

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

Title - Sujet SAR Air Crew Instructors	
Solicitation No. - N° de l'invitation W0125-165100/A	Date 2015-05-26
Client Reference No. - N° de référence du client W0125-165100	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-650-6597	
File No. - N° de dossier KIN-5-44016 (650)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-06	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Rombough, Lori	Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613) 483-9035 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

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

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

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	SAR Aircrew Instructors	Total		1	Each	\$	\$			

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See Attached

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- (i) The Department of National Defence (DND) requires a Contractor to provide food services at the Armour Department of National Defence (DND) has a requirement to prepare and deliver training for Search and Rescue Operations using CC130H (Hercules) aircraft. Services include on-site ground school instruction for CC130H-SAR aircrew as well as development and maintenance of all CC130H-SAR ground training material. The aircrew includes Pilot, Air Combat Systems Officer (ACSO or navigator), Flight Engineer and Loadmaster. Services shall take place at 426 (T) Squadron (Sqn), located in 8 Wing, Canadian Forces Base Trenton, Ontario.
- (ii) The Work is to be performed during the period of 01 August 2015 to 31 March 2018 and includes the irrevocable option to extend the term of the Contract by up to THREE additional periods
- (iii) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (iv) As per the Integrity Provisions under section 01 of Standard Instructions 2003, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.
- (v) For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

(vii) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 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: 120 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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 FPSs, 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

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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 20 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 (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach") in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule in Part 4. The total amount of Applicable Taxes must be shown separately.

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

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

An individual can only be proposed once for each of the technical training category required. Bidders can propose UP TO EIGHT (8) resource(s). Each resource shall be evaluated separately.

Mandatory Technical Criteria		
No.	The Bidder must:	Cross Reference to Proposal
M1	Provide one (1) résumé for each proposed resource	
M2	Demonstrate each proposed resource has experience, related to the proposed category of instruction, as a CC130 crew member- a minimum of one thousand (1000) flying hours	
M3	Demonstrate each proposed resource has a minimum of twelve (12) months, within the last seventy-two (72) months, experience in CC-130H aircraft aircrew ground school and/or CC130 Search and Rescue operations training. Experience must be related to the proposed category of instruction.	
M4	Demonstrate each proposed resource has six (6) months, {within the last sixty (60) months} hands-on experience performing detailed analysis of curriculum components; Qualification Standards, Training Plans, Lesson Plans and proposing solutions to enhance components.	
M5	Demonstrate each proposed is currently proficient at creating files using MS Word, MS Excel and MS Power Point for similar training and development projects.	
M6	Demonstrate each proposed resource has a minimum of 12 months of	

Mandatory Technical Criteria		
No.	The Bidder must:	Cross Reference to Proposal
	formal Instructor experience	
M7	Demonstrate each proposed resource has military writing experience, either by virtue of military assignments and/or through contracted services with the military. Military writing is defined as production of military related memoranda and briefing notes.	
M8	Provide one (1) separate reference for each proposed resource demonstrating they have provided services similar to those detailed in Annex A, Statement of Work. The references must be for projects or contracts with a minimum duration of three (3) months within the last sixty (60) months. Each reference must include: Name of reference; Company/Organization name; Phone number; E-mail address (where available); Value of Project or Contract; and Project or Contract Duration.	

4.1.1.2 Point Rated Technical Criteria

In addressing the point rated evaluation criteria, the Bidder should supplement the information supplied in response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resources. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team, during the point rated evaluation. The bidder should indicate the location in the proposed resource's resume of supporting information to substantiate relevant experience for each point rated evaluation criteria.

The Bidder should indicate the location in the proposed resource's resume of supporting information to substantiate relevant experience for each point rated evaluation criteria.

Evaluation Vocabulary:

The following expressions, used throughout this Document, are defined as follows:

- .1 **Work Year:** As it relates to years' experience, one Work Year is 200 days worked in a twelve month period.
- .2 **Month:** As it relates to month's experience, one Month is a minimum of 17 days worked.
- .3 ¹**Oral Proficiency in the Second Official Language**

Oral Proficiency in the Second Official Language - Level A: Standard Description

Level A is the minimum level of second language ability in oral proficiency for positions that require simple and repetitive use of the second language in routine work situations.

¹ Qualification Standards in Relation to Official Languages: <http://www.tbs-sct.gc.ca/gui/squn03-eng.asp#second>

A person speaking at this level can:

- ask and answer simple questions;
- give simple instructions;
- give uncomplicated directions relating to routine work situations.

