N° du dossier

KIN-4-42215

CCC No./N° CCC - FMS No/ N° VME

---

See Attached

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 STATEMENT OF WORK.....	2
1.2 DEBRIEFINGS .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	4
2.5 APPLICABLE LAWS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
<b>PART 5 - CERTIFICATIONS.....</b>	<b>8</b>
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
6.1 SECURITY REQUIREMENTS .....	9
6.2 STATEMENT OF WORK.....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT .....	9
6.5 AUTHORITIES .....	9
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	10
6.7 PAYMENT .....	10
6.8 INVOICING INSTRUCTIONS .....	11
6.9 CERTIFICATIONS .....	12
6.10 APPLICABLE LAWS.....	12
6.11 PRIORITY OF DOCUMENTS .....	12
<b>ANNEX "A".....</b>	<b>13</b>
STATEMENT OF WORK .....	13
<b>ANNEX "B".....</b>	<b>16</b>
BASIS OF PAYMENT .....	16

Solicitation No. - N° de l'invitation  
W0125-16LM02/A  
Client Ref. No. - N° de réf. du client  
W0125-16-LM02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42215

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Department of National Defence (DND), 8 Wing Trenton Ontario has a requirement for the provisions of Rations and Quarters for a total of ten (10) cadets and two (2) supervisory officers within twenty-five (25) minutes drive of the following flight centre:

Discovery Aviation Academy  
Sudbury/Garson ON

Services are required from 03 July, 2015 to 21 August, 2015 with the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period under the same conditions.

### **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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 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

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 FPSs 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 7 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

Solicitation No. - N° de l'invitation  
W0125-16LM02/A  
Client Ref. No. - N° de réf. du client  
W0125-16-LM02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42215

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

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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) (<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.



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## **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**

Bidders must submit documentation with the bid proving they meet the Technical Criteria stated in article entitled, "8. Accommodation Criteria" located in Annex "A" - Statement of Work. Failure to submit the documentation will render the bid non-responsive and no further consideration will be given.

#### **4.1.2 Financial Evaluation**

Bidders Firm Fixed Daily Rates in Annex "A" will be multiplied by the corresponding estimated usages to calculate the extended estimated cost for each line item. The extended costs for all the line items will be added together to calculate the total estimated contract cost.

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## **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 Statement of Work

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

### 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) (<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.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from 03 July, 2015 to 31 March, 2016 inclusive with the training to occur from 03 July, 2015 to 21 August, 2015.

#### 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 one (1) additional one (1) year period 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: Marta Porter  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Solicitation No. - N° de l'invitation  
W0125-16LM02/A  
Client Ref. No. - N° de réf. du client  
W0125-16-LM02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42215

Buyer ID - Id de l'acheteur  
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Address: 86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston ON., K7L 1X3  
Telephone: 613-547-7587  
Cell: 613-483-6084  
Facsimile: 613-545-8067  
E-mail address: marta.porter@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 (To be entered at time of contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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 (To be completed by Bidder)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail 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**

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For the Work described in Annex A of the Statement of Work:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included, and Applicable Taxes are extra.

#### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. 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:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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 Single Payment**

SACC Manual Clause H1000C (2008-05-12), Single Payment

#### **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.

Invoices must be distributed as follows:

**The original and one (1) copy must be forwarded to the following address for certification and payment.**

Commanding Officer  
Regional Cadet Air Operations (Central)  
8 Wing CFB Trenton  
Astra ON K0K 3W0

It is requested that the Rations and Quarters be billed on two separate invoices.

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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 Ontario.

### **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) – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ .

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Provision of Accommodations and Rations for Central Region Power Pilot Scholarship (PPS) Program for Cadets and Staff in the near vicinity of the following Flight Centre:**

