

**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**

<b>Title - Sujet</b> Standing offer for EHD training	
<b>Solicitation No. - N° de l'invitation</b> W6399-160270/A	<b>Date</b> 2015-09-08
<b>Client Reference No. - N° de référence du client</b> W6399-160270	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-121-29456	
<b>File No. - N° de dossier</b> 121zh.W6399-160270	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-10-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Steele, Brian	<b>Buyer Id - Id de l'acheteur</b> 121zh
<b>Telephone No. - N° de téléphone</b> (819) 956-8135 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

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

Solicitation No. - N° de l'invitation

W6399-160270/A

Amd. No. - N° de la modif.

File No. - N° du dossier

121zhW6399-160270

Buyer ID - Id de l'acheteur

121zh

CCC No./N° CCC - FMS No/ N° VME

W6399-160270

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Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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## TITLE

Bid solicitation # **W6399-160270/A** for the provision of the following professional services:

### **Explosive Hazard Destruction Training**

## **PART 1 – GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six 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 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, Technical Criteria, Certifications Precedent to Contract Award and Certifications Required with the Bid.

The Annexes include the Statement of Work, Basis of Payment, DND 626, Task Authorization Form, and Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs.

### **1.2 Summary**

- 1.2.1 To provide and deliver an Explosive Hazard Destruction course to members of the Canadian Armed Forces (CAF). There is an urgent operational requirement to train CAF personnel to recognize, assess and safely eliminate Explosive Hazard (EH) threats.

In the ever-changing field of Explosive Hazard Destruction (EHD) and the evolution of explosive threats, CAF personnel are required to stay current in the most up-to-date advancements of EHD training.

- 1.2.2 The period of any resulting contract will be from date of contract for a period of three (3) years. Any resulting contract will include an irrevocable option to extend the resulting contract term by up to two (2) additional (1) year periods under the same conditions.

### **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.

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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## 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 (2015-07-03), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 calendar days.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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:

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

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

- (a) name of former public servant; and
- (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; and

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

---

- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 Inquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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, Canada.

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.

## **2.6 Basis for Canada's Ownership of Intellectual Property**

Parks Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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## 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 4 hard copies and 1 soft copy on USB ;  
Section II: Financial Bid 1 hard copy and 1 soft copy on USB;  
Section III: Certifications 1 hard copy and 1 soft copy on USB; and  
Section IV: Additional Information 1 hard copy and 1 soft copy on USB

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

#### Section II: Financial Bid

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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- A.** Bidders must submit their financial bid in US funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 6.5, Payment, of Part 6 of the bid solicitation.

**D. SACC Manual Clauses**

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

Solicitation No. - N° de l'invitation  
**W6399-160270/A**  
 Client Ref. No. - N° de réf. du client  
**W6399-160270**

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
**121zh. W6399-160270**

Buyer ID - Id de l'acheteur  
**121ZH**  
 CCC No./N° CCC - FMS No./N° VME

## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted Firm Lot Price per Course Delivery (in US \$).

The volumetric data included in this pricing schedule is provided for bid evaluated price determination purposes only. It is not to be considered as a contractual guarantee. Its inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

	A	B	C	D	E
	COURSE NAME	YEAR	ESTIMATED NUMBER OF COURSE DELIVERIES	FIRM LOT PRICE PER COURSE DELIVERY	EXTENDED PRICE
<b>1</b>	Explosive Hazard Destruction Training	Initial Contract Period (year 1)	1	\$	\$ (C1 * D1)
<b>2</b>	Explosive Hazard Destruction Training	Initial Contract Period (year 2)	1	\$	\$ (C2 * D2)
<b>3</b>	Explosive Hazard Destruction Training	Initial Contract Period (year 3)	1	\$	\$ (C3 * D3)
<b>4</b>	Explosive Hazard Destruction Training	Option Period 1 (year 4)	1	\$	\$ (C4 * D4)
<b>5</b>	Explosive Hazard Destruction Training	Option Period 2 (year 5)	1	\$	\$ (C5 * D5)
<b>Total Evaluated Price</b>				\$	(E1 + E2 + E3 + E4 + E5)

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## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

---

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

#### **4.2 Basis of Selection**

##### **4.2.1. Lowest Evaluated Price**

4.2.1.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive; and

4.2.1.2 The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## ATTACHMENT 1 TO PART 4 TECHNICAL CRITERIA AND FINANCIAL CRITERIA