Persons at this level make many errors and has deficiencies in grammar, pronunciation, vocabulary and fluency, which may interfere with the clarity of the message. Since they may have problems understanding speech spoken at a normal rate, repetitions by others may be required for them to understand what is being said.

Examples

A person at this level can carry out the following activities:

- ask and answer simple questions about names, addresses, dates, times or numbers
- make requests to colleagues or other employees and respond to such requests about simple and uncomplicated matters
- give and follow simple directions and instructions
- provide short, repetitive answers or information
- exchange common courtesies (e.g., thank you, you're welcome, have a nice day)

Oral Proficiency in the Second Official Language - Level B

Standard Description

Level B is the minimum level of second language oral proficiency for positions that require departure from routine use of the second language.

A person speaking at this level can:

- sustain a conversation on concrete topics;
- report on actions taken;
- give straightforward instructions to employees;
- provide factual descriptions and explanations.

A person at this level may have deficiencies in grammar, pronunciation, vocabulary and fluency that do not seriously interfere with communication.

A person at this level would have a limited ability to deal with situations involving hypothetical ideas.

A person at this level should not be expected to cope with situations that are sensitive or that require the understanding or expression of subtle or abstract ideas.

Examples

A person at this level can carry out the activities of level A and can also:

- give and follow straightforward instructions or explanations about how work is to be done, what information is needed and what steps or alternatives are to be followed
- give factual accounts of actions taken or events that have occurred
- handle requests for routine information from other employees or members of the public, either by telephone or in face-to-face conversations (e.g., about such things as services, publications, or staffing actions)
- take part in departmental or interdepartmental meetings regarding factual, concrete and non-routine topics, and/or informal meetings or work sessions
- deliver presentations on concrete topics, and answer factual follow-up questions
- answer the telephone, understand simple requests, redirect calls as appropriate, and/or explain to others how to complete a form

Oral Proficiency in the Second Official Language - Level C

Standard Description

Level C is the level of second language oral proficiency for positions that require handling sensitive situations where the understanding and expression of subtle, abstract, or complicated ideas are required or where unfamiliar work-related topics must be dealt with.

A person speaking at this level can:

- support opinions; and
- understand and express hypothetical and conditional ideas.

A person at this level will not have the ease and fluency of a native speaker and may have deficiencies in pronunciation, grammar, and vocabulary. These deficiencies rarely interfere with communication.

Examples

A person at this level can carry out the activities at levels A and B and can also:

- give and understand explanations and descriptions involving complicated details, hypothetical questions, or complex and abstract ideas
- give and understand detailed accounts of events, actions taken, or procedures to be followed
- discuss or explain policies, procedures, regulations, programs and services relating to an area of work
- deal with situations requiring persuasion/negotiation and complex arguments, and/or the seamless exchange of ideas in both official languages
- deliver presentations on complex topics, and answer follow-up questions and/or conduct training sessions
- counsel and give advice to employees or clients on sensitive or complex issues
- participate as a member of a selection board, interview board, or assessment team as an integral part of the job functions

	Experience and Expertise of the Proposed Personnel	Scoring Methodology	Maximum Points Available
1	Formal military training in classroom instruction; and civilian education directed to adult learners.	Completion of 1 to 2 military courses: 5 Points Completion of 3 to 5 military courses: 10 Points Completion of a Diploma in Adult Education: 5 Points Completion of a Bachelors (Edu) Degree:10 Points	20
2	Experience instructing, within the last 10 years, in any or all of the below instructor services: 2 Canadian Forces Flight Training School (2CFFTS) located in Moose Jaw, 3 Canadian Forces Flight Training School	More than 1 year to less than 2 years: 7 points 2 years to less than 4 years: 11 points 4+ years: 15 points	15

	Experience and Expertise of the Proposed Personnel	Scoring Methodology	Maximum Points Available
	(3CFFTS) located in Portage Canadian Forces Air Navigation School (CFANS) instructor CC-130 Squadron Training and/or CC130 SAR OTF Flight Instructor.		
3	CC-130 Operations Training Unit (OTU) Flying Instructor experience and/or CC-130 OTU Classroom Instruction/Training experience within the last 10 years.	More than 1 year to less than 2 years: 5 points 2 years to less than 4 years: 8 points 4 years to less than 5 years: 10 points 5+ years: 15 points	15
4	Experience, within the last 10 years, of hands-on experience communicating and presenting curriculum materials by slides, displaying presentation materials on-screen, during discussions or a combination of any of these activities to different audiences including, but not limited to managers, instructors and courseware planners.	More than 1 year to less than 2 years: 5 points 2 years to less than 4 years: 8 points 4 years to less than 5 years: 10 points 5+ years: 12 points	12
5	Possesses military training development qualification(s).	TDC 1/ Flight Instructor Course (or equivalent) = 4 points TDC 2/ Instructor Supervisor Course (or equivalent) = 4 points Advance instructor technique course = 5 points	13
6	Demonstrated hands-on experience conducting detailed analysis of lessons and other curriculum (QS/TPs/LPs) components, of a technical nature, to deduce the nature of the changes required and the type and quantity of new lessons required and to suggest solutions to accomplishing desired objectives.	More than 6 months to less than 3 years: 4 points 3 years to less than 4 years: 6 points 4+ years: 10 points	10
7	Demonstrated hands-on experience creating text files with reference materials, either embedded or linked electronically to reference locations; creating spreadsheets for	More than 6 months to less than 2 years: 4 points	10

