

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage , Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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 Automatic Boarding Poles	
Solicitation No. - N° de l'invitation W6399-150213/B	Date 2015-06-30
Client Reference No. - N° de référence du client W6399-150213	
GETS Reference No. - N° de référence de SEAG PW-\$\$ML-035-25227	
File No. - N° de dossier 035ml.W6399-150213	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-17	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tinkess, Dianne	Buyer Id - Id de l'acheteur 035ml
Telephone No. - N° de téléphone (819) 956-0178 ()	FAX No. - N° de FAX (819) 956-0897
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>	

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

**Marine Machinery and Services / Machineries et services
maritimes**

11 Laurier St. / 11, rue Laurier

6C2, Place du Portage

Gatineau

Québec

K1A 0S5

Delivery Required - Livraison exigée See Herein	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

W6399-150213/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

035ml

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

W6399-150213

File No. - N° du dossier

035mlW6399-150213

CCC No./N° CCC - FMS No/ N° VME

PLEASE SEE ATTACHED

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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 Insurance 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, Operational Performance and Technical Requirements, the Basis of Payment, the Insurance Requirements, the DND 626 Task Authorization Form, the Bid Requirement and Evaluation Plan, the Financial Evaluation Plan, the Federal Contractors Program for Employment Equity - Certification, and any other annexes.

1.2 Summary

The Department of National Defence (DND) has a requirement for Twenty-one (21) Pneumatic Boarding Poles and Twenty-one (21) spare Air Bottles with an option to purchase up to an additional Twenty-one (21) Pneumatic Boarding Poles; as well as Training, In-Service Support and spare parts for a period of 5 years in accordance with Annex A - Statement of Work and Annex B - Operational Performance and Technical Requirements.

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.

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."

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

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.

2.1.1 SACC Manual Clauses

B1000T (2014-06-26) Condition of Material - Bid

2.2 Submission of Bids

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

2.2.1 Delivery Date

While delivery of the Pneumatic Poles is requested by 31 August, best delivery that could be offered is _____.

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 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 **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as 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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (2 hard copies)

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 and how they will carry out the Work in accordance with the Annex "A", Statement of Work, Annex "B", Operational Performance and Technical Requirements and the Annex "F", Bid Requirements and Evaluation Plan. 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.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Financial Evaluation Plan in Annex "G". The total amount of Applicable Taxes must be shown separately.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

The Mandatory Technical Criteria are listed in Annex "A", Statement of Work, Annex "B", Operational Performance and Technical Requirements and Annex "F", Bid Requirement and Evaluation Plan.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.

The Financial Criteria are listed in Annex "G", Financial Evaluation Plan.

The Total Evaluated Price Equals:

Total Pneumatic Boarding Poles + Total Spare Parts + In-Service-Support and Training Hourly Rates.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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 provide The Department of National Defence (DND) with Twenty-one (21) Pneumatic Boarding Poles and Twenty-one (21) spare Air Bottles with an option to purchase up to an additional Twenty-one (21) Pneumatic Boarding Poles and Twenty-one (21) spare Air Bottles; as well as Training, In-Service Support and spare parts for a period of 5 years in accordance with Annex A - Statement of Work and Annex B - Operational Performance and Technical Requirements.

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" – Statement of Work of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Requisitioning Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Requisitioning Authority may authorize individual task authorizations up to a limit of **\$25,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 5 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DLP 6-1-2. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

2030 (2014-09-25), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4010 (2012-07-16) Services - Higher Complexity, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to this Contract.

7.4 Term of Contract

7.4.1 Delivery Date

Delivery of the Pneumatic Poles must be received on or before _____.

7.4.2. Period of Contract

The period of the In-Service Support Contract will be from the delivery of the Pneumatic Poles to five (5) years after that date inclusive.

7.4.3 Option to Extend the Contract

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035ml. W6399-150213

Buyer ID - Id de l'acheteur
035ml
CCC No./N° CCC - FMS No./N° VME

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to Five (5) additional one (1) year period(s) 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 30 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:

Dianne Tinkess
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Marine Systems Directorate
Place du Portage, Phase III -6C2
11 Laurier St.
Gatineau, QC
K1A 0S5
Telephone: 819-956-0178
Facsimile: 819-956-0897
E-mail address: Dianne.Tinkess@tpsgc-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 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

(Contracting Authority will complete at contract award)

The Technical 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 Technical Authority; however, the Technical 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.

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7.5.3 Requisitioning Authority

The Requisitioning Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

(Contracting Authority will complete at contract award)

The Requisitioning Authority is responsible for DND contract management and is the only organization that can authorize additional work.

7.5.4 Contractor's Representative

Name: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
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 – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices and firm all inclusive hourly rates in accordance with the Basis of Payment Annex "C". Customs duties are included, and Applicable Taxes are extra.

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

7.7.2 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (The Contracting Authority will insert at Contract Award). 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.

7.7.4 Method of Payment

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

7.7.5 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Requests by Customer Department
C2000C (2007-11-30) Taxes - Foreign-based Contractor
C2605C (2008-05-12) Canadian Customs Duties and Sales Tax - Foreign-based Contractor
C2610C (2007-11-30) Customs Duties - Department of National Defence – Importer
C0305C (2014-06-26) Cost Submissions – Limitation of Expenditure or Ceiling Price
C0711C (2008-05-12) Time Verification

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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy of the supplier's own invoice form shall be forwarded by mail to:
 - (b) Department of National Defence
Canadian Special Operations Forces Command (CANSOFCOM)
101 Colonel By Dr.
Ottawa, ON
K1A 0K2

Attention: DLP 6-1-2, DFD CANSOFCOM Procurement

(c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

3. Invoices must contain the following information:

- (a) The date
- (b) Name and address of the consignee
- (c) Item/reference number, deliverable and/or quantity or description of work;
- (d) Contract /purchase order serial number and financial codes;
- (e) All separate charges detailed individually the amount invoiced
- (f) Client Reference Number (CRN)
- (g) The Contractor's Vendor Code or Procurement Business Number (PBN)
- (h) Company GST Registration Number

4. Invoices are not be submitted prior to the shipment or delivery of the goods and services and all invoices must have original signatures and be stamped as "Original".

Payment will not be authorized until all material and services have been inspected and accepted by the Technical Authority.

5. If payment is to be made to an address other than the address on the cover page of the contract, it is to be clearly identified within the body of the contract as the "Remit to" address. This address should include the following:

Company name
Full Address
City
Province/State
Postal/Zip Code

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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (The contracting authority will insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

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 supplemental general conditions 4010 (2012-07-16) Services - Higher Complexity, apply to and form part of the Contract;
- (c) the general conditions 2030 (2014-09-25), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract;
- (d) Annex A, Statement of Work;
- (e) Annex B, Operational Performance and Technical Requirements
- (f) Annex C, Basis of Payment;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____.

