

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon
Sask.
S7K 0E1
Bid Fax: (306) 975-5397

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Ce document est par la présente révisé; sauf indication contraire,
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

For the purposes of this procurement, Canada is
acting as AGENT for the British Army Training
Unit Suffield.

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services
Canada/Réception des soumissions Travaux publics et
Services gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

Title - Sujet Combined Adventure Training	
Solicitation No. - N° de l'invitation W0142-15X026/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client BATUS-W0142-15X026	Date 2015-05-21
GETS Reference No. - N° de référence de SEAG PW-\$STN-199-4781	
File No. - N° de dossier STN-4-37078 (199)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-02	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Okemaysim, Tammy L.	Buyer Id - Id de l'acheteur stn199
Telephone No. - N° de téléphone (306) 241-1152 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W0142-15X026/A

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

BATUS-W0142-15X026

Amd. No. - N° de la modif.

001

File No. - N° du dossier

STN-4-37078

Buyer ID - Id de l'acheteur

stn199

CCC No./N° CCC - FMS No/ N° VME

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NOTIFICATION OF REVISION

To All Bidders:

The following changes, additions, and/or deletions are hereby made a part of the Solicitation Documents. The amendment will form part of the Contract Documents.

1. Request for Proposal

1. In the Request for Proposal, *DELETE* all references to:

The Work is to be performed during the period of 01 November to 31 May for the winter activities and during the period of 01 June to 31 October for the summer activities of each contract year.

And *REPLACE* with:

The Work is to be performed during the period of 01 November to 31 May for the winter activities and during the period of **01 May** to 31 October for the summer activities of each contract year.

2. In the Request for Proposal, *DELETE* section 4.1.2.1 Mandatory Financial Criteria in its entirety and *REPLACE with*:

4.1.2.1 Mandatory Financial Criteria

The Total Evaluated Bid Price will be determined as follows:

At Annex B - Basis of Payment

A. Firm Year One:

$1a(4) + 1b(4) + 1c(4) + 1d(4) + 1e(3) + 1f(4) + 1g(4) + 1h(1) + 2a(1) + 2a(2) + 2b(1) + 2b(2) + 2c(1) + 2c(2) + 2d(1) + 2e(3) = \text{Subtotal A}$

B. Option Period One and Option Period Two:

$1a(4) + 1b(4) + 1c(4) + 1d(4) + 1e(3) + 1f(4) + 1g(4) + 1h(1) + 2a(1) + 2a(2) + 2b(1) + 2b(2) + 2c(1) + 2c(2) + 2d(1) + 2e(3) = \text{Subtotal B}$

C. Option Period Three and Option Period Four:

$1a(4) + 1b(4) + 1c(4) + 1d(4) + 1e(3) + 1f(4) + 1g(4) + 1h(1) + 2a(1) + 2a(2) + 2b(1) + 2b(2) + 2c(1) + 2c(2) + 2d(1) + 2e(3) = \text{Subtotal C}$

The sub-totals for each term (a + b + c) will be added together to arrive at the Total Bid Price.

3. In the Request for Proposal, *DELETE* Annex "B" and *REPLACE* with revised Annex "B", to read.

ANNEX "B"

BASIS OF PAYMENT

All bidders must provide a unit rate and an extended price for all items below. In the case of a discrepancy the unit rate will apply and the extended total will be corrected by Canada.

A. FIRM YEAR ONE: Total services to be provided during 1 Nov 2015 - 31 Oct 2016

1. Winter Activities – Services to be provided from 1 Nov 2015 to 31 May 2016

a. **Ski Foundation 1** - A five (5) day introduction to basic alpine skiing and touring techniques totalling eighteen (18) courses, consisting of one hundred and eight (108) students which requires ninety (90) SG days, per season, at a firm price of:

- (1) Ski Instructor per day \$..... x 90 days = \$.....
- (2) Equipment per person per day \$..... x 5 days x 108 students = \$.....
- (3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

b. **Ski Foundation 2** - A five (5) day advanced alpine skiing course incorporating more progressive ski touring techniques totalling fifteen (15) courses, consisting of ninety (90) students which requires seventy five (75) instructional days, per season, at a firm price of:

- (1) Ski Guide/Instructor per day \$.....x 75 days = \$.....
- (2) Equipment per person per day \$..... x 5 days x 90 students = \$.....
- (3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

c. **Ski Foundation 3** - A five (5) day ski touring course totalling five (5) courses, consisting of thirty (30) students which requires twenty five (25) instructional days, per season, at a firm price of:

- (1) Guide per day \$..... x 25 days = \$.....
- (2) Equipment per person per day \$..... x 5 days x 30 students = \$.....
- (3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

d. **Ski Leader 1** - A ten (10) day alpine ski leader course incorporating basic knowledge and understanding of alpine skiing totalling two (2) courses, consisting of twelve (12) students which requires ten (20) instructional days, at a firm price of:

- (1) Instructor per day \$..... x 20 days = \$.....