### Mandatory Technical Criteria

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

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<u>No.</u>	<u>Annex A Reference</u>	<u>Mandatory Technical Criteria</u>	<u>Bidder Instructions</u>
<b><u>MT1</u></b>	1.2	<p>The Bidder must have delivered training and provided the facilities for Explosive Hazard Destruction (EHD) training to military clientele* for a minimum total of three deliveries since 01 January 2005, to at least three of the following five Eyes nations:</p> <p>*Military clientele consists only of militaries from the following countries:</p> <ul style="list-style-type: none"> <li>• Canada</li> <li>• USA</li> <li>• Great Britain</li> <li>• Australia</li> <li>• New Zealand</li> </ul>	<p>As a minimum, the Bidder must provide the following information for each of the three deliveries of EHD Training:</p> <ol style="list-style-type: none"> <li>i. Course Name</li> <li>ii. Course Description</li> <li>iii. Course Duration</li> <li>iv. Course Date (month/day/year)</li> <li>v. Client Identification (as able; to include country, military branch and military unit)</li> </ol>
<b><u>MT2</u></b>	5.2	<p>The Bidder must have a facility that is appropriate to conduct classroom and dry training of up to twelve participants. The classroom must be, as a minimum:</p> <ul style="list-style-type: none"> <li>• Proximal to washroom facilities; and</li> <li>• Proximal to a potable water fountain</li> </ul>	<p>The Bidder should provide pamphlets, brochures, clear drawings, photographs or other such literature illustrating the dimensions and all significant amenities/training features of the classrooms and dry training rooms.</p>
<b><u>MT3</u></b>	5.3	<p>The Bidder must provide all explosive ranges, targets and safety equipment required to safely conduct all practical portions of the subject training.</p>	<p>The Bidder must provide pamphlets, brochures, clear drawings, maps, photographs (aerial &amp;/or ground) or other such literature illustrating the dimensions and all significant amenities/training features of the range facilities.</p> <p>The Bidder must provide documented proof that all practical range facilities are certified for the use of all ordnance, explosives and</p>

<p><b><u>MT4</u></b></p>	<p>6.1 – 6.3</p>	<p>The Bidder must provide a small arms storage room that is on-site, dry, secured, lockable, and capable of storing no fewer than 12 pistols and 12 carbine rifles at the same time. The storage area must meet all applicable codes &amp; regulations (municipal, provincial, state, federal) for the storage of personal firearms (pistols and carbines (up to 40 caliber and 5.56mm caliber)).</p> <p>The Bidder must provide a storage room that is on-site, dry, secured, lockable and a minimum size of 100 square feet, suitable for the storage of personal equipment of the participants.</p> <p><b>Note:</b> It is acceptable that the small arms storage room and equipment storage room are the same place, subject to meeting the codes, regulations and space requirements indicated above.</p>	<p>ammunition required for the conduct of the subject training.</p> <p>The Bidder should provide pamphlets, brochures, clear drawings, photographs or other such literature reflecting the dimensions and locking features of the room(s)</p> <p>The Bidder must provide documented proof that the small arms storage room is certified for the secure storage of small arms up to the calibers identified.</p>
<p><b><u>MT5</u></b></p>	<p>8.1.1</p>	<p>The Bidder must be able to provide, for the duration of each training serial, the required number of Instructors (to maintain a minimum 4:1 participant to Instructor ratio) each with a minimum of:</p> <ul style="list-style-type: none"> <li>• One combat tour in direct support of a Special operations Forces (SOF) organization in a theatre of operations within the last 5 years; and</li> <li>• Minimum of five years experience within the past 10 years as an EHD/EOD Instructors having taught best practices as per the US Navy EOD School (*or 5 Eyes equivalent) to US, Canadian, or other Allied nation SOF organizations</li> </ul> <p>*Equivalencies to the US Navy EOD School are:</p> <ul style="list-style-type: none"> <li>• British Army EOD</li> </ul>	<p>For each proposed Instructor the Bidder must provide:</p> <ol style="list-style-type: none"> <li>i. Name</li> <li>ii. Resume/CV clearly indicating education, training, employment, qualification, certifications, etc. related to the SOF and EHD/EOD</li> <li>iii. documentation of past performance detailing the SOF related combat experience and EHD/EOD instructional experience required</li> <li>iv. Clear indication of EHD/EOD instructional experience that illustrate course dates, duration, instructional role and client identification (as able)</li> </ol>