7.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-0716) Defence Contract

7.13 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.

7.14 SACC *Manual* Clauses

B7500C (2006-06-16) Excess Goods
D2001C (2007-11-30) Labelling
D2006C (2007-11-30) Marking and Preparation of Paper
D5510C (2014-06-26) Quality Assurance Authority (Department of National Defence) Canadian-based Contractor
D5515C (2010-01-11) Quality Assurance Authority (Department of National Defence) - Foreign-based and United States Contractor
D5545C (2010-08-16) ISO 9001:2008 - Quality Management Systems - Requirements (Quality Assurance Code C)
D5604C (2008-12-12) Release Documents (Department of National Defence) - Foreign-based Contractor

D5605C (2010-01-11) Release Documents (Department of National Defence) - United States-based Contractor
D5606C (2012-07-16) Release Documents (Department of National Defence) - Canadian-based Contractor
D9002C (2007-11-30) Incomplete Assemblies

7.15 Marking

The Contractor must ensure that the manufacturer's name and part number are clearly stamped or etched on each item for positive identification purposes.

Canada will allow adhesive labels of the highest commercial standard for components where etching or stamping could either impact the operational performance, is not practical due to the material used in manufacture, or otherwise outside the standard marking method determined by the Contractor.

7.16 Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;
- d. One (1) copy to:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention: DLP 6-1-2

- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and
- g. For all non-Canadian contractors, one (1) copy to:

*DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2*

E-mail: ContractAdmin.DQA@forces.gc.ca.

7.17 Packaging Requirement using Specification D-L-M-008-036/SF-000

The Contractor must prepare items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package item number 1 in quantities of 1 per unit pack.

7.18 Progress Meetings

Progress meetings, chaired by the Contracting Authority, will take place at the Contractor's facility as and when required. Interim meetings may also be scheduled. Contractor's attendees at these

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meetings will, as a minimum, be its Contract (Project) Manager, Production Manager (Superintendent) and Quality Assurance Manager. Progress meetings will generally incorporate technical meetings to be chaired by the Technical Authority.

7.19 Shipping Instructions – Delivery Duty Paid

Incoterms 2000 "DDP Delivered Duty Paid" CANSOFCOM, Richmond, ON.

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ANNEX "A"

STATEMENT OF WORK

SEE ATTACHED

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ANNEX “B”

OPERATIONAL PERFORMANCE AND TECHNICAL REQUIREMENTS FOR THE PNEUMATIC BOARDING POLE

SEE ATTACHED

ANNEX "C"

BASIS OF PAYMENT

Annex C will form the Basis of Payment for the resulting Contract and must not be filled in at the bid submission stage.

The Contractor will be paid firm unit prices and firm all inclusive hourly rates as follows:

Pneumatic Boarding Poles and Air Bottles

Description	Unit Price	Quantity	Extended Price
Pneumatic Boarding Pole as per Annex B	\$	21	\$
Spare Air Bottle as per Annex B	\$	21	\$
Total Pneumatic Boarding Poles and Air Bottles			\$

Spare Parts

Description, Unit Price and Quantity	Extended Price
<i>Please attach separate Itemized pricing list and quantities including the required information as per Annex A (f)</i>	
Total Spare Parts	\$

In-Service-Support and Training

Description	Hourly Rate
Training Labour – Year 1	\$
In Service Support Labour – Year 1	\$
In Service Support Labour – Year 2	\$
In Service Support Labour – Year 3	\$
In Service Support Labour – Year 4	\$
In Service Support Labour – Year 5	\$

Option for Additional Quantities

Optional Pneumatic Boarding Poles and Air Bottles

Description	Unit Price	Quantity	Extended Price
Pneumatic Boarding Pole as per Annex B - Option	\$	21	\$
Spare Air Bottle as per Annex B - Option	\$	21	\$
Total Optional Pneumatic Boarding Poles and Air Bottles			\$

Optional Spare Parts

Description, Unit Price and Quantity	Extended Price
<i>Please attach separate Itemized list including the required information as per Annex A (f)</i>	
Total Optional Spare Parts	\$

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Optional In Service Support

Description	Hourly Rate
In Service Support Labour –Year 1 - Option	\$
In Service Support Labour –Year 2 - Option	\$
In Service Support Labour –Year 3 - Option	\$
In Service Support Labour –Year 4 - Option	\$
In Service Support Labour –Year 5 - Option	\$

If a Bidder selects Consumer Price Index (CPI) adjustment for years 2 to 5 and option years 1 to 5, the prices/rates quoted will be subject to an annual adjustment upward or downward using the actual CPI for all-items (Canada).

ANNEX "D"

INSURANCE REQUIREMENTS

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 and 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.

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ANNEX "E"

TASK AUTHORIZATION FORM 626 TASK AUTHORIZATION FORM

SEE ATTACHED

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ANNEX "F"

BID REQUIREMENTS AND EVALUATION PLAN FOR PNEUMATICE BOARDING POLE

SEE ATTACHED

ANNEX "G"

FINANCIAL EVALUATION PLAN

1. Suppliers shall complete the following tables and indicate their unit price per boarding pole and air bottle, spare parts and hourly rates for In-Service Support and Training.

Pneumatic Boarding Poles and Air Bottles

Description	Unit Price	Quantity	Extended Price
Pneumatic Boarding Pole as per Annex B	\$	21	\$
Spare Air Bottle as per Annex B	\$	21	\$
Total Pneumatic Boarding Poles and Air Bottles			\$

Spare Parts

Description, Unit Price and Quantity	Extended Price
<i>Please attach separate Itemized pricing list and quantities including the required information as per Annex A (f)</i>	
Total Spare Parts	\$

In-Service-Support and Training

Description	Hourly Rate	Quantity	Extended Price
Training Labour – Year 1	\$	100	\$
In Service Support Labour – Year 1	\$	20	\$
In Service Support Labour – Year 2	\$	200	\$
In Service Support Labour – Year 3	\$	200	\$
In Service Support Labour – Year 4	\$	200	\$
In Service Support Labour – Year 5	\$	200	\$
Total In-Service-Support and Training			\$

These levels of effort are only estimations made in good faith and are not to be considered in any way as a commitment from Canada.

EVALUATED PRICE

Total - Pneumatic Boarding Poles and Air Bottles	\$
Total - Spare Parts	\$
Total - In-Service-Support and Training	\$
TOTAL EVALUATED PRICE	\$

2. The Option for Additional Quantities are not included in the Total Evaluated Price. They will be used if options are exercised.