- (2) Equipment per person per day \$..... x 10 days x 12 students = \$.....
- (3) Ski Lift Passes per instructor per day \$..... x 10 days x 2 instructors \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

e. **Nordic Foundation 1** - A five (5) day introduction to basic Nordic skiing and touring techniques totalling six (6) courses, consisting of thirty six (36) students which requires thirty (30) SG days, per season, at a firm price of:

- (1) Ski Guide/Instructor per day \$..... x 30 days = \$.....
- (2) Equipment per person per day \$.....x 5 days x 36 students = \$.....
- (3) Total activity cost (1) + (2) = \$.....

f. **Ski Concentration** – A ten (10) day ski touring package incorporating intermediate and advanced knowledge and understanding based out of a back-country location, totalling one (1) course, consisting of 12 students (+ 1 Chef) which require twenty (20) Guide days, per season, at a firm price of:

- (1) Guide per day \$..... x 20 days = \$.....
- (2) Equipment per person per day \$.....x 10 days x 12 students = \$.....
- (3) Transport by helicopter to and from Alpine Hut \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

Cancellation for Ski Concentration program:

- 1. For cancellation notice given within 30 days 80% of program charges
- 2. For cancellation notice given within 10 days 100% of program charges

g. **Introduction to Ski Mountaineering** - A five (5) day expedition of Ski Mountaineering, totalling five (5) courses, consisting of twenty (25) students which requires twenty five (25) MG days, per season, at a firm price of:

- (1) Guide per day \$..... x 25 days = \$.....
- (2) Equipment per person per day \$.....x 5 days x 25 students = \$.....
- (3) Rationing per person per day \$.....x 5 days x 2 guides = \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

h. **Winter Climbing Foundation** - A five (5) day single or multi-pitch Ice Climbing Course. A total of fifteen (15) courses, consisting of thirty (30) students which requires seventy five (75) MG days, per season, at a firm price of:

- (1) Guide per day \$..... x 75 days = \$.....

2. Summer activities: Services to be provided from 1 May 2016 to 31 Oct 2016

a. **Rock Climbing Single Pitch Foundation** - A five (5) day single-pitch Rock Climbing course totalling fifty seven (57) courses, consisting of three hundred and forty two (342) students which requires two hundred and eight five (285) MG days, per season, at a firm price of:

(1) Guide per day \$..... x 285 days = \$.....

1 day of each 5 day Cse is to be delivered at an indoor climbing wall at a firm price of:

(2) Cost per Student per day \$.....x 342 students = \$.....

b. **Introduction to Alpine Mountaineering** - A five (5) day expedition of Alpine Mountaineering, which is to include 4 nights in an Alpine Mountain Hut, totalling forty seven (47) courses, consisting of one hundred and eighty eight (188) students which requires two hundred and thirty five (235) MG days, per season, at a firm price of:

(1) Guide per day \$..... x 235 days = \$.....

(2) Rationing per person per day \$.....x 5 days x 2 guides = \$.....

c. **Open Canoe 2 Star Foundation** - A five (5) day Open Boat Course totalling 30 (30) courses, consisting of one hundred and eighty (180) students which requires one hundred and fifty (150) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 150 days = \$.....

(2) Rationing per person per day \$.....x 5 days x 2 guides = \$.....

d. **Inland Kayak 2 Star Foundation** - A five (5) day Inland Kayak Course totalling thirty five (35) courses, consisting of two hundred and ten (210) students which requires one hundred and seventy five (175) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 175 days = \$.....

e. **Mountain Bike Foundation** - A five (5) day Mountain Bike Course totalling thirty five (35) courses, consisting of two hundred and ten (210) students which requires one hundred and seventy five (175) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 175 days = \$.....

(2) Equipment per person per day \$.....x 5 days x 210 students = \$.....

(3) Total activity cost (1) + (2) = \$.....