	Experience and Expertise of the Proposed Personnel	Scoring Methodology	Maximum Points Available
	lessons specifications and supporting materials; designing and creating presentations for accompanying texts or other portions of lessons' activities.	2 years to less than 4 years: 6 points 4+ years: 10 points	
8	Number of hours of CC130 Flying experience, and/or CC130 Search and Rescue experience. within the last 10 years.	1,001 hours to less than 2,000 hours: 4 points 2,000 hours to less than 3,500 hours: 7 points 3,500 + hours: 10 points	10
9	CC130 Operational and/or CC130 Search and Rescue most recent flying experience scoring. (counted from the RFP's closing date) In order to obtain full marks, flying experience will consist of a minimum of 200 flying hours per year.	More than 6 years: 1 points Over 5 years to less than 6 years: 3 points Over 3 years to less than 5 years: 5 points Within 3 years: 10 points	10
10	Number of hours of Flying Experience in all aircraft types	More than 1,000 hours to less than 2,500 hours: 6 points 2,500 hours to less than 4,000 hours: 8 points 4,000 + hours: 10 points	10
11	Number of years of Flight Training Experience, <u>non CC130</u> :	1 year to less than 2 years: 2 points 2 years to 3 years: 3 points 4 years to 5 years: 4 points 6+ years: 5 points	5
12	Experience with assignments, projects or managing contracts with the Department of National Defence	less than 6 months: 1 point 6 months to less than 1 year: 2 points 1 year to less than 2 years: 3 points 2 years to 3 years: 4 points 3+ years: 5 points	5

	Experience and Expertise of the Proposed Personnel	Scoring Methodology	Maximum Points Available
13	<p>Military Writing Experience: Familiarity with military writing protocol.</p> <p>Military writing is defined as production of military related memorandums and briefing notes.</p>	<p>Less than one year: 0 points</p> <p>More than 1 year to less than 5 years: 1 point</p> <p>More than 5 years to less than 10 years: 3 points</p> <p>More than 10 years to less than 15 years : 5 points</p> <p>More than 15 years to less than 20 years: 7 points</p> <p>20+ years: 10 points</p>	10
14	<p>Formal education in the use of Microsoft Office applications (MS Word, Excel and Powerpoint)</p>	<p><u>Formal education:</u> Yes - 5 points No - 0 points</p>	5
15	<p>Experience in the use of computer Microsoft Office applications (MS Word, Excel and Powerpoint)</p>	<p><u>A. Experience with all 3 applications:</u> less than 1 year: 0 points 1 year to less 3 years: 3 points 3+ years: 5 points</p> <p style="text-align: center;">OR</p> <p><u>B. Experience with 2 applications:</u> less than 1 year: 0 points</p> <p>More than 1 year to less 3 years: 2 points</p> <p>3+ years: 3 points</p> <p style="text-align: center;">OR</p> <p><u>C. Experience with 1 application:</u> less than 1 year: 0 points</p> <p>More than 1 year to less than 3 years: 1 points</p> <p>3+ years: 2 points</p>	5
16	<p>Second Language ORAL French profile (Equivalent to Canadian Government scoring)</p>	<p>Not Tested = 0 point Level A = 1 point</p>	5

	Experience and Expertise of the Proposed Personnel	Scoring Methodology	Maximum Points Available
	tested within the last 5 years. Candidate must provide valid Certified documentation attesting of the grade (defined within 1.2.1. Item .3)	Level B = 3 points Level C or E = 5 Points	
	MAXIMUM POINTS AVAILABLE		160 Points
	MINIMUM COMPLIANCE SCORE of 70%:		112 Points

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a) The Bidder must submit all-inclusive per diem rates in Canadian dollars, exclusive of applicable taxes.