		<p>Operator/Instructor</p> <ul style="list-style-type: none"> <li>• Royal Australian Army/Navy EOD Specialist Operator/Instructor</li> <li>• New Zealand Defence Force EOD Operator/Instructor; and</li> <li>• Canadian Army/Royal Canadian Navy EOD Operator/Instructor</li> </ul>	
<b>MT6</b>	8.2.1	<p>The Bidder must propose a Search Operator who is qualified Advanced Sensitive Site Exploitation (SSE) with a minimum of:</p> <ul style="list-style-type: none"> <li>i. One combat tour in direct support of a Special Operations Forces (SOF) organization in a theatre of operations within the last 5 years</li> </ul>	<p>The Bidder must provide documentation of past performance detailing the SOF related combat experience and SSE related experience.</p> <p>As a minimum, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>i. Name</li> <li>ii. Resume/CV clearly indicating education, training, employment, qualifications, certification, etc related to SOF and SSE</li> <li>iii. Documented proof of Advanced SSE qualification</li> </ul>
<b>MT7</b>	8.3.1	<p>The Bidder must propose an Electronics Engineer who is a certified Electronics Engineer by the United Kingdom (UK) Engineering Council or equivalent 5 Eyes nation certifying body.</p>	<p>The Bidder must provide, as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>i. Name</li> <li>ii. Resume/CV clearly indicating education, training, employment, qualifications, certifications, etc related to Electronics Engineering</li> <li>iii. Documented proof of SSE certification as an Electronics Engineer</li> </ul>
<b>MT8</b>	8.4.1	<p>The Bidder must propose a Special Forces (SF) Operator who is a qualified SF Operator who has served under USSOCOM, UKSF, SOCOMD (Australia), NZSF or CANSOFCOM within the last five years, with a minimum of:</p> <ul style="list-style-type: none"> <li>i. Once combat tour in direct support of a Special Forces (SOF) organization in a theatre of operations within the last 5 years</li> </ul>	<p>The Bidder must provide, as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>i. Name</li> <li>ii. Resume/CV clearly indicating education, training, employment, qualifications, certifications, etc related to SF</li> <li>iii. Documented proof of SF qualification</li> </ul>

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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<b><u>MT9</u></b>	8.5.1 - 8.5.2	The Bidders training location must be a maximum of 60 minutes driving distance from a hospital.  The hospital must be at a minimum Level 2 capable (as per the American Trauma Society – 24 hour immediate coverage for general surgery, coverage for specialty surgery and critical care) <a href="http://www.amtrauma.org/?page=traumalevels">www.amtrauma.org/?page=traumalevels</a>	The Bidder must provide a description of the hospital with clear indication of the trauma response capability.  The Bidder must provide documentation, through a third party mapping service, indicating proximity of the hospital to the Bidder's training facility.
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Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) ([www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html)), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 5.2.2 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](http://www.labour.gc.ca/eng/standards_equality/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equality/emp/fcp/list/inelig.shtml) website.

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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

**5.2.3 Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award**

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award .

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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## **ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD**

### **1. Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### **2. Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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## PART 6 – RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

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

#### 6.1.1 Task Authorization

- A.** Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.
- B.** With respect to the Work mentioned under paragraph A of this clause,
1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
  2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
  3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense;
  4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
  5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex C, Task Authorization Form. An authorized TA is a completed Annex C signed by the TA Authority.

#### C. TA Authority and Limit

The Technical Authority may authorize individual TAs inclusive of any revisions up to a limit of **\$100,000.00**, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

- D.** The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 6.5.2 (Canada’s Total Liability, Cumulative Total of all authorized TAs, being exceeded.)