Option for Additional Quantities

Optional Pneumatic Boarding Poles and Air Bottles

Description	Unit Price	Quantity	Extended Price
Pneumatic Boarding Pole as per Annex B - Option	\$	21	\$
Spare Air Bottle as per Annex B - Option	\$	21	\$
Total Optional Pneumatic Boarding Poles and Air Bottles			\$

Optional Spare Parts

Description, Unit Price and Quantity	Extended Price
<i>Please attach separate Itemized list including the required information as per Annex A (f)</i>	
Total Optional Spare Parts	\$

Optional In Service Support

Description	Hourly Rate
In Service Support Labour –Year 1 - Option	\$
In Service Support Labour –Year 2 - Option	\$
In Service Support Labour –Year 3 - Option	\$
In Service Support Labour –Year 4 - Option	\$
In Service Support Labour –Year 5 - Option	\$

The Contracting Authority will include the following text if the bidder selects a Consumer Price Index (CPI) adjustment for years 2 to 5 and option years 1 to 5:

Consumer Price Index (CPI) adjustment for years 2 to 5 and option years 1 to 5 for evaluation purposes is estimated at 2%.

The Contract prices/rates will be subject to an annual adjustment upward or downward using the actual CPI for all-items (Canada).

ANNEX "H" to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

STATEMENT OF WORK FOR THE PNEUMATIC BOARDING POLE

1.0 SCOPE

1.1 Purpose

The purpose of this statement of work is to describe the requirements that apply to the provision of Military-off-the-shelf (MOTS) Pneumatic Boarding Poles to the Department of National Defence (DND).

1.2 Background

DND has a mandate to conduct Maritime interdiction including the imposed boarding of potentially hostile vessels of interest (VOIs). DND requires a pneumatic boarding pole to support training and operations involving VOIs that is reliable, robust, easy to operate, and minimizes the number of people required to utilize the system in the harsh and unforgiving Maritime environment. This equipment will be referred to as the Pneumatic Boarding Pole.

1.3 Applicable Documents

The following documents form part of this statement of work to the extent specified and are supportive of this statement of work when referenced; any other documents are to be considered supplemental information only. In the event of a conflict between the documents and the contents of this statement of work, then the contents of this statement of work shall take precedence.

- MIL-HDBK-61A (SE) Configuration Management Guidance (copy available upon request)

1.4 Definitions

OEM Level Repair	Any tasks required to bring an item to full serviceable condition. OEM repair will typically involve identification and correction of those specific effects, which degrade the performance of an item, causing it to function below the specifications.
Turn Around Time	The time from when a non-serviceable item arrives at the Contractor repair facility to when the repaired item departs the repair facility, en route to its destination.

1.5 Acronyms

AWR	Additional Work Request
DND	Department of National Defense
ISO	International Standards Organization
ISS	In-Service Support
NATO	North Atlantic Treaties Organization
NCAGE	NATO Commercial and Government Entity
OEM	Original Equipment Manufacturer
RMA	Return Material Authorization
TAT	Turn Around Time
TDP	Technical Data Package

2.0 DELIVERABLES

The Contractor must provide the following:

- (a) Twenty-one (21) Pneumatic Boarding Poles in accordance with the Operational Performance and Technical Requirements at Annex B;
- (b) Twenty-one (21) spare Air Bottles in accordance with the Operational Performance and Technical Requirements at Annex B;
- (c) Training in accordance with Section 2.1;
- (d) A Technical Data Package (TDP) in accordance with Section 2.2;
- (e) In-Service Support in accordance with Section 3.3; and
- (f) A Manufacturer's Recommended Spare Parts List (in electronic format, MS Word, PDF or MS Excel) including the following information for each item:
 - i. Item Name and Description;
 - ii. NCage;
 - iii. Manufacturer Part Number (MPN);
 - iv. NATO Stock Number (if available);
 - v. Price (for a period of five (5) years);
 - vi. Volume;
 - vii. Weight; and
 - viii. Shelf Life (if applicable).
- (g) Optional procurements are Spare Parts from the Manufacturer's Recommended Spare Parts List at Section 2.0(f) within (60) months of Contract Award.

OPTIONAL PROCUREMENTS

DND is under no obligation to purchase additional Pneumatic Boarding Poles. Should DND decide to exercise options, the Contractor must deliver the following:

- (a) Year 1 - Within twelve (12) months of Contract Award:
 - i. Spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f);
- (b) Year 2 - Within twenty-four (24) months of Contract Award:
 - i. Up to an additional twenty-one (21) Pneumatic Boarding Poles in accordance with the Operational Performance and Technical Requirements at Annex B;
 - ii. Up to an additional twenty-one (21) spare Air Bottles in accordance with the Operational Performance and Technical Requirements at Annex B; and
 - iii. Additional spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f);
- (c) Year 3 - Within thirty-six (36) months of Contract Award:
 - i. Additional spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f);
- (d) Year 4 - Within forty-eight (48) months of Contract Award:
 - i. Additional spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f);

- (e) Year 5 - Within sixty (60) months of Contract Award:
 - i. Five (5) additional one (1) year periods of In-Service Support in accordance with Section 3.3; and
 - ii. Five (5) additional one (1) year periods of spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f)

2.1 Training

The Contractor must provide courses, in English, as follows:

- (a) A one (1) day (maximum) Maintenance Course that covers the following (as a minimum) for the Pneumatic Boarding Pole:
 - i. A detailed description of all components;
 - ii. Break-down and rebuild of equipment;
 - iii. Preventive maintenance;
 - iv. Procedures, parts and special tools required to conduct repairs; and
 - v. Hands-on repair and replacement of all components;
- (b) A one (1) day (maximum) Operator Course that covers the following (as a minimum) for the Pneumatic Boarding Pole:
 - i. A physical and functional description of the Pneumatic Boarding Pole and all incorporated equipment and fittings;
 - ii. Preparations and usage instructions;
 - iii. Instructions on care, cleaning and routine maintenance;
 - iv. Safety warnings and emergency procedures;
 - v. Storage instructions; and
 - vi. Open-water hands-on training;
- (c) Training Courses as follows:
 - i. Training serials in accordance with Table 1; and
 - ii. For each course, each candidate is to be provided with a copy of the respective training course and manuals (as required) in both hard copy and in electronic format (MS Word, MS PowerPoint or PDF).