4.1.3 Pricing Schedule

- a) The estimated usage for services as stated herein is an estimate of the requirement made in good faith.
- b) The basis of payment will be an all inclusive per diem rate based on eight (8) hours of work. For services provided less than one day, the per diem rate specified will be prorated accordingly.
- c) Overtime will not be paid

4.1.4 Contract Periods

- a) Period #1 – 01 August 2015 to 31 March 2016
- b) Period #2 – 01 April 2016 to 31 March 2017
- c) Period #3 – 01 April 2017 to 31 March 2018
- d) Option Period #1 – 01 April 2018 to 31 March 2019
- e) Option Period #2 – 01 April 2019 to 31 March 2020
- f) Option Period #3 – 01 April 2020 to 31 July 2020

Item	Description	Estimated # Resources	Total estimated # days per resource	Period #1 Per Diem Rate
1	Pilot Instructional Services	2	70	
2	Air Combat Systems Officer (Navigator) Instructional Services	2	70	

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Item	Description	Estimated # Resources	Total estimated # days per resource	Period #1 Per Diem Rate
3	Flight Engineer Instructional Services	2	70	
4	Load Master Instructional Services	2	70	

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Item	Description	Estimated # Resources	Total <u>annual</u> estimated # days per resource	Period #2 Per Diem Rate	Period #3 Per Diem Rate	Option #1 Per Diem Rate	Option #2 Per Diem Rate
1	Pilot Instructional Services	2	135				
2	Air Combat Systems Officer (Navigator) Instructional Services	2	135				
3	Flight Engineer Instructional Services	2	135				
4	Load Master Instructional Services	2	135				

Item	Description	Estimated # Resources	Total estimated # days per resource	Option Period #3 Per Diem Rate
1	Pilot Instructional Services	2	45	
2	Air Combat Systems Officer (Navigator) Instructional Services	2	45	
3	Flight Engineer Instructional Services	2	45	
4	Load Master Instructional Services	2	45	

4.1.5 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars. Cost will be evaluated on the total requirement (Contract period and any applicable option period to extend, using all-inclusive per diem rate and the number of **estimated days** per contract year as stated in 4.1.4. Each Contract Year Price will be calculated by multiplying the firm per diem rates by the estimated number of days, for each contract year.

4.2 Basis of Selection – Minimum Point Rating

4.2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Up to 8 Contracts may be awarded to fulfill the requirement. The responsive bidders with the lowest and second lowest total evaluated price for **EACH** of the 4 categories 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 specified 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) 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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16)

5.1.3.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

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- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 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.

7.2.1 General Conditions

[2035](#) (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

The following security requirements apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada
2. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
3. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
4. The Contractor MUST NOT remove any PROTECTED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C"
 - (b) *Industrial Security Manual* (Latest Edition).

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7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of 01 August 2015 to 31 March 2018.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to THREE additional 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 15 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lori Rombough
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street
Kingston, ON K7L 1X3
Telephone: 613-545-8061
Facsimile: 613-545-8067
E-mail address: lori.rombough@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.

7.5.2 Project Authority

The Project Authority for the Contract is: INSERTED AT CONTRACT AWARD

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.

7.5.3 Contractor's Representative

Name: _____

Title: _____

Telephone : ____ _

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Facsimile: _____

E-mail address: _____

7.6 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.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations, the Contractor will be paid the firm unit price(s) in accordance with the basis of payment in Annex B ". Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 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.

7.7.3 SACC Manual Clause

H1000C (2008-05-12) Monthly Payment

7.8 Invoicing Instructions

1. 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.

Each invoice must be supported by a copy of the release document and any other documents as specified in the Contract.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications

7.9.1 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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

7.11 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 [2035](#) (2014-09-25), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____,

7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13 Controlled Goods Program

SACC Manual clause **A9131C** (2008-12-12)

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7.14 Canadian Forces Site Regulations
SACC Manual clause A9062C (2011-05-16)

7.15 Government Property
SACC Manual clause B6802C (2007-11-30)

ANNEX "A" - STATEMENT OF WORK

1. Background

There is a continuing demand for both new course support materials and Hercules aircraft Search and Rescue (CC130H-SAR) ground school instructors. Due to constraints within the Canadian Forces, increased human resources are required through contract to supply additional resources to provide instruction, update training material, and provide related support services.