B. OPTION PERIOD ONE: Total services to be provided during 1 Nov 2016 - 31 Mar 2017

OPTION PERIOD TWO: Total services to be provided during 1 Apr 2017 – 31 Oct 2017

1. Winter Activities – Services to be provided from 1 Nov 2016 to 31 May 2017

a. **Ski Foundation 1** - A five (5) day introduction to basic alpine skiing and touring techniques totalling eighteen (18) courses, consisting of one hundred and eight (108) students which requires ninety (90) SG days, per season, at a firm price of:

- (1) Ski Instructor per day \$..... x 90 days = \$.....
- (2) Equipment per person per day \$..... x 5 days x 108 students = \$.....
- (3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

b. **Ski Foundation 2** - A five (5) day advanced alpine skiing course incorporating more progressive ski touring techniques totalling fifteen (15) courses, consisting of ninety (90) students which requires seventy five (75) instructional days, per season, at a firm price of:

- (1) Ski Guide/Instructor per day \$.....x 75 days = \$.....
- (2) Equipment per person per day \$..... x 5 days x 90 students = \$.....
- (3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

c. **Ski Foundation 3** - A five (5) day ski touring course totalling five (5) courses, consisting of thirty (30) students which requires twenty five (25) instructional days, per season, at a firm price of:

- (1) Guide per day \$..... x 25 days = \$.....
- (2) Equipment per person per day \$..... x 5 days x 30 students = \$.....
- (3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

d. **Ski Leader 1** - A ten (10) day alpine ski leader course incorporating basic knowledge and understanding of alpine skiing totalling two (2) courses, consisting of twelve (12) students which requires ten (20) instructional days, at a firm price of:

- (1) Instructor per day \$..... x 20 days = \$.....
- (2) Equipment per person per day \$..... x 10 days x 12 students = \$.....
- (3) Ski Lift Passes per instructor per day \$..... x 10 days x 2 instructors \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

e. **Nordic Foundation 1** - A five (5) day introduction to basic Nordic skiing and touring techniques totalling six (6) courses, consisting of thirty six (36) students which requires thirty (30) SG days, per season, at a firm price of:

- (1) Ski Guide/Instructor per day \$..... x 30 days = \$.....
- (2) Equipment per person per day \$.....x 5 days x 36 students = \$.....

(3) Total activity cost (1) + (2) = \$.....

f. **Ski Concentration** – A ten (10) day ski touring package incorporating intermediate and advanced knowledge and understanding based out of a back-country location, totalling one (1) course, consisting of 12 students (+ 1 Chef) which require twenty (20) Guide days, per season, at a firm price of:

- (1) Guide per day \$..... x 20 days = \$.....
- (2) Equipment per person per day \$.....x 10 days x 12 students = \$.....
- (3) Transport by helicopter to and from Alpine Hut \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

Cancellation for Ski Concentration program:

- 1. For cancellation notice given within 30 days 80% of program charges
- 2. For cancellation notice given within 10 days 100% of program charges

g. **Introduction to Ski Mountaineering** - A five (5) day expedition of Ski Mountaineering, totalling five (5) courses, consisting of twenty (25) students which requires twenty five (25) MG days, per season, at a firm price of:

- (1) Guide per day \$..... x 25 days = \$.....
- (2) Equipment per person per day \$.....x 5 days x 25 students = \$.....
- (3) Rationing per person per day \$.....x 5 days x 2 guides = \$.....
- (4) Total activity cost (1) + (2) + (3) = \$.....

h. **Winter Climbing Foundation** - A five (5) day single or multi-pitch Ice Climbing Course. A total of fifteen (15) courses, consisting of thirty (30) students which requires seventy five (75) MG days, per season, at a firm price of:

- (1) Guide per day \$..... x 75 days = \$.....

2. Summer activities: Services to be provided from 1 May 2017 to 31 Oct 2017

a. **Rock Climbing Single Pitch Foundation** - A five (5) day single-pitch Rock Climbing course totalling fifty seven (57) courses, consisting of three hundred and forty two (342) students which requires two hundred and eight five (285) MG days, per season, at a firm price of:

- (1) Guide per day \$..... x 285 days = \$.....
1 day of each 5 day Cse is to be delivered at an indoor climbing wall at a firm price of:
- (2) Cost per Student per day \$.....x 342 students = \$.....

b. **Introduction to Alpine Mountaineering** - A five (5) day expedition of Alpine Mountaineering, which is to include 4 nights in an Alpine Mountain Hut, totalling forty seven (47) courses, consisting

of one hundred and eighty eight (188) students which requires two hundred and thirty five (235) MG days, per season, at a firm price of:

(1) Guide per day \$..... x 235 days = \$.....