##### **Discovery Aviation Academy**

#### **Background**

1. The Power Pilot Scholarship (PPS) Program is a seven-week course of ground and flying training designed to qualify approximately 255 Air Cadets from across Canada for a Transport Canada (TC) Private Pilot License in accordance with Canadian Air Regulations (CARS). Training is conducted by member flying schools or clubs of the Air Transport Association of Canada (ATAC) for all regions except Quebec.
2. Vice-Chief of the Defence Staff (VCDS) has delegated to the Director Cadets and Junior Canadian Rangers (DCdts & JCR) the management responsibility for the PPS program, which includes the selection of flying schools/clubs, the authority to negotiate and enter into contract with the Associations and the supervision of each applicant flying school/club, and conduct a comparative evaluation of all applicant flying schools/clubs in accordance with the "FLYING SCHOOLS/CLUBS INSPECTION AND COMPARATIVE EVALUATION GUIDE." The result is forwarded to DCdts and JCR, as a recommended merit listing, for final selection of the flying schools/clubs. Once the schools have been selected and approved by NDHQ and ATAC, an ATAC/DND flying contract is co-ordinated. These contracts are paid from the DCdts & JCR budget. A separate contract is required for the provision of rations and quarters and is paid separately from the RC Air Ops O budget.
3. RCSUs (Atlantic, Eastern, Central, Northwest and Pacific) have delegated the responsibility for the conduct of the regional PPS to the Region Cadet Air Operations Officer (RCA Ops O). When ATAC provides the names of the training establishments interested in delivering the PPS program, RCSUs carry out an on-site inspection of each applicant flying school/club, and conduct a comparative evaluation of all applicant flying schools/clubs in accordance with the "FLYING SCHOOLS/CLUBS INSPECTION AND COMPARATIVE EVALUATION GUIDE." The result is forwarded to DCdts and JCR, as a recommended merit listing, for final selection of the flying schools/clubs. Once the schools have been selected and approved by NDHQ and ATAC, an ATAC/DND flying contract is co-ordinated. These contracts are paid from the DCdts & JCR budget. A separate contract is required for the provision of rations and quarters and is paid separately from the RC Air Ops O budget.
4. In Central Region (that portion of Ontario exclusive of Ottawa), ATAC has subcontracted six (6) flight schools to deliver the ground and flying training to a total of 80 cadets for summer 2015. Following are the six (6) flight schools:  
  
Durham Flight Centre  
Journey Air Ltd  
Waterloo Wellington Flight Centre  
Diamond Flight Centre  
Windsor Flying Club  
Discovery Aviation Academy
5. The Air Cadet Power Scholarship Program is very intense, offering the Transport Canada Private Pilot License in seven (7) weeks, which normally takes an off-the street candidate a minimum of four (4) months to complete. Each day of the program is completely taken up with ground and flight training followed by concentrated study, with tutorials, taking place at the accommodation location in the evening. As such, the flying training, feeding and accommodations need to be very tightly integrated and coordinated. Lost time attributed to travel to meals, accommodations and flight school must be kept to an absolute minimum.

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## Scope

6. In general terms, a requirement exists to provide rations and quarters for a total of eighty two (80) cadets and fourteen (14) supervisory officers for a period of 03 July, 2015 to 21 August, 2015 with an additional one (1) year option.

## Objective

7. The Contractor will be required to provide the following in the near vicinity of the following Flight Centre:

### Discovery Aviation Academy – Sudbury/Garson ON

- \*Appropriate and sanitary quarters for a group of ten (10) teenage cadets (including recreation facilities). Students will arrive on 05 July, 2015 and depart on 21 August, 2015; for a total of 48 nights.
- All rations including breakfast, lunch and dinner for ten (10) cadets from 05 July, 2015 to 21 August, 2015 inclusive.
- All rations including breakfast, lunch and dinner, and appropriate sanitary quarters for two (2) supervising officers. Supervising officers will arrive on 03 July, 2015 and depart on 21 August, 2015, for a total of 50 nights.
- For 21 August 2015, provide breakfast and lunch for said cadets and supervising officers.

## 8. Accommodation Criteria:

A. Because of the limited time available for the delivery of this intense program, and limited transportation resources available, the accommodations must be within twenty-five (25) minutes' drive from the flight centre.

B. \*Appropriate rooms as per the following description: Double occupancy rooms for the Cadets (2 people per room, one person per bed) and Single occupancy rooms for the Supervisory officers (1 person per room). Rooms are to be maintained in good condition, clean, private and comply with local fire safety standards. In the best interest of flight safety, air-conditioned sleeping rooms need to be provided to ensure sound sleep. The rooms need to be suitable size to allow for private study requirements. Each room must have one desk per occupant. Segregated accommodations and washrooms need to be available for male and female cadets, as well as male and female staff. One (1) washroom must be made available for every two (2) Cadets. Washrooms at a minimum to include shower, sink and toilet. All rooms must be collocated in a common hall/area to allow for ease of supervision. Other guests must not be housed in the same area as Canada's personnel.