2. Objective

Department of National Defence (DND) has a requirement to prepare and deliver training for Search and Rescue Operations using CC130H (Hercules) aircraft. Services include on-site ground school instruction for CC130H-SAR aircrew as well as development and maintenance of all CC130H-SAR ground training material. The aircrew includes Pilot, Air Combat Systems Officer (ACSO or navigator), Flight Engineer and Loadmaster. Services shall take place at 426 (T) Squadron (SqN), located in 8 Wing, Canadian Forces Base Trenton, Ontario.

2.1 CC130H-SAR Instructional Services

The requirement is for up to a total of eight contracted ground school instructors under the following categories identified below.

A maximum of two instructors are required for each of the following categories:

- 2.1.1** CC130H-SAR Pilot Instructional Services;
- 2.1.2** CC130H-SAR Air Combat Systems Officer (Navigator) Instructional Services;
- 2.1.3** CC130H-SAR Flight Engineer Instructional Services; and
- 2.1.4** CC130H-SAR Load Master Instructional Services.

2.2 Instructors Minimum Qualifications

2.2.1 Each Instructor must possess the following as related to the category of instruction:

- a) A minimum of one thousand (1000) flying hours as a CC130 crew member
- b) A minimum of twelve (12) months, within the last seventy-two (72) months, experience in CC-130H aircraft aircrew ground school and/or CC130 Search and Rescue operations training.

2.2.2 Each Instructor must possess the following:

- a) A minimum of six (6) months, within the last sixty (60) months, of experience performing detailed analysis of curriculum components that includes Qualification Standards, Training Plans, Lesson Plans and proposing solutions to enhance components.
- b) Demonstrated ability with the use of Microsoft Office suite programs (Word, Excel, Power Point)
- c) A minimum of 12 months experience in formal Instruction to an adult audience.
- d) Military writing experience, either by virtue of military assignments and/or through contracted services with the military. Military writing is defined as production of military related memoranda and briefing notes.

3. Description of Courses

The following are brief descriptions of the courses to be delivered by the Contractor's personnel. The number of training days and specific performance objectives are subject to change as the courses and training plans are reviewed on a cyclical basis. The current course lengths indicated do not include non-

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instructional days such as weekends, student or military leave, and statutory holidays. Contractors must be prepared to adapt and contribute positively to this dynamic training atmosphere.

3.1CC130H SAR First Officer (Pilot)

Course Length: The current course requires 84 training days to cover the specified material, 24 of which are classroom instruction.

PO 401 CC130H SAR Pre-flight Planning
PO 402 CC130H SAR Departure Procedures
PO 403 CC130H SAR Enroute Procedures
PO 404 CC130H SAR Arrival Procedures
PO 405 CC130H SAR Post Flight Procedures
PO 406 CC130H SAR Emergencies and Abnormal Conditions
PO 407 CC130H SAR Search
PO 408 CC130H SAR Aerial Delivery
PO 409 CC130H SAR Night Aerial Delivery
PO 410 CC130H SAR Operation in Mountainous Terrain

3.2CC130H-SAR Air Combat Systems Officer (Navigator)

Course Length: The current course requires 82 training days to cover the specified material, 38 of which are classroom instruction.

PO 401 Prepare for a CC130H Mission
PO 402 Conduct CC130H Departure Procedures
PO 403 CONDUCT CC130H ENROUTE Procedures
PO 404 Perform CC130H Arrival Procedures
PO 405 Perform CC130H Post-Flight Procedures
PO 406 Prepare for a CC130H SAR Mission
PO 407 Perform CC130H SAR Aerial Drops
PO 408 Perform CC130H In-flight SAR Duties
PO 409 Conduct CC130H SAR Night Missions
PO 410 Respond to CC130H Abnormal and Emergency Conditions

3.3CC130H SAR Flight Engineer

Course Length: The current course requires 94 training days to cover the specified material, 35 of which are classroom instruction.

PO 401 Prepare for CC130H Mission
PO 402 Perform CC130H SAR Flight Operations
PO 403 Perform CC130H SAR Post Flight Operations
PO 404 Perform CC130H Maintenance
PO 405 Operate Canadian Forces (CF) Common Equipment
PO 406 Perform CC130H Elementary Work
PO 407 Perform CC130H Fleet Common Inspections
PO 408 Service the CC130H
PO 409 Authorize Level C Weapon System Release
PO 410 Perform CC130H SAR Operations
PO 411 Respond to CC130H Emergency Conditions and Abnormal Conditions
PO 412 Manage CC130H Contingency Maintenance

3.4 CC130H-SAR Load Master

Course Length: The current course requires 81 training days to cover the specified material, of which 40 are classroom and training device instruction.