#### E. TA Process

For each task or revision of a previously authorized task, the Technical Authority will provide the Contractor with a request to perform a task prepared using Annex C, DND 626, Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:

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- the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract basis of payment applicable to the task or revised task; and
  - the Contract method of payment applicable to the task or revised task
- F.** Within three (3) calendar days of its receipt of the request, the Contractor must provide the Technical Authority with a signed and dated response prepared and submitted using the TA form received from the Technical Authority, containing as a minimum:
1. the total estimated cost proposed for performing the task in accordance with each quote or, as applicable, revised task; and
  2. a breakdown of that cost in accordance with Annex B
- G.** TA Authorization
1. The TA Authority will authorize the TA based on:
    - the request submitted to the Contractor pursuant to paragraph E of this clause;
    - the Contractor's response received, submitted pursuant to paragraph F of this clause; and
    - the agreed total estimated cost for performing the task or, as applicable, revised task
  2. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).
- H.** Minimum Work Guarantee - All the Work - Authorized TAs
1. "Maximum Contract Value" means the sum specified in Contract clause 6.5.2 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means a fixed amount of **\$10,000.00**
  2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph H.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
  3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
  4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.
- I.** Periodic Usage Reports - Contracts with TAs

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1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Technical Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs I.3 and I.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting 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.

A sample MSOffice spreadsheet containing the data elements contained in paragraphs I.3 and I.4 of this clause is provided in Annex D.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (Applicable Taxes extra);
  - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
  - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total amount of Applicable Taxes invoiced;
  - the total amount paid, Applicable Taxes included;
  - the start and completion date of the task (as last revised, as applicable); and
  - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.5.2, Canada's Total Liability, Cumulative Total of all Authorized TAs;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

- 
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
  - the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## **6.2 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.

### **6.2.1 General Conditions**

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **6.2.2 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **6.2.3 Specific Person**

The Contractor must provide the services of the following person to perform the Work as stated in the Contract: (Will be inserted at the time of Contract Award)

## **6.3 Term of Contract**

### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract for a period of three (3) years.

### **6.3.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) 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.

## **6.4 Authorities**

### **6.4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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Name: Brian Steele  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Professional Services Procurement Directorate (PSPD)  
Address: 11 Laurier  
Gatineau, QC K1A 0S5  
Telephone: 819-956-8135  
Facsimile: 819-956-1432  
E-mail address: brian.steele@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.

#### **6.4.2 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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.

#### **6.4.3 Contractor's Representative**

Will be provided at Contract issuance.

### **6.5 Payment**

#### **6.5.1 Basis of Payment**

##### **6.5.1.1 Authorized TA**

#### **FIRM LOT PRICE – TASK AUTHORIZATION**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex B, as detailed in the Basis of Payment below, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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## **6.5.2 Canada's Total Liability**

### **Cumulative Total of all authorized TAs**

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties included and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
  - 1. when it is 75 percent committed, or
  - 2. four (4) months before the Contract expiry date,whichever comes first.
- D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **6.5.3 Method of Payment**

### **Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## **6.5.4 Discretionary Audit**

C0705C (2010-01-11) Discretionary Audit

## **6.5.5 Invoicing Instructions**

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.  
(Will be inserted at the time of contract award)

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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

## **6.6 Certifications**

### **6.6.1 Compliance**

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

### **6.7 Applicable Laws**

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

### **6.8 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 ( 2015-07-03 ), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any); and
- (f) the Contractor's bid dated \_\_\_\_\_

### **6.9 Foreign Nationals**

SACC Manual clause A2000C ( 2006-06-16 ), Foreign Nationals (Canadian Contractor)  
Or  
SACC Manual clause A2001C ( 2006-06-16 ), Foreign Nationals (Foreign Contractor)

### **6.10 SACC Manual clause**

G1005C (2008-05-12), Insurance

### **6.11 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.

## ANNEX A, STATEMENT OF WORK

### EXPLOSIVE HAZARD DESTRUCTION TRAINING

#### 1.0 SCOPE

##### 1.1 Purpose

To provide and deliver an Explosive Hazard Destruction course to members of the Canadian Armed Forces (CAF). There is an urgent operational requirement to train CAF personnel to recognize, assess and safely eliminate Explosive Hazard (EH) threats.

In the ever-changing field of Explosive Hazard Destruction (EHD) and the evolution of explosive threats, CAF personnel are required to stay current in the most up-to-date advancements of EHD training.

##### 1.2 Requirement

The Department of National Defence (DND) requires a provider that has delivered training and provided the facilities for Explosive Hazard Destruction (EHD) training to military clientele\* for a minimum total of three deliveries since 01 January 2005, to at least three of the 5 Eyes nations\*\*.

\*Military clientele consists only of militaries from the following countries: Canada, USA, Great Britain, Australia, and New Zealand (\*\*5 Eyes nations).