C. Recreational facilities must be located at, or within a ten (10) minute walking distance to, accommodations, and offer a variety of sports (i.e. Swimming pool, gymnasium, soccer/baseball fields, etc).

## 9. Meals/Rations:

A. The rations must be healthy and substantial in consideration for growing and active teenage candidates. All meals are to follow Canada Food Guidelines.

B. Presentation of meals is to be in appetizing fashion and varied. The feeding establishment must be clean, in good conditions and comply with all fire safety standards. The cadets must be fed in such a fashion that would allow for ease of supervision.



C. Breakfast and supper must be available in a facility between the accommodations and the flight centres. Furthermore, lunch must be available at, or within a ten (10) minute drive from each flight centre. Because of limited available time, food serving efficiency is a must with meals being offered and consumed in the maximum time period of one (1) hour. Due to fluctuating training schedules, there may be times when cadets will be returning late for lunch and/or dinner. The Contractor must accommodate late arrivals of up to one hour for large groups of Cadets. The Contractor must accommodate up to a maximum of three (3) cadets, that may miss meals and must package and store the food for later consumption. Canada will provide the Contractor with as much advance warning as possible when delays are encountered.

D. Canada requires meal times that will commence at:

Breakfast	6:00 am to 7:00 am
Lunch	12:00 pm to 1:00 pm
Dinner	5:30 pm to 6:30 pm

#### **10. Client Support**

The client will provide supervisory oversight for the Cadets as well as transportation to move the cadets between the flight centres, accommodations and meal facilities.

## ANNEX "B"

### BASIS OF PAYMENT

#### Pricing Proposal:

- Price proposal will be evaluated in Canadian Dollars. H.S.T., if applicable, is extra to the prices herein and shall be shown on any invoice as a separate item.
- Bidders must submit firm, all-inclusive rates for the provision of accommodation and meal services.

All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Canada.

**Year #1 - 03 July, 2015 to 21 August, 2015 - Supervisory Officers**

**05 July, 2015 to 21 August, 2015 - Cadets**

**Year #2 - 01 July, 2016 to 19 August, 2015 - Supervisory Officers (Option Year #1)**

**03 July, 2015 to 19 August, 2015 - Cadets (Option Year #1)**

#### Discovery Aviation Academy, Sudbury

Accommodations	Firm Fixed Daily Rate Year #1	Extended Estimated Cost Year #1	Firm Fixed Daily Rate Year #2 (Option Year #1)	Extended Estimated Cost Year #2 (Option Year #1)
A. For an estimated 10 Cadets. (Double Occupancy, 2 people per room, 1 person per bed)	\$ _____	(Firm Fixed Rate) \$ _____ x 10 Cadets x 48 nights = \$ _____	\$ _____	(Firm Fixed Rate) \$ _____ x 10 Cadets x 48 nights = \$ _____
B. For an estimated 2 Supervisory Officers. Single Occupancy (1 person per room)	\$ _____	(Firm Fixed Rate) \$ _____ x 2 Supervisory Officers x 50 nights = \$ _____	\$ _____	(Firm Fixed Rate) \$ _____ x 2 Supervisory Officers x 50 nights = \$ _____
<b>Total Estimated Cost - Sum of A and B</b>		\$ _____		\$ _____

Rations	Firm Fixed Daily Rate Year #1	Extended Estimated Cost Year #1	Firm Fixed Daily Rate Year #2 (Option Year #1)	Extended Estimated Cost Year #2 (Option Year #1)
C. For an estimated 10 Cadets. Breakfast, Lunch and Dinner	\$ _____	(Firm Fixed Rate) \$ _____ x 10 Cadets x 48 nights = \$ _____	\$ _____	(Firm Fixed Rate) \$ _____ x 10 Cadets x 48 nights = \$ _____
D. For an estimated 2 Supervisory Officers.		(Firm Fixed Rate) \$ _____ x 2		(Firm Fixed Rate) \$ _____ x 2

Solicitation No. - N° de l'invitation  
W0125-16LM02/A  
Client Ref. No. - N° de réf. du client  
W0125-16-LM02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42215

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

Breakfast, Lunch and Dinner	\$_____	Supervisory Officers x 50 nights = \$_____	\$_____	Supervisory Officers x 50 nights = \$_____
<b>Total Estimated Cost - Sum of C and D</b>		\$_____		
<b>Total Estimated Contract Cost - Sum of A to D</b>		\$_____		