PO 401 - Carry Out CC130H Mission Planning
PO 402 Carry Out CC130H Pre-Flight Procedures
PO 403 Prepare CC130H Weight and Balance Documentation
PO 404 Direct CC130H Loading and Unloading Operations
PO 405 Prepare for a CC130H Takeoff
PO 406 Carry Out CC130H In-Flight Procedures
PO 407 Respond to CC130H Emergency and Abnormal Conditions
PO 408 Carry out CC130H Post-Flight Procedures
PO 409 Prepare a CC-130H for a SAR Mission
PO 410 Dispatch Equipment Bundles from a CC130
PO 411 Dispatch Personnel from a CC130H4-112
PO 412 Dispatch Pyrotechnics from a CC130
PO 413 Search for a Target as a CC130H Spotter

4. Level of Effort

4.1 For the sake of continuity, only one resource must be used to fill each instructor requirement.

4.2 Surge capability - In the event that 426 Sqn is mandated, by their Headquarters, to increase the production level of students (ie. a national crisis occurs), the contract may be amended to increase the maximum number of days.

5. Training Work Schedule

5.1 DND will provide the Contractor with the entire training work schedule two weeks prior to the commencement of each course. The work schedule may be subject to change due to aircraft availability, training aids availability or operational needs.

5.2 Training normally takes place during weekdays although contract personnel may be required to work evenings, weekends and holidays (at the same weekday per diem rate) if course requirement and scheduling dictate. No overtime will be paid by DND for instructor services in excess of 8 hours per day.

6. Facilities, Equipment, Tools and Services:

DND will provide:

6.1 Office space within the DND, 426 Sqn location, at the discretion of the Technical Authority (TA). DND's regular hours are between 7:30 a.m. to 4:00 p.m., Monday to Friday excluding Statutory Holidays.

6.2 Telephone services including access to the Canadian Switchboard Network or Government leased services for government business, and access to commercial services for Contractor's business (the latter to be billed to the Contractor at cost).

6.3 The Contractor will be given access to workstations (computer with Windows 7 and the MS Office Suite) and office space.

a. access to existing DND's, 426 Squadron reference material; and

- b. technical advice and assistance with curriculum coding and format as required (through the DND, Sqn Chief Standards Officer).

6.4 Computers, necessary peripherals and software.

6.5 Access to DND Intranet and internet for research and communication. **NOTE:** the Contractor must be registered with the Controlled Goods Program prior to DND granting Intranet & internet access to the Contractor's employees.

6.6 Classroom space, required training aids and all current training publications.

7. Training

Training for the Contractor's on-site personnel will be provided as a general orientation period that will comprise the first week of the contract period. Further training, during the period of the contract, will be provided as required.

8. Delivery of Instructional Services

All instructional services must be delivered on site at 8 Wing Trenton. Contracted personnel must work within the facilities of the 426(T) Sqn and other building locations at 8 Wing Trenton as deemed necessary by the TA.

9. Compliance with training standards expectation

The delivery of instruction by the Contractor's personnel will be monitored for compliance, as required by the TA.

9.1 The TA will determine whether any part of the deliverables has been performed to the level of quality in accordance with the Quality Standard (QS) and the Training Plan (TP).

9.2 In a situation where parts of the deliverable are deemed not acceptable, the TA will meet with the Contractor to discuss changes or recommendations to resolve the situation. The Contractor must alter the deliverables to meet the training standards. The modifications requested must be made in the most expedient fashion in order to accommodate recommendations or changes determined by the TA.

10. Language

English is the working language required, however, French oral interaction abilities are desirable.

11. Work Modules - Level of Effort

For all categories the expected level of effort must be broken down as follows: (Note that this breakdown is approximate and that individual instructors will be expected to focus efforts as required to meet the training needs of DND, 426 (T) Sqn)

11.1 Classroom Instruction – approximately 70%

11.1.1 Provide quality classroom instruction in accordance with approved TPs **when** required. Undergo classroom monitors as deemed necessary by TA or the Flight Commander Standards to ensure standard is being met.

11.1.2 Preparation of general instructions for each new lesson and the updating of general instructions as required. The general instruction must describe the aim, scope, preparation, references and conduct of the lesson.

11.1.3. Preparation of the lesson for each course, as per the guidelines in the Training Plan (TP), in English only.

11.1.4All lessons and supporting material, such as annexes, appendices, etc., must conform to DND, 426 (T) Sqn formats and be coded in accordance with 426 (T) Squadron numbering and coding conventions in the Training Plan.

11.1.5The preparation of lesson specifications (lesson specs) to describe each new lesson and the updating of extant lesson specs as required.