#### 2.0 DEFINITIONS

Explosive Hazard (EH)	Any hazard containing an explosive component. Explosive hazards include (but are not limited to) unexploded explosive ordnance (including land mines), deliberate explosive booby-traps, improvised explosive devices, captured enemy ammunition, and bulk explosives
High Explosive (HE)	An explosive compound or substance in which the chemical reaction occurs more rapidly than in a deflagrating explosive (rapid burning) with a velocity of detonation (VOD) between 1000-180 meters per second. It is characterized by the production of a high pressure and temperature detonation wave which causes a HE to decompose until it is all consumed
Homemade Explosive (HME)	A combination of commercially available ingredients combined to create an explosive substance
Improvised Explosives (IE)	An Improvised Explosive can be any material, ingredient, or combination thereof capable of an explosive reaction. They are normally easily prepared by a knowledgeable layman under simple conditions

Improved Explosive Device (IED)	A device placed or fabricated in an improvised manner incorporating destructive, lethal, pyrotechnic or incendiary materials designed to destroy, disfigure, distract or harass
US SOCOM	United States Special Operations Command
UKSF	United Kingdom Special Forces
SOF	Special Operations Forces
SOCOMD	Special Operations Command (Australia)
JSOC	Joint Special Operations Command (US)
NZSF	New Zealand Special Forces
USSF	United States Special Forces
CANSOFCOM	Canadian Special Operations Forces Command
NSW	Naval Special Warfare (US)
MARSOC	Marine Corps Special Operations Command (US)

### 3.0 ESTIMATED VOLUME

- 3.1 The estimated volume is to be the same for each period of the contract. The Contractor understands and agrees that the annual estimated number does not constitute a contract guarantee.
- 3.2 One serial is anticipated per year. Each training serial will have between 4 and 12 participants and be of 10 business days in duration.

### 4.0 REQUIREMENTS

#### 4.1 Course Structure

- 4.1.1 The EHD course must include ALL three phases of delivery, covering theoretical and practical instruction as detailed below:

- 1) **Phase One:** Three days of classroom theory dedicated to conventional munitions:
  - a. Types of munitions and explosives;
  - b. Components of IED;
  - c. Generic North Atlantic Treaty Organization (NATO) High Explosive (HE) ordnance (mortar, rocket, bomblet, sub-munition, projectiles, bulk explosives, etc.)
  - d. Non-NATO mines and other HE ordnance;
  - e. Physical examples of the munitions outlined in lines c. and d. above.
- 2) **Phase Two:** Two days of classroom theory dedicated to EH threat assessment (including scenarios), as well as in-extremis EHD actions to include the following:
  - a. Emergency EH destruction utilizing materials at hand such as detonation cord, C4 explosives, 100' hook and line kit;
  - b. Destruction methods for HE and HME (Home Made Explosive) based munitions and EH;
  - c. Battlefield disposal in-extremis for HE based munitions listed in Phase One;
  - d. Blow in Place (BiP) methods for HE based munitions listed in Phase One;
  - e. Munition recognition and hazard awareness in the field;

- f. NATO and Soviet munition marking description;
- g. Continued threat assessment;
- h. Risk Assessment (i.e action on discovering EH).

- 3) **Phase Three** – Five days of field range day and night (utilizing Night Vision Goggles (NVG)) practical training. This must be representative of contemporary Counter Improvised Explosive Device (C-IED) operations that have occurred in Afghanistan and/or Iraq from 2001 to present day.

Both inert and live ordnance (up to Class V explosives) training scenarios ventures must be provided. Practical training must include the following operator search techniques and EH immediate action drills:

- a. Assessment and ground movement through vulnerable areas;
- b. Ground sign awareness;
- c. Mark and avoid methods recommendations;
- d. Confirmation of EH drill;
- e. Communications (i.e information to be passed, such as EH make up, location, size, time etc.)
- f. Blast distance ratio assessment;
- g. Decision making recommendations to the Ground Force Commander;
- h. Risk and result expectations (i.e determining walk away point);
- i. IED HE munition destruction methods.

## 4.2 **Course Delivery**

### 4.2.1 **Course Material**

4.2.1.1 The Contractor must provide each participant with all supporting training materials and documentation required for the course in hard copy. The course material will be retained by the participant upon completion of the course.