(2) Rationing per person per day \$.....x 5 days x 2 guides = \$.....

c. **Open Canoe 2 Star Foundation** - A five (5) day Open Boat Course totalling 30 (30) courses, consisting of one hundred and eighty (180) students which requires one hundred and fifty (150) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 150 days = \$.....

(2) Rationing per person per day \$.....x 5 days x 2 guides = \$.....

d. **Inland Kayak 2 Star Foundation** - A five (5) day Inland Kayak Course totalling thirty five (35) courses, consisting of two hundred and ten (210) students which requires one hundred and seventy five (175) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 175 days = \$.....

e. **Mountain Bike Foundation** - A five (5) day Mountain Bike Course totalling thirty five (35) courses, consisting of two hundred and ten (210) students which requires one hundred and seventy five (175) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 175 days = \$.....

(2) Equipment per person per day \$.....x 5 days x 210 students = \$.....

(3) Total activity cost (1) + (2) = \$.....

C.OPTION PERIOD THREE: Total services to be provided during 1 Nov 2017 - 31 Mar 2018
OPTION PERIOD FOUR: Total services to be provided during 1 Apr 2018 – 31 Oct 2018

1. Winter Activities – Services to be provided from 1 Nov 2017 to 31 May 2018

a. **Ski Foundation 1** - A five (5) day introduction to basic alpine skiing and touring techniques totalling eighteen (18) courses, consisting of one hundred and eight (108) students which requires ninety (90) SG days, per season, at a firm price of:

(1) Ski Instructor per day \$..... x 90 days = \$.....

(2) Equipment per person per day \$..... x 5 days x 108 students = \$.....

(3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....

(4) Total activity cost (1) + (2) + (3) = \$.....

b. **Ski Foundation 2** - A five (5) day advanced alpine skiing course incorporating more progressive ski touring techniques totalling fifteen (15) courses, consisting of ninety (90) students which requires seventy five (75) instructional days, per season, at a firm price of:

(1) Ski Guide/Instructor per day \$.....x 75 days = \$.....

(2) Equipment per person per day \$..... x 5 days x 90 students = \$.....

(3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....

(4) Total activity cost (1) + (2) + (3) = \$.....

c. **Ski Foundation 3** - A five (5) day ski touring course totalling five (5) courses, consisting of thirty (30) students which requires twenty five (25) instructional days, per season, at a firm price of:

(1) Guide per day \$..... x 25 days = \$.....

(2) Equipment per person per day \$..... x 5 days x 30 students = \$.....

(3) Ski Lift Passes per instructor per day \$..... x 5 days x 2 instructors \$.....

(4) Total activity cost (1) + (2) + (3) = \$.....

d. **Ski Leader 1** - A ten (10) day alpine ski leader course incorporating basic knowledge and understanding of alpine skiing totalling two (2) courses, consisting of twelve (12) students which requires ten (20) instructional days, at a firm price of:

(1) Instructor per day \$..... x 20 days = \$.....

(2) Equipment per person per day \$..... x 10 days x 12 students = \$.....

(3) Ski Lift Passes per instructor per day \$..... x 10 days x 2 instructors \$.....

(4) Total activity cost (1) + (2) + (3) = \$.....

e. **Nordic Foundation 1** - A five (5) day introduction to basic Nordic skiing and touring techniques totalling six (6) courses, consisting of thirty six (36) students which requires thirty (30) SG days, per season, at a firm price of:

(1) Ski Guide/Instructor per day \$..... x 30 days = \$.....

(2) Equipment per person per day \$..... x 5 days x 36 students = \$.....

(3) Total activity cost (1) + (2) = \$.....

f. **Ski Concentration** – A ten (10) day ski touring package incorporating intermediate and advanced knowledge and understanding based out of a back-country location, totalling one (1) course, consisting of 12 students (+ 1 Chef) which require twenty (20) Guide days, per season, at a firm price of:

(1) Guide per day \$..... x 20 days = \$.....

(2) Equipment per person per day \$..... x 10 days x 12 students = \$.....

(3) Transport by helicopter to and from Alpine Hut \$.....

(4) Total activity cost (1) + (2) + (3) = \$.....