11.1.6 Attend all applicable course debriefings upon completion of the applicable course.

11.1.7Provide input and assistance to the Course Director in the completion of Course Critiques.

11.1.8Assist with orientation to new instructors upon their arrival at 426 (T) Sqn.

11.1.9 Assist instructors with training as required with respect to new instructional material.

11.2 Develop and Maintain Ground School Material – approximately 10%

11.2.1Continually develop and review all associated ground school lectures and lessons in co-ordination and consultation with the applicable Flight Commander or Chief Flying Instructor.

11.2.2In fulfilling this duty, the Contractor must look for ways of increasing efficiencies through the reduction of duplication, enhancement of training aids, redefining of training needs and observations of possible synchronization between the instructors.

11.2.3Maintain accurate and up-to-date training documents to include Qualification Standards (QS), Training Plans (TP) and Lesson Plans (LPs). Examples of tasks, but not limited to, include the following:

- a. Review the LPs to ensure that they are aligned with the applicable QS and TPs,
- b. Review course critiques, Operational/Training Standardization Visit reports or any other feedback mechanism and amend all identified problem areas,
- c. Monitor specific lessons/classes to ensure the material presented is in accordance with the TP. Liaising with Chief Flying Instructor and recommending changes to the applicable QS, and 1 Canadian Air Division Orders, when necessary.

11.2.4Review and update initial and continuation training material in consultation with the TA

11.3 Other Tasks as Requested by the Chief Flying Instructor/ 426 Sqn Flight Commander – 20%
Work in co-ordination with other contracted personnel to maximize efficiencies and reduce duplication.

12. Reports and Deliverables:

Reports and deliverables are as detailed herein for each category of services required.

12.1 The Contractor must produce courseware in accordance with custom practice within DND, 426 (T) Sqn, found in the Quality Standards (QS), TP and Squadron Orders, and within the guidelines of military practices. The Contractor is expected to meet all timelines imposed by the TA.

12.2 Deliverables must be in the form of services and courseware development provided to the TA in accordance with this Statement of Requirement.

12.3 The Contractor must submit all modified courseware in hard copy and soft copy versions to the TA. The soft copy will be in a format compatible to what is currently in use at DND, 426 (T) Sqn, as detailed

Solicitation No. - N° de l'invitation
W0125-14CC01/A
Client Ref. No. - N° de réf. du client
W8160-14-0058

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42174

Buyer ID - Id de l'acheteur
KIN650
CCC No./N° CCC - FMS No./N° VME

below. At the end of the contract, all documents, lessons material including electronic and hard copies must be returned to the TA.

12.4 All deliverables must conform to the following standards:

- a. all text files must be generated using Microsoft Word;
- b. all spreadsheets must be generated using Microsoft Excel;
- c. all presentation graphics must be in Microsoft Power Point; and
- d. all material must be completed in the English language. French translation will be the responsibility of 426 (T) Squadron where deemed necessary by CO 426 (T) Sqn.

Solicitation No. - N° de l'invitation
W0125-14CC01/A
Client Ref. No. - N° de réf. du client
W8160-14-0058

Amd. No. - N° de la modif.
KIN-4-42174
File No. - N° du dossier
KIN-4-42174

Buyer ID - Id de l'acheteur
KIN650
CCC No./N° CCC - FMS No./N° VME

ANNEX "B" - BASIS OF PAYMENT

- 1 All-inclusive per diem rates in Canadian dollars. Applicable Taxes excluded.
- 2 The estimated usage for services as stated herein is an estimate of the requirement made in good faith.
- 3 The basis of payment will be an all inclusive per diem rate based on eight (8) hours of work. For services provided less than one day, the per diem rate specified will be prorated accordingly.
- 4 Overtime will not be paid

4 Contract Periods

- 4.1 Period #1 – 01 August 2015 to 31 March 2016
- 4.2 Period #2 – 01 April 2016 to 31 March 2017
- 4.3 Period #3 – 01 April 2017 to 31 March 2018
- 4.4 Option Period #1 – 01 April 2018 to 31 March 2019
- 4.5 Option Period #2 – 01 April 2019 to 31 March 2020
- 4.6 Option Period #3 – 01 April 2020 to 31 July 2020

Item	Description	Period #1 Per Diem Rate	Period #2 Per Diem Rate	Period #3 Per Diem Rate	Option Period #1 Per Diem Rate	Option Period #2 Per Diem Rate	Option Period #3 Per Diem Rate
1	Pilot Instructional Services						
2	Air Combat Systems Officer (Navigator) Instructional Services						
3	Flight Engineer Instructional Services						
4	Load Master Instructional Services						

To be filled in at contract award

ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0125-165100
Security Classification / Classification de sécurité UNCLAS

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / L'ARTICLE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction 426 SQN - SLOWING	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail 426 SQN CC-130H- SAR GROUND SCHOOL INSTRUCTION SVCS		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLAS





Contract Number / Numéro du contrat W0125-165100
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité.