4.2.1.2 The Contractor must provide each participant with all reference material required for the course in hard copy. At a minimum, the Contractor must provide a checklist of danger radiuses for quantities of explosive material (to enable a collateral damage risk assessment) and an EH identification guide.

4.2.1.3 The Contractor must provide the Technical Authority with all theoretical courseware at the end of each training serial in soft copy format.

### 4.2.2 **Course Supplies**

4.2.2.1 The Contractor must provide all required training supplies required to support practical field training, including, but not limited to realistic replica ordnance and explosive payloads, circuitry, electronic devices, sensors, switches, detonators, radios, relays, etc. All training aids must be based upon current real world EH threats.

4.2.2.2 The Contractor must provide all targets, props and safety equipment to conduct the course.

4.2.2.3 The Contractor must provide all ammunition and ordnance required for the complete conduct of all training delivery.

4.2.2.4 The Contractor must provide each participant with a specialized in-extremis EHD tool (Remote In-Extremis Pull (RIP) Line) that includes, at a minimum, the following:

- a. Custom nylon RIP kit pouch;
- b. RIP hook;
- c. Carabiner;
- d. 5`` Gut hook (slicing knife);
- e. 100`` 7 64 amsteel line RIP cord;
- f. 4oz weighted throw bag;
- g. Titanium EOD stake;
- h. Vise grip with eye bolt;
- i. Light stick, blue.

## 5.0 LOCATION OF WORK AND TRAINING FACILITY

5.1 All conduct of work and training delivery will be on the Contractor's premises.

5.2 The Contractor must provide a training facility that is appropriate to conduct classroom and dry training of up to 12 participants. The classroom must include, at a minimum:

- a. Whiteboard(s)
- b. Twelve computers
- c. Internet access
- d. Table, chairs
- e. Proximal washroom
- f. Proximal water fountain

5.3 The Contractor must provide all explosive ranges, targets and safety equipment to safely conduct the training. These ranges can be shared with authorized US SOCOM/SOF facilities and personnel such as but not exclusive to JSOC, USSF, NSW, MARSOC or US Rangers.

## 6.0 WEAPONS AND EQUIPMENT STORAGE

6.1 The Contractor must provide one small arms storage room that is on-site, dry, secured, lockable, and capable of storing no fewer than 12 pistols and 12 carbine rifles at the same time. The storage area must meet all applicable codes & regulations (municipal, provincial, state, federal) for the storage of personal firearms (pistols and carbines (up to 40 caliber and 5.56mm caliber)).

6.2 The Contractor must provide one storage room that is on-site, dry, secured, lockable, and a minimum size of 100 square feet, suitable for the storage of personal equipment of the participants.

6.3 Note: It may be acceptable that the small arms storage room and equipment storage room are the same space, subject to meeting the codes, regulations and space requirements indicated above.

## 7.0 TRANSPORTATION

7.1 The Contractor must provide transportation for up to 12 participants, including their equipment, within the facility to accommodate all training requirements.

## 8.0 RESOURCES AND QUALIFICATIONS

## 8.1 Instructors

8.1.1 The contractor must provide instructors who have:

- a. a minimum experience of one combat tour in support of a SOF organization in a theatre of operations within the past five years;
- b. a minimum of five years full-time experience in the past 10 years as an EHD/EOD Instructor having taught best practices as per the US Navy EOD School (or equivalent school within the 5 Eyes\*) to US, Canada, or other Allied Nation SOF. Instructors may also include currently serving members of UK or US SOF military.

\*Equivalencies for US Navy EOD School are:

- British Army EOD Operator/Instruction
- Royal Australian Army/Navy EOD Specialist Operator/Instructor
- New Zealand Defence Force EOD Operator/Instructor; and
- Canadian Army/Royal Canadian Navy EOD Operator/Instructor

8.1.2 Instructor to participant ratio must be no less than one instructor per four participants during field training when live explosives are in use.

8.1.3 Only one instructor is required for the classroom-based theoretical training delivery.

## 8.2 Search Operator

8.2.1 The contractor must provide a Search Operator (qualified advanced SSE – (Sensitive Site Exploitation)) who has:

- a. a minimum experience of one combat tour in support of a SOF organization in a theatre of operation within the past five years.

## 8.3 Electronics Engineer

8.3.1 The contractor must provide an Electronics Engineer certified by the United Kingdom (UK) Engineering Counsel or equivalent 5 Eyes nation certifying body.