Table 1: Training Serials

Serial	Course Type	Location	Candidates
1	Maintenance	Richmond, Ontario	6
2	Operator	Richmond, Ontario	6

2.2 Technical Data Package

The Contractor must provide:

- (a) One (1) hard copy and one (1) electronic copy (MS Word or PDF format) of the Operators Manual with each Pneumatic Boarding Pole. The manual must contain a physical and functional description of the Pneumatic Boarding Pole and all incorporated equipment and fittings plus the following:
 - i. Instructions on care, cleaning and routine maintenance;
 - ii. Usage instructions;
 - iii. Safety warnings and emergency procedures;
 - iv. Troubleshooting procedures; and
 - v. Storage instructions;

- (b) One (1) hard copy and one (1) electronic copy (MS Word or PDF format) of the Maintenance Manual to the DND Technical Authority prior to the delivery of the first Pneumatic Boarding Pole. The manual must include:
 - i. A detailed description and illustrated parts list in a top-down breakdown format including the following for each item:
 - a. Item Name and Description;
 - b. NCage;
 - c. Manufacturer Part Number (MPN);
 - d. NATO Stock Number (if available); and
 - e. Shelf Life (if applicable);
 - ii. List of replaceable components (including part numbers where applicable); and
 - iii. The procedures, parts and special tools necessary to conduct all first and second line repairs including recertification of the air bottles;
- (c) Maintain the Pneumatic Boarding Pole TDP to the currently approved configuration and provide to the Technical Authority (when requested) updated versions of the operator and maintenance manuals. In the event of any changes to the equipment configuration or operating and maintenance procedures as a result of parts replacement or equipment update, the Contractor must:
 - i. Inform the Requisitioning Authority, in writing, of all of the necessary changes to the TDP; and
 - ii. Receive approval from the Requisitioning Authority prior to making any changes.

2.3 Kick-Off Meeting

The Contractor must hold a contract kick-off meeting at its facilities within four (4) weeks of Contract Award. This meeting will be used to introduce the DND project team and to discuss production timelines, QA processes, and delivery options and locations. Minutes must be taken and promulgated by the Contractor within ten (10) working days of the meeting.

3.0 **REQUIREMENTS**

3.1 Quality Assurance Program

The Contractor must:

- (a) Establish, implement, document and maintain a quality system that ensures conformance to contractual requirements and meets the requirements of the ISO 9001 or equivalent quality system model during performance of this contract; and
- (b) Conduct Quality Conformance Inspections and Tests during manufacture in accordance with the Contractor's standard acceptance test plan. Details of the test plan, and documentation of all inspections and tests, are to be provided to DND upon request. DND reserves the right to send a representative(s) to witness production acceptance testing for all systems (mandatory and optional deliveries). DND will provide a minimum of two (2) weeks' notice of a Quality Assurance visit.

3.1.1 Testing

The Contractor must make available (upon request) for DND's review, all previous and current test results concerning the performance, reliability, maintainability, availability, environmental operating conditions and safety of the Pneumatic Boarding Pole. Prior to delivery to DND (initial delivery and following repair), each Pneumatic Boarding Pole must be tested as follows:

- (a) Conformance Inspection - Each Pneumatic Boarding Pole must be inspected for compliance with the requirements of Annex B – Operational Performance and Technical Requirements for the Pneumatic Boarding Pole. Any redesign or modification of the Contractor's standard product to comply with specified requirements, or any necessary redesign or modification following failure to meet the specified requirements must be made known and must receive particular attention for adequacy and suitability. This element of inspection must encompass all visual examinations and dimensional measurements. Noncompliance with any specified requirements or the presence of one or more defects preventing or lessening maximum efficiency will constitute cause for rejection; and
- (b) Performance Testing - Each Pneumatic Boarding Pole must be tested for compliance with the requirements of Annex B – Operational Performance and Technical Requirements for the Pneumatic Boarding Pole according to the Contractor production standards. A record of the completed tests addressing qualification of each unit must be captured in a test report that is to be delivered with each unit to DND. No redesign or modification of the Contractor's product verified in Factory Qualification Tests is acceptable. This performance testing must encompass all operational capabilities and noncompliance with any specified requirements or the presence of one or more defects preventing or lessening maximum efficiency will constitute cause for rejection.

3.2 Configuration Control

The Contractor will have an established, DND verifiable, Configuration Management (CM) Program with control systems in place in accordance with MIL-HDBK-61A - Configuration Management Guidance, and will provide configuration identification, control and status accounting of all new and modified hardware and documentation. All Pneumatic Boarding Poles delivered must have the same product baseline and support interchangeability and interoperability of parts. The established product baseline must be maintained during repair and any deviation from the baseline must be approved in advance by the Technical Authority.

3.3 In-Service Support

The in-service support requirements for the Pneumatic Boarding Pole includes the following:

- (a) Warranty Repair in accordance with Section 3.3.1;
- (b) Additional Work Request (AWR) services in accordance with Section 3.3.2 including:
 - i. Non-warranty repair;
 - ii. Repair and Overhaul (R&O);
 - iii. Non-destructive testing; and
 - iv. Equipment and component upgrade;
- (c) Technical support in accordance with Section 3.3.3.

3.3.1 Warranty Repair

The Contractor must provide warranty on the Pneumatic Boarding Pole components against material defects and workmanship, including parts and labor, at no additional cost to DND in accordance with the Contractor's standard warranty provisions for a minimum of one (1) year. During the warranty period, the Contractor must provide a new component if a failed Pneumatic Boarding Pole component cannot be repaired and returned to DND.

3.3.2 Additional Work Request

The Contractor must provide Additional Work Request services for a period of five (5) years following initial delivery. All AWR repairs on a Pneumatic Boarding Pole component are to be authorized in advance by the Requisitioning Authority (in writing) in accordance with the repair procedure detailed below.

3.3.2.1 Repair Procedure

All Pneumatic Boarding Pole components returned to the Contractor for repair must have a Return Material Authorization (RMA) number assigned by the Contractor prior to the item being shipped from DND. The Contractor must perform OEM level repair on the Pneumatic Boarding Pole components to equal or better than original performance parameters. Non-repairable components or systems must be returned to DND. Upon receipt, the Contractor must:

- (a) Verify that the articles received correspond with the packing slip that accompanies the shipment;
- (b) Items incorrectly received are to be segregated pending receipt of disposition instructions;
- (c) Verify receipt to the Requisitioning Authority including any losses or discrepancies in the shipment and receipt of incorrect items;
- (d) Open a work order;
- (e) Carry out a physical check to ensure that the item is complete and is in accordance with the accompanying delivery documents;
- (f) Notify the Requisitioning Authority of receipt of the equipment;
- (g) Action any warranty activities in accordance with Section 3.3.1;
- (h) Determine the extent of the work required, prepare a cost estimate and submit it to the Requisitioning Authority for approval. If approved, the Requisitioning Authority will issue a Task Authorization on a DND 626 to complete the repair in accordance with the Task Authorization process at Section 4.0 . No work is to commence until the DND 626 is received authorizing the repair;
- (i) Complete the repair;
- (j) Conduct post-servicing trials to confirm operation of the component or system; and
- (k) Return the Pneumatic Boarding Pole component to DND.