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:
Commentaires spéciaux : EMBEDDED CONTRACTORS MUST HAVE SECRET

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

PART C SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui



Contract Number / Numéro du contrat W0125-165100
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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support IT																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat W0125-165100
Security Classification / Classification de sécurité UN/PLAS

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) MAJ G.B. STONE	Title - Titre DCO-426(T) SQN	Signature
--	--	---------------

Telephone No. - N° de téléphone 613 392-2811 x3276	Facsimile No. - N° de télécopieur 613 965-2167	E-mail address - Adresse courriel Gary.Stone@forces.gc.ca	Date 5 May 2015
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Dawn Murray - DSSO - Industrial Security SRCL Team Lead	Title - Titre SRCL Team Lead	Signature gc.ca
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Telephone No. - N° de téléphone E-mail: dawn.murray@forces.gc.ca	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
--	-----------------------------------	-----------------------------------	------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Yes
 Non / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Lori Rombough	Title - Titre Supply Specialist	Signature
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Digitally signed by Rombough, Lori
DN: cn=CA, ou=GC, ou=PWGSC-TPSGC,
cn=Rombough, Lori
Date: 2015.05.26 10:54:21 -0400

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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UNCLASSIFIED

NOTE: THIS IS A GUIDE ONLY. ONLY PWGSC/CISD SECURITY CLAUSES INCORPORATED INTO THE CONTRACT ARE CONSIDERED LEGALLY BINDING. THIS GUIDE IS FOR THE USE OF THE DND PROJECT/TECHNICAL/SCIENTIFIC AUTHORITY AND PWGSC/CISD. IT SHOULD NOT FORM PART OF THE CONTRACTUAL DOCUMENTATION TO BE DELIVERED TO THE CONTRACTOR.

Security Guide To W0125165100

- Personnel working on this requirement must hold a valid personal security clearance of **SECRET**.
- PROTECTED information and assets exchanged or generated in connection with this procurement will be used, transmitted and safeguarded in accordance with the Government Security Policy and procedures which, for Contractor personnel working on their own sites are contained in the Industrial Security Manual. Contractor personnel working on DND sites shall abide by the National Defence Security Policy (NDSP) and the National Defence Security Instructions (NDSI) as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing any access to PROTECTED information, assets, or secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the Canadian and International Industrial Security Division (CIISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- Contractor personnel will be required to access UNCLASSIFIED Controlled Goods. Therefore, Contractor must be registered with the Controlled Goods Program of Public Works and Government Services Canada. Contractor personnel requiring access to the National Defence Wide Area Network (DWAN) must be registered and cleared to the requisite level with the Canadian International Industrial Security Directorate – Controlled Goods Program (CGP), prior to being given a network account.
- There will be a requirement for Contractors to have access to UNCLASSIFIED Military Critical Technical Data controlled in the United States by Department of Defence (DoD) Directive 5230.25 and, in Canada, by the Technical Data Control Regulations. Contractors having access to such information must be certified under the U.S./Canada Joint Certification Program to be eligible to bid on this contract.
- At no time will Contractor personnel be allowed to remove any PROTECTED information/data and/or assets from DND premises. At no time will the Contractor be allowed external IT connections to DND LAN systems.
- All PROTECTED documents, reports, systems and/or assets developed and extensions thereto under any tasking relating to this contract shall not be reproduced or divulged/disseminated to a third party without the prior written permission of DND. Improper or unauthorized disclosure of this information may constitute an offence under the Security of Information Act.
- Subcontracts containing security requirements are prohibited without the prior written authority of the Canadian and International Industrial Security Division of the Department Public Works Government Services Canada (CIISD/PWGSC).

DND Personnel:

The DND Contract Security Officer, DPM Secur 3-4 is the contact person for information pertaining to security concerns identified in this procurement.

Industrial Personnel:

The Company Security Officer (CSO) or alternate may contact CIISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA) and shall adhere to instructions issued by their responsible NSA/DSA.

UNCLASSIFIED

ANNEX "D" - INSURANCE REQUIREMENTS

D1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence, in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - 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, as represented by Public Works and Government Services Canada. .
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. 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.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

-
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - p. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

D2. Automobile Liability Insurance

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.