Cancellation for Ski Concentration program:

1. For cancellation notice given within 30 days 80% of program charges

2. For cancellation notice given within 10 days 100% of program charges

g. **Introduction to Ski Mountaineering** - A five (5) day expedition of Ski Mountaineering, totalling five (5) courses, consisting of twenty (25) students which requires twenty five (25) MG days, per season, at a firm price of:

(1) Guide per day \$..... x 25 days = \$.....

(2) Equipment per person per day \$.....x 5 days x 25 students = \$.....

(3) Rationing per person per day \$.....x 5 days x 2 guides = \$.....

(4) Total activity cost (1) + (2) + (3) = \$.....

h. **Winter Climbing Foundation** - A five (5) day single or multi-pitch Ice Climbing Course. A total of fifteen (15) courses, consisting of thirty (30) students which requires seventy five (75) MG days, per season, at a firm price of:

(1) Guide per day \$..... x 75 days = \$.....

2. Summer activities: Services to be provided from 1 May 2018 to 31 Oct 2018

a. **Rock Climbing Single Pitch Foundation** - A five (5) day single-pitch Rock Climbing course totalling fifty seven (57) courses, consisting of three hundred and forty two (342) students which requires two hundred and eight five (285) MG days, per season, at a firm price of:

(1) Guide per day \$..... x 285 days = \$.....

1 day of each 5 day Cse is to be delivered at an indoor climbing wall at a firm price of:

(2) Cost per Student per day \$.....x 342 students = \$.....

b. **Introduction to Alpine Mountaineering** - A five (5) day expedition of Alpine Mountaineering, which is to include 4 nights in an Alpine Mountain Hut, totalling forty seven (47) courses, consisting of one hundred and eighty eight (188) students which requires two hundred and thirty five (235) MG days, per season, at a firm price of:

(1) Guide per day \$..... x 235 days = \$.....

(2) Rationing per person per day \$.....x 5 days x 2 guides = \$.....

c. **Open Canoe 2 Star Foundation** - A five (5) day Open Boat Course totalling 30 (30) courses, consisting of one hundred and eighty (180) students which requires one hundred and fifty (150) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 150 days = \$.....

(2) Rationing per person per day \$.....x 5 days x 2 guides = \$.....

d. **Inland Kayak 2 Star Foundation** - A five (5) day Inland Kayak Course totalling thirty five (35) courses, consisting of two hundred and ten (210) students which requires one hundred and seventy five (175) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 175 days = \$.....

e. **Mountain Bike Foundation** - A five (5) day Mountain Bike Course totalling thirty five (35) courses, consisting of two hundred and ten (210) students which requires one hundred and seventy five (175) instructor days, per season, at a firm price of:

(1) Instructor per day \$..... x 175 days = \$.....

(2) Equipment per person per day \$.....x 5 days x 210 students = \$.....

(3) Total activity cost (1) + (2) = \$.....

D. DISBURSEMENTS

1. Accommodations

Accommodation costs associated with Alpine Mountain Huts or campsite fees will be recovered at cost without allowance for mark-up or profit, supported by invoices/receipts. The amounts payable shall not exceed the amount negotiated for each resulting Task Authorization without the prior authorization of the Departmental Representative.

E. CANCELLATION

1. Unless otherwise indicated, the firm price of an approved Task Authorization will be charged when the Task Authorization is cancelled by the British Army Training Unit Suffield (BATUS) with less than ten (10) working days (Monday – Friday) notice.

2. Statement of Work

1. In the Statement of Work *DELETE* section 8.5 2.b. and *REPLACE with:*

8.5 Nordic Foundation 1 (NF1)

2. Constraints:

- b. The Contractor is to ensure that all instructors have a minimum of one of the following qualifications to lead and instruct on this course:
- i. CANSI Level 2 with CAA Avalanche Operations Level 1.
 - ii. ACMG Ski Guide.