3.3.2.2 Repair to Product Baseline

Following repair, the Contractor must ensure all Pneumatic Boarding Poles are in accordance with the current (at time of repair) approved Product Baseline for the Pneumatic Boarding Pole prior to being returned to DND. Following repair or maintenance, the Contractor must conduct performance testing to ensure proper operation of the Pneumatic Boarding Pole, and then ship the Pneumatic Boarding Pole to the delivery point specified in the delivery order, unless otherwise requested by the Requisitioning Authority.

3.3.2.3 Contractor Supplied Parts

The Contractor must be responsible to provide the repair parts required for warranty and AWR repairs, including the location of sources for the required parts. The Contractor is not required to maintain a spares inventory specifically for DND; however, they must maintain a spares supply chain that is compatible with the targeted turn-around time (TAT). The targeted TAT is ten (10) weeks after receipt of the delivery order (warranty) or Requisitioning Authority approval (AWR). Where this target cannot be met, the Contractor must immediately notify the Requisitioning Authority of the delay and of any extenuating circumstances that would cause significant impediment to timely completion of the repair. In the event that an original part is no longer available and the Contractor determines that a replacement part will serve with respect to fit, form, function and reasonable cost, then the use of that part must be approved by the Requisitioning Authority in advance of the repair. As a minimum, substituted parts must remain fully interchangeable (fit, form and function) with articles catalogued under the same reference number, part number and of the same modification status.

3.3.2.4 Time-Expiring Parts

During repairs, any parts with time expiry dates within four months of the date that the equipment is to be returned to DND must be replaced as follows:

- (a) If the Pneumatic Boarding Pole is undergoing warranty repair, the Contractor must send a request, in writing, to the Requisitioning Authority for authorization to change the necessary time-expiring part(s);
- (b) If the Pneumatic Boarding Pole is undergoing AWR repair, the Contractor must include the replacement of the time-expiring parts on the cost estimate; and
- (c) The Contractor must return items that are in Serviceable Condition to DND.

3.3.3 Technical Support

The Contractor must provide technical support by phone and email, Monday-Friday (holidays excluded) during the hours 0800-1600 EST, to the Technical Authority during the warranty period.

4.0 Task Authorization Process

The Contractor must provide the Work in accordance with this Statement of Work on an “as and when required” basis. Work authorized up to and including the Contract expiry date must be performed in accordance with the terms and conditions of the Contract. The Task Authorization process is as follows:

- (a) The Contractor must conduct the receipt inspection and provide the work estimate to the Requisitioning Authority that details the following:
 - a. Identification plate information (Manufacturer #, Serial #, Year/Month/Date of Manufacture);
 - b. Condition report of all systems and components;
 - c. A list of repairs required to bring the Pneumatic Boarding Pole or component to the baseline configuration and condition including labour costs;
 - d. A list of materials required with an itemized replacement cost;
 - e. An estimated time to complete repairs (including performance testing);
 - f. A list of inspections, tests and trials to be performed including a schedule; and
 - g. Total cost;

- (b) The Contractor will be authorized to proceed with the Work by the issuance of a Task Authorization (DND 626). Each Task Authorization will be signed by the Technical Authority to approve the scope of Work, and the Requisitioning Authority to authorize the Work;
- (c) The Contractor must provide, within five (5) working days after receipt of the signed DND 626, acknowledgment of receipt of the task and acceptance of the terms. Upon acceptance of the terms of the task, the Contractor must complete the task within the time frame and price stated;
- (d) Upon completion of each task, the Contractor must submit a Completion Certificate to the Technical Authority identified in the DND 626. The Certificate must include the following information:
 - i. Completion date;
 - ii. Reasons for any delay;
 - iii. Recommendations for future improvements; and
 - iv. Lessons learned;
- (e) The Technical Authority identified on the DND 626 will approve or reject the work performed, with rationale in writing, within fifteen (15) working days after receipt of the Completion Certificate and related reports.

OPERATIONAL PERFORMANCE AND TECHNICAL REQUIREMENTS FOR THE PNEUMATIC BOARDING POLE

1.0 SCOPE

1.1 General

This specification outlines the requirements for the Pneumatic Boarding Pole. All requirements are mandatory.

1.2 Applicable Documents

The following documents form part of this specification and are supportive of this specification when referenced; any other documents are to be considered supplemental information only. In the event of a conflict between the documents and the contents of this specification, then the contents of this specification will take precedence.

- CAN/CSA B51 - Boiler Pressure Vessel and Piping Code (www.csagroup.ca)
- ASME Boiler Pressure Vessel Code (www.asme.org)
- DCIEM Report 98-CR-15 Anthropometric Survey of the Land Forces (copy available upon request)

1.3 Definitions

Vessel-of-Interest	A vessel that has been deemed by a nation to be of high interest as that vessel may pose a security risk to the nation.
5th Percentile Female	Defined as 152 cm (5 ft) and 50 kg (110 lb)
95th Percentile Male	Defined as 188 cm (6 ft 2 in) and 100 kg (223 lb)

1.4 Acronyms

ASME	American Society of Mechanical Engineers
CAN/CSA	Canadian Standards Association
DCIEM	Defence and Civil Institute for Environmental Medicine
DIN	Deutsches Institut für Normung
DND	Department of National Defense
WMO	World Meteorological Organization

1.5 Sea States

The following WMO Sea States are referenced in this document:

WMO Sea State	Descriptive Term	Sea Height (m)
SS0	Calm (glassy)	0
SS1	Calm (rippled)	0 - 0.1
SS2	Smooth (wavelets)	0.1 - 0.5
SS3	Slight	0.5 - 1.25
SS4	Moderate	1.25 - 2.5
SS5	Rough	2.5 - 4
SS6	Very rough	4 - 6
SS7	High	6 - 9
SS8	Very high	9 - 14

SS9	Phenomenal	Over 14
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2.0 REQUIREMENTS

2.1 Operational Performance Requirements

The Pneumatic Boarding Pole must:

- (a) Be a pneumatically operated purpose-designed system specifically for attaching a hook on to a Vessel-of-Interest (VOI), either opposed or un-opposed, to enable boarding the VOI from a small craft (e.g., Rigid Hull Inflatable Boat);
- (b) Be a self-contained, self-powered, water proof system that does not require any external connections to the host small craft for operation other than attachment to the mounting bracket;
- (c) When operated by a single trained individual:
 - i. Permit positioning and establishment of a hook on a VOI at a height/distance as follows:
 - a. Position the hook in elevation, azimuth, and distance without repositioning of the hands or loss of the hook point on the VOI from the operator's line of sight;
 - b. Minimum height horizontal to the mounting point at a distance (from the mounting bracket) equivalent to the minimum length of the pole;
 - c. Maximum of no less than 14 m (46 ft) combined height and distance; and
 - d. Any combination of height and distance in between the minimum and maximum;
 - ii. Permit hook disengagement at any combination of height and distance within the maximum range of the pole; and
 - iii. Automatic grapple hook disengagement when the hook is established and the maximum range of the pole has been exceeded;
- (d) Be designed to permit operation by the 5th Percentile Female up to the 95th Percentile male;
- (e) Operate in the following environmental conditions:
 - i. Temperature: -20°C to +40°C;
 - ii. WMO Sea State: Up to and including Sea State 5;
 - iii. Water conditions: Both salt and fresh water with minimal impact to buoyancy characteristics; and
 - iv. Subsequent to exposure to water including complete submersion;
- (f) Have a neutral or slight negative buoyancy (not more than 1 kg (2.2 lbs)) for the complete pole assemble with pneumatic controls excluding the air bottle, with the pole filled with air;
- (g) Operate normally following:
 - i. A 1 m (3.3 ft) drop on to a hard surface when housed within the transport cover; and
 - ii. A 0.5 m (1.6 ft) drop on to a hard surface when assembled for use and unprotected;
- (h) Be aircraft transportable in an operational (un-pressurized) condition; and
- (i) Have safety provisions as follows:
 - i. Include non-illuminated safety and switch operation markings (no florescent or other type of glow markings acceptable);
 - ii. Constructed with no sharp edges or hazards to bare hand operation or assembly;
 - iii. Free of any gaps or protrusions which may catch equipment, fingers and clothes; and

- iv. Permit safe recharging of the air bottle in accordance with CAN/CSA B51, ASME Boiler Pressure Vessel Code, or an equivalent international standard.

2.2 Technical Requirements

The technical requirements for the Pneumatic Boarding Pole are detailed in the following sections.

2.2.1 General Requirements

The Pneumatic Boarding Pole must:

- (a) Consist of the following components:
 - i. Pole Assembly;
 - ii. Hook/Release Assembly;
 - iii. Mounting Bracket/Pivot Assembly;
 - iv. Pneumatic Operating System; and
 - v. Air Bottle;
- (b) For the complete Pole system (Pole Assembly with Pneumatic Operating System and Air Bottle, excluding the Hook/Release Assembly and attached ropes and/or climbing ladder), have a weight of no more than 14 kg (31 lbs);
- (c) Be manufactured from materials as follows:
 - i. Corrosion resistant suitable for use in a salt water environment (e.g., aluminum alloy 5083/5086, 6061-T6 (anodized grade) or 6063-T54; stainless steel 316/316L; etc.);
 - ii. Materials exposed to sunlight are resistant to degradation caused by ultraviolet radiation; and
 - iii. Dissimilar metals are insulated from each other;
- (d) Have a black outer finish including all fasteners and controls.

2.2.2 Pole Assembly

The Pole Assembly must:

- (a) Securely retain the Hook/Release Assembly in order to deliver the hook on the VOI;
- (b) Detach from the hook to provide unimpeded access to the rope/ladder climbing system connected to the hook;
- (c) Be constructed from carbon fiber for minimal weight while retaining strength and stiffness;
- (d) Readily secure into, and detach out of, the Mounting Bracket/Pivot Assembly without the use of tools by a single operator;
- (e) Have multiple concentric sections with an overall length as follows:
 - i. Fully extended: No less than 14 m (46 ft); and
 - ii. Fully retracted: No more than 5 m (16 ft);
- (f) Have an adjustable handle as follows:
 - i. Height to accommodate the 5th Percentile Female to the 95th Percentile Male; and
 - ii. Folding/rotating to permit enhanced control during operations and interference free stowage;

- (g) Have an attached data plate that includes the following information (as a minimum):
 - i. Make;
 - ii. Model;
 - iii. Revision/Series;
 - iv. Serial Number; and
 - v. Date of Manufacture.

2.2.3 Hook/Release Assembly

The Hook/Release Assembly must:

- (a) Have a single hook that is designed to snag large objects on the VOI (e.g., gunwale, deck equipment, bollards, etc.) and include a sharp-point tip to embed into common surfaces (e.g., deck, bulkheads, etc.);
- (b) Include a release mechanism that releases the hook from the Pole Assembly by means of a deliberate, operator controlled function;
- (c) Have an attachment point(s) for securing a rope(s) and or climbing ladder with a minimum rated capacity of 1000 kg (2200 lbs); and
- (d) Have a unique serial number permanently etched/embedded into the hook.

2.2.4 Mounting Bracket/Pivot Assembly

The Mounting Bracket/Pivot Assembly must:

- (a) Be securely mounted to the host small craft;
- (b) Act as a pivot point at the base of the Pole Assembly to assist the operator in positioning the pole and hook to secure the hook on the VOI; and
- (c) Not have any interfaces (mechanical, electrical, etc.) to the host small craft other than the pivot assembly.

2.2.5 Pneumatic Operating System

The Pneumatic Operating System must:

- (a) Utilize simple push-button regulator controls that can be configured for left and right hand use and support operation while wearing gloves (wet weather and/or neoprene);
- (b) **Not** utilize electrical or electronic components of any type;
- (c) Provide the following modes of operation:
 - i. Extend: From fully retracted to fully extended in no less than ten (10) seconds;
 - ii. Retract (Powered): From fully extended to fully retracted (under pneumatic power) in no more than fifteen (15) seconds, including retracting while the pole is horizontal;
 - iii. Retract (Gravity): Permits retraction by gravity at the discretion of the operator; and
 - iv. Hold: Pole length locks when controls are released;
- (d) Positive controls that prevent inadvertent selection and default to "Hold" when not depressed by the operator.

2.2.6 Air Bottle

The Air Bottle must:

- (a) Have a volume of no less than 3 liters (1.2 Imperial Gallons);
- (b) Be certified to contain compressed air to a pressure of no less than 300 bar (4350 psi);
- (c) Have an DIN adapter for replenishment;
- (d) Have a life cycle of no less than five hundred (500) charging cycles;
- (e) Include a unique serial number embedded/engraved into the outer surface of the bottle; and
- (f) Include a neoprene (or equivalent) protective cover to reduce the likelihood of damage from bumps/impacts.