3. Bidders' Conference

**Minutes of Bidders Conference
Combined Adventurous Training
Trails End Camp
Monday, May 11th, 2015 at 1:00 PM MT**

Attendees

Attendee	Organization
Ameet Kooner	Public Works and Government Services Canada
Pam Munzer	Public Works and Government Services Canada
Meagan Kowal	Public Works and Government Services Canada
Oksana Kuzyshyn	Public Works and Government Services Canada
Tammy Okemaysim	Public Works and Government Services Canada
Cathy Cooper	DND – CFB Suffield G4 LPO
Andy Harrower	DND – CFB Suffield G4
John Cartwright-Terry	HQ BATUS – SO2 Log SP
James Darby	HQ BATUS (OC TEC)
Paul Chiddle	HQ BATUS (CI TEC)
Steve Bacovsky	National Motor Coach
Denis Tremblay	National Motor Coach
Len Youden	Yamnuska Mountain Adventures
Jess de Montigny	Yamnuska Mountain Adventures
Dave Stark	Yamnuska Mountain Adventures
Chris McKenna	Special Adventure Services Inc.
Derek Holmes	Special Adventure Services Inc.
Kelly McCoshen	Allied Container Incorporated
Richard Blair	Lazy H Trail Company

Summary of Activities

1.0 Opening Remarks

Opening remarks were provided by Tammy Okemaysim.

2.0 Introductions

A brief introduction of each participant was provided.

3.0 Project Overview

Jim Darby and Paul Chiddel, BATUS went over the Statement of Work in accordance with the presentation attached on Buyandsell as Bidders Conference Presentation.

4.0 Request for Proposal Overview

Tammy Okemaysim gave an overview of the Request for Proposal (RFP) document.

The tender closes June 2, 2015 at 2PM CST at the Public Works and Government Services Canada office in Saskatoon, SK. The bid receiving address is detailed on the top left hand corner of the front page of the RFP document. Ensure that bids are received by the closing date and time.

Bidders were advised that this was an optional bidders' conference and therefore bidders who are not in attendance will not be precluded from submitting a bid.

Noted 2.4 – Enquiries – Bid Solicitation. Enquires must be submitted to the Contracting Authority no later than 10 calendar days in advance of the bid closing date which would be May 19th, 2015.

Noted 2.6 – Bidders' Conference. Minutes are being taken and will be issued via an amendment on Buyandsell. Ensure that bid documents are being accessed through the Government Electronic Tendering Service (GETS) which is Buyandsell.gc.ca

Noted 4.1(c) – Evaluation Procedures. If there are two or more bids with a valid Canadian Content certification than the evaluation process will be limited to the bids with the certification.

Noted 4.1.1.1.2 – Site Visit. The site visit will be conducted for the recommended bidder prior to award to confirm the private venue can meet all the required standards as proposed by the bidder.

Noted 4.2 – Basis of Selection. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Noted 5.1.1.1 – Integrity Provisions – Associated Information. Noted that this certification is not required at bid closing time; however, in order to facilitate the evaluation process it is recommended to include the listing of the Board of Directors with their bid.

Noted 5.1.3.1 – Canadian Content Certification. This is the one certification that is required with the bid.

Noted 6.1 – Insurance Requirements. This section states that if the letter from the insurance broker is not provided with the bid that it can still be submitted within an allotted timeframe; however, in order to meet MT5 of the Mandatory Technical Criteria, the letter from the insurance broker must be provided as part of your proposal.

Noted that this will be a Task Authorization Contract which is based on an “as and when required basis”. There is also a minimum work guarantee of 50% of the maximum contract value provided within the resulting contract.

Noted that the option periods for this contract are 5 months, 7 months, 5 months and 7 months. This is to facilitate an end date which will align with the end date of the current Military Staging Contract.

In Annex B – Basis of Payment, the rates provided under section B will apply for option year one and two and the rates provided under section C will apply for option year three and four.

Noted Annex C – Insurance Requirements. The types and amounts of insurance required are detailed in Annex C.

Annex F – Technical Criteria. Each of the mandatory criteria specifies what needs to be provided or addressed in your proposal. Each mandatory criteria must be addressed in full to be responsive.

5.0 Questions

Q1. What if you can provide all the requirements but the services are not in the location where you are asking form Permits?

A1. In order to reduce the administrative burden and risks associated with travelling times for the daily activities the training locations are fixed. The permits that are required for these locations are laid out in the Statement of Work (SOW). In addition, the ski hills laid down within the SOW are fixed.

For some of the expedition phases of training the locations described in the SOW are only recommendations. As long as the proposed location fits within the travel times laid out within the SOW and is appropriate/safe enough to deliver the training laid out within the course syllabuses, then the answer would be yes. Any additional/proposed location not laid out in the SOW must be provided to the Contracting Authority prior to bid closing to be cleared by OC TEC and any additional information related to the request will be included in the RFP via an amendment.