2.2.7 Accessories

The Pneumatic Boarding Pole must include the following accessories:

- (a) Transport bag - A synthetic (nylon or equivalent) protective carrying bag for the Pole Assembly to reduce the likelihood of damage from bumps/impacts;
- (b) Quantity one (1) Climbing Ladder as follows:
 - i. 316 stainless steel (or equivalent) wire rope;
 - ii. 6082 T6 aluminum (or equivalent) rungs with a durable high friction grip surface, black in colour;
 - iii. Nominal length of 5 m (16.4 ft);
 - iv. Minimum breaking load of 1200 kg (2640 lbs);
 - v. Permits connecting multiple ladders in series to create a longer ladder; and
 - vi. Include a synthetic (nylon or equivalent) carrying bag;
- (c) Quantity one (1) Climbing Ladder as follows:
 - i. 316 stainless steel (or equivalent) wire rope;
 - ii. 6082 T6 aluminum (or equivalent) rungs with a durable high friction grip surface, black in colour;
 - iii. Nominal length of 10 m (32.8 ft);
 - iv. Minimum breaking load of 1200 kg (2640 lbs);
 - v. Permits connecting multiple ladders in series to create a longer ladder; and
 - vi. Include a synthetic (nylon or equivalent) carrying bag;
- (d) Ladder Reel - Capable of holding the above Climbing Ladders up to 15 m (50 ft) in length.

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

ANNEX E

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat		Task no. - N° de la tâche	
Amendment no. - N° de la modification		Increase/Decrease - Augmentation/Réduction		Previous value - Valeur précédente	
TO - A		TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.			
Delivery location - Expédiez à		Delivery/Completion date - Date de livraison/d'achèvement			
Contract item no. N° d'article du contrat		Services		Cost Prix	
				GST/HST TPS/TVH	
		Total			
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU' AUX CONTRATS DE TPSCG : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et Services gouvernementaux</p> <p>DND 626 (01-05)</p> <p>Design: Forms Management 993-4050 Conception : Gestion des formulaires 993-4052</p>					

**BID REQUIREMENTS AND EVALUATION PLAN
FOR THE
PNEUMATIC BOARDING POLE**

1.0 GENERAL

1.1 Purpose

This document outlines the bid requirements and evaluation plan for the Pneumatic Boarding Pole.

1.2 Instructions

Bidders will be assessed in accordance with the criteria detailed in this document. Mandatory requirements are identified by the word "must". All mandatory requirements must be met.

2.0 MANDATORY REQUIREMENTS

The proposal requirements are as follows:

- (a) The Bidder must provide a completed Compliance Matrix (Table 1);
- (b) The Bidder must provide proof of compliance as specified in the Proof of Compliance column of Table 1. Canada reserves the right to verify the statements made in the Proof of Compliance; and
- (c) The Bidder must provide Documentation in type written format (hand written submissions will not be considered) that must include any or all of the following:
 - i. A system brochure that details the components and operating characteristics of the system;
 - ii. The system Operator's Manual;
 - iii. The system Maintenance Manual;
 - iv. Drawing or schematic which clearly depicts the product's dimensions and scale; and
 - v. Any additional documentation that provides product information.

Table 1: Compliance Matrix

Item #	Annex B Para	Requirement	Proof of Compliance	Bid Reference
1	N/A	<p><u>Expertise and Proven Design</u></p> <p>The Pneumatic Boarding Pole must:</p> <p>(a) Be manufactured by a vendor that:</p> <p>i. Has been in the business of manufacturing and selling boarding pole systems for a period of at least the last five (5) years; and</p> <p>ii. Has sold a minimum of five (5) similar boarding pole systems to an American, British, Canadian or Australian (ABCA) military force or a North American (Canadian or US) police agency in the last five (5) years;</p> <p>(b) Be based upon an existing commercial-off-the-shelf or military-off-the-shelf boarding pole system.</p>	<p>The Bidder must provide:</p> <p>(1) Proof that they have been in the business of manufacturing and selling boarding pole systems for a period of at least the last five (5) years;</p> <p>AND</p> <p>(2) A brochure or technical documentation that would be provided to an organization that interested in a boarding pole system that details the equipment and operational functions of the system;</p> <p>AND</p> <p>(3) Contract information including award date, models and quantities delivered that confirms that they have provided a minimum of five (5) similar boarding pole systems to an ABCA military force or a North American (Canadian or US) police agency in the last five (5) years. Cumulative sales from multiple contracts are acceptable.</p>	
Operational Performance Requirements				
2	2.1	<p><u>Operational Performance Requirements</u></p> <p>The Pneumatic Boarding Pole must:</p> <p>(a) Be a pneumatically operated purpose-designed system specifically for attaching a hook on to a Vessel-of-Interest</p>	The Bidder must provide technical data, including that specified in Section 2.0(c), at page 1 of this Annex and any other documentation that is required, to confirm	

ANNEX F to Solicitation W6399-150213/B

		<p>(b) (VOI), either opposed or un-opposed, to enable boarding the VOI from a small craft (e.g., Rigid Hull Inflatable Boat); Be a self-contained, self-powered, water proof system that does not require any external connections to the host small craft for operation other than attachment to the mounting bracket;</p> <p>(c) When operated by a single trained individual:</p> <ol style="list-style-type: none"> i. Permit positioning and establishment of a hook on a VOI at a height/distance as follows: <ol style="list-style-type: none"> a. Position the hook in elevation, azimuth, and distance without repositioning of the hands or loss of the hook point on the VOI from the operator's line of sight; b. Minimum height horizontal to the mounting point at a distance (from the mounting bracket) equivalent to the minimum length of the pole; c. Maximum of no less than 14 m (46 ft) combined height and distance; and d. Any combination of height and distance in between the minimum and maximum; ii. Permit hook disengagement at any combination of height and distance within the maximum range of the pole; and iii. Automatic grapple hook disengagement when the hook is established and the maximum range of the pole has been exceeded; <p>(d) Be designed to permit operation by the 5th Percentile Female up to the 95th Percentile male;</p> <p>(e) Operate in the following environmental conditions:</p> <ol style="list-style-type: none"> i. Temperature: -20°C to +40°C; ii. World Meteorological Organization (WMO) Sea State: Up to and including Sea State 5; iii. Water conditions: Both salt and fresh water with minimal impact to buoyancy characteristics; and iv. Subsequent to exposure to water including complete 	that the Pneumatic Boarding Pole system is compliant with the Operational Performance Requirements specified.	
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		<p>submersion;</p> <p>(f) Have a neutral or slight negative buoyancy (not more than 1 kg (2.2 lbs)) for the complete pole assembly with pneumatic controls excluding the air bottle, with the pole filled with air;</p> <p>(g) Operate normally following:</p> <ul style="list-style-type: none"> i. A 1 m (3.3 ft) drop on to a hard surface when housed within the transport cover; and ii. A 0.5 m (1.6 ft) drop on to a hard surface when assembled for use and unprotected; <p>(h) Be aircraft transportable in an operational (un-pressurized) condition; and</p> <p>(i) Have safety provisions as follows:</p> <ul style="list-style-type: none"> i. Include non-illuminated safety and switch operation markings (no florescent or other type of glow markings acceptable); ii. Constructed with no sharp edges or hazards to bare hand operation or assembly; iii. Free of any gaps or protrusions which may catch equipment, fingers and clothes; and iv. Permit safe recharging of the air bottle in accordance with CAN/CSA B51, ASME Boiler Pressure Vessel Code, or an equivalent international standard. 		
Technical Requirements				
3	2.2.1	<p><u>General Requirements</u></p> <p>The Pneumatic Boarding Pole must:</p> <p>(a) Consist of the following components:</p> <ul style="list-style-type: none"> i. Pole Assembly; ii. Hook/Release Assembly; iii. Mounting Bracket/Pivot Assembly; iv. Pneumatic Operating System; and v. Air Bottle; <p>(b) For the complete Pole system (Pole Assembly with Pneumatic Operating System and Air Bottle, excluding the Hook/Release Assembly and attached ropes and/or climbing ladder), have a weight of no more than 14 kg (31 lbs);</p> <p>(c) Be manufactured from materials as follows:</p>	<p>The Bidder must provide technical data, including that specified in Section 2.0(c) of this Annex and any other documentation that is required, to confirm that the Pneumatic Boarding Pole system is compliant with the General Requirements specified.</p>	

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		<p>i. Corrosion resistant suitable for use in a salt water environment (e.g., aluminum alloy 5083/5086, 6061-T6 (anodized grade) or 6063-T54; stainless steel 316/316L; etc.);</p> <p>ii. Materials exposed to sunlight are resistant to degradation caused by ultraviolet radiation; and</p> <p>iii. Dissimilar metals are insulated from each other;</p> <p>(d) Have a black outer finish including all fasteners and controls.</p>		
4	2.2.2	<p><u>Pole Assembly</u></p> <p>The Pole Assembly must:</p> <p>(a) Securely retain the Hook/Release Assembly in order to deliver the hook on the VOI;</p> <p>(b) Detach from the hook to provide unimpeded access to the rope/ladder climbing system connected to the hook;</p> <p>(c) Be constructed from carbon fiber for minimal weight while retaining strength and stiffness;</p> <p>(d) Readily secure into, and detach out of, the Mounting Bracket/Pivot Assembly without the use of tools by a single operator;</p> <p>(e) Have multiple concentric sections with an overall length as follows:</p> <p>i. Fully extended: No less than 14 m (46 ft); and</p> <p>ii. Fully retracted: No more than 5 m (16 ft);</p> <p>(f) Have an adjustable handle as follows:</p> <p>i. Height to accommodate the 5th Percentile Female to the 95th Percentile Male; and</p> <p>ii. Folding/rotating to permit enhanced control during operations and interference free stowage;</p> <p>(g) Have an attached data plate that includes the following information (as a minimum):</p> <p>i. Make;</p> <p>ii. Model;</p> <p>iii. Revision/Series;</p> <p>iv. Serial Number; and</p> <p>v. Date of Manufacture.</p> <p>vi.</p>	<p>The Bidder must provide technical data, including that specified in Section 2.0(c) of this Annex and any other documentation that is required, to confirm that the Pole Assembly is compliant with the Pole Assembly requirements specified.</p>	

5	2.2.3	<p><u>Hook/Release Assembly</u> The Hook/Release Assembly must:</p> <p>(a) Have a single hook that is designed to snag large objects on the VOI (e.g., gunwale, deck equipment, bollards, etc.) and include a sharp-point tip to embed into common surfaces (e.g., deck, bulkheads, etc.);</p> <p>(b) Include a release mechanism that releases the hook from the Pole Assembly by means of a deliberate, operator controlled function;</p> <p>(c) Have an attachment point(s) for securing a rope(s) and or climbing ladder with a minimum rated capacity of 1000 kg (2200 lbs); and</p> <p>(d) Have a unique serial number permanently etched/embedded into the hook.</p>	The Bidder must provide technical data, including that specified in Section 2.0(c) of this Annex and any other documentation that is required, to confirm that the Hook/Release Assembly is compliant with the Hook/Release Assembly requirements specified.	
6	2.2.4	<p><u>Mounting Bracket/Pivot Assembly</u> The Mounting Bracket/Pivot Assembly must:</p> <p>(a) Be securely mounted to the host small craft;</p> <p>(b) Act as a pivot point at the base of the Pole Assembly to assist the operator in positioning the pole and hook to secure the hook on the VOI; and</p> <p>(c) Not have any interfaces (mechanical, electrical, etc.) to the host small craft other than the pivot assembly.</p>	The Bidder must provide technical data, including that specified in Section 2.0(c) of this Annex and any other documentation that is required, to confirm that the Mounting Bracket/Pivot Assembly is compliant with the Mounting Bracket/Pivot Assembly requirements specified.	
7	2.2.5	<p><u>Pneumatic Operating System</u> The Pneumatic Operating System must:</p> <p>(a) Utilize simple push-button regulator controls that can be configured for left and right hand use and support operation while wearing gloves (wet weather and/or neoprene);</p> <p>(b) Not utilize electrical or electronic components of any type;</p> <p>(c) Provide the following modes of operation:</p> <ul style="list-style-type: none"> i. Extend: From fully retracted to fully extended in no less than ten (10) seconds; ii. Retract (Powered): From fully extended to fully retracted (under pneumatic power) in no more than fifteen (15) seconds, including retracting while the pole is horizontal; iii. Retract (Gravity): Permits retraction by gravity at the 	The Bidder must provide technical data, including that specified in Section 2.0(c) of this Annex and any other documentation that is required, to confirm that the Pneumatic Operating System is compliant with the Pneumatic Operating System requirements specified.	

8	2.2.6	<p>discretion of the operator; and iv. Hold: Pole length locks when controls are released; (d) Positive controls that prevent inadvertent selection and default to "Hold" when not depressed by the operator.</p> <p><u>Air Bottle</u> The Air Bottle must: (a) Have a volume of no less than 3 liters (1.2 Imperial Gallons); (b) Be certified to contain compressed air to a pressure of no less than 300 bar (4350 psi); (c) Have an Deutsches Institut fur Normung (DIN) adapter for replenishment; (d) Have a life cycle of no less than five hundred (500) charging cycles; (e) Include a unique serial number embedded/engraved into the outer surface of the bottle; and (f) Include a neoprene (or equivalent) protective cover to reduce the likelihood of damage from bumps/impacts.</p>	<p>The Bidder must provide technical data, including that specified in Section 2.0(c) of this Annex and any other documentation that is required, to confirm that the Air Bottle is compliant with the Air Bottle requirements specified.</p>	
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