Comment from Attendee:

In relation to the question if training can be provided in one location, my understanding is that there isn't one lake or 1 ski hill or 1 mountain that you can do a 5 day course on. You need a variety for a 5 day course so there has to be multiple locations.

Q2. Why isn't experience taken into consideration for this solicitation? The previous RFP took into account the experience of the instructor but this one doesn't. So technically, you could have someone teaching the course with no experience (someone who is just certified).

A2. The onus is on the Prime Contractor to propose resources that would meet the certifications required and be a suitable fit to represent their company.

Q3. 4.0 Transport: The requirements state that TEC will provide transportation for BATUS students including trailers. Historically the contractor has provided a customized trailer for the transport of mountain bikes. Is the contractor required to still provide a trailer for mountain bike transportation?

A3. No, BATUS will provide the trailer for mountain bike transportation.

- Q4. 6.0 Rationing: Where rations, accommodations and transportation costs are to be borne by the contractor for their staff can this be broken out separately like equipment? To separate it from the labour/guiding costs.
- A4. Please refer to revised Annex "B" – Basis of Payment.
- Q5. 7.0 Ski Lift Passes: Where the contractor is obligated to arrange a special daily instructor lift ticket/permit from the ski resort representative to legally instruct on piste and assuming that cost will be included in a bid, can you have a separate line item for SF1, SF2, SF3, SL1 to separate this cost out from the labour cost (the same way ski equipment rental cost is)?
- A5. Please refer to revised Annex "B" – Basis of Payment.
- Q6. 8.5 NF1 2(b) states that the contractor is to ensure instructors have a MINIMUM of one of the following qualifications. Should that only apply for i and ii in addition to the CAA Operations Level 1? As it reads right now if an instructor just had a CAA Avalanche Operations Level 1 they could instruct the course without any instruction qualifications.
- A6. Please refer to section 2.1 above.
- A7. Annex C – Insurance Requirements. Sections 2 and 3 of the requirements are typical policies where it is expected that a contractor would own its aircraft. Since the only requirements for helicopter transportation in the contract is one course (SC1), it is not likely a contractor would hold this type of insurance. The standard in the industry where helicopter transportation is expected of the contractor is the following:
- a) A commercial general liability policy held by the contractor with the requested terms in section 1 as well as the \$10M coverage
 - b) The contractor hires a commercial helicopter company with appropriate licences, permits and its own insurance that is relevant to owning and operating aircraft/helicopters.
 - c) Endorsements in a commercial general liability policy that cover working in, around and under a helicopter which would include liability on behalf of the contractor that covers landing and refuelling.
- Given that it is likely a contractor would not own its own aircraft for one small section of the training we are requesting Annex C Insurance Requirements 2. Aviation Liability Insurance and 3. Aircraft Charter Insurance be removed from the RFP Insurance Requirements. They are unreasonable requirements and not relevant to this type of training/transportation requirement. We can appreciate they would be relevant for a parachute contractor and perhaps this was just cut and paste from that adventure training contract but they seem irrelevant as a requirement for this training.
- A7. It has been determined that this type of insurance is available in the market and the question has been withdrawn.
- Q8. MT 4 Compliance: Can you expand on the specific requirements and business licences? We assume this means a business licence from the city/town where the business office is located, other licences to operate in certain areas (ie: Canmore Business Licence, Kananaskis Improvement District, etc), a federal or provincial business number and an industry canada licence to operate mobile radios in the mountain regions of BC and Alberta (since the contractor is required to provide communications). Are there other licences you require to be responsive for the requirement? We are confident we have a firm

understanding of the compliance requirements but would appreciate knowing if anything else is expected for compliance since other very specific areas are listed in MT 1.

- A8. No other licenses required.
- Q9. One question/issue I am tabling has to do with the “cancellation policy” in Annex B, Basis of Payment: The wording and intention is unclear and ambiguous. If a day(s) is cancelled and then rescheduled a week, month or 4 months later – maybe by addition to the schedule of a program – is the British Army exempt from paying any cancellation fee?
- A9. Please refer to revised Annex “B” – Basis of Payment.
- Q10. What is the deadline for questions?
- A10. As of the June 2, 2015 closing date, the deadline is May 19, 2015.
- Q11. Is the closing date June 2?
- A11. As of right now is June 2, 2015, but this is dependent on the amendments and translation; however, we will ensure the requirement is attainable and fair.
- Q12. How long will it take to be awarded after bid close?
- A12. 3-4 weeks but the start date isn't until October 2015.