## 8.4 SF Operator

8.4.1 The contractor must provide an SF Operator who has served under USSOCOM, UKSF, SOCOMD (Australia), NZSF or CANSOFCOM within the last five years, and has minimum experience of one combat tour in direct support of a SOF organization in a theatre of operations within the last 5 years.

## 8.5 Medical

8.5.1 The Contractor must provide, during the conduct of all practical training exercise, an on-site Paramedic and ambulance (with driver) for the provision of primary care. This on-site medical response capability must be qualified, equipped and suitable for the treatment of burns and (blast) trauma related injuries. Additionally, there must be in place a plan for the evacuation of injured personnel to arrive at a hospital within 60 minutes following an accident.

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8.5.2 The hospital must be at a minimum Level 2 capable (As per the American Trauma Society – 24 hour immediate coverage for general surgery, coverage for specialty surgery and critical care).  
[www.amtrauma.org/?page=traumalevels](http://www.amtrauma.org/?page=traumalevels)

**9.0 DND RESPONSIBILITIES**

9.1 DND will provide all personal weapons for Canadian Armed Forces members.

9.2 DND will make arrangements for all logistics support not identified above including accommodations, meals, and transportation outside of the Contractor's facility.

**10.0 LANGUAGE OF INSTRUCTION**

10.1 All training, deliverables and reference material must be presented in English.

**11.0 MEETINGS**

The Contractor will not be reimbursed for any costs incurred by the Contractor for these meetings.

**11.1 Kick-off Meeting**

A kick-off meeting must be held within 15 calendar days from the contract award date. The kick-off meeting will be held at the Contractor's premises or via conference call. The exact time and location of the kick-off meeting will be mutually agreed upon between the Contractor, Technical Authority and Contracting Authority.

The purpose of the kick-off meeting is to:

- a) review the contractual requirements;
- b) review and clarify, if required, the respective roles and responsibilities of the Contracting Authority (CA), the Technical Authority (TA) and the Contractor to ensure common understanding; and
- c) view the Contractor's premises and training environment

**11.2 Urgent Meetings**

The Technical Authority and/or Contracting Authority may request a meeting at any time to resolve urgent matters, issues or concerns. These meetings must be held within the National Capital Area or conference call.

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX B, BASIS OF PAYMENT

### A - Contract Period (From date of contract for a period of 3 years)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

#### 1.0 Professional Fees

The Contractor will be paid an all inclusive firm lot price as follows:

Training Serial	Year	Firm Lot Price
Explosive Hazard Destruction Training	1	US\$ _____
Explosive Hazard Destruction Training	2	US\$ _____
Explosive Hazard Destruction Training	3	US\$ _____

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Authorized travel and living expenses for Work

Canada will not accept any travel and living expenses for work performed

### B - Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

#### B-1 Extended Contract Period (Option Period 1)

During the period of the Contract Option Period 1, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

#### 1.0 Professional Fees

The Contractor will be paid an all inclusive firm lot price as follows:

Training Serial	Year	Firm Lot Price
Explosive Hazard Destruction Training	Option 1	US\$ _____

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Authorized travel and living expenses for Work

Canada will not accept any travel and living expenses for work performed

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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## **B-2 Extended Contract Period (Option Period 2)**

During the period of the Contract Option Period 2, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

### **1.0 Professional Fees**

The Contractor will be paid an all inclusive firm lot price as follows:

<b>Training Serial</b>	<b>Year</b>	<b>Firm Lot Price</b>
Explosive Hazard Destruction Training	Option 2	US\$ _____

### **2.0 Cost Reimbursable Expenses**

#### **2.2 Authorized travel and living expenses for Work**

Canada will not accept any travel and living expenses for work performed

Solicitation No. - N° de l'invitation  
W6399-160270/A  
Client Ref. No. - N° de réf. du client  
W6399-160270

Amd. No. - N° de la modif.  
File No. - N° du dossier  
121zh. W6399-160270

Buyer ID - Id de l'acheteur  
121ZH  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX C**  
**DND 626, TASK AUTHORIZATION FORM**

**See Attached**

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

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 – À	<p><b>TO THE CONTRACTOR</b></p> <p>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.</p> <p>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.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>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.</p> <p>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.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	_____ Date <span style="margin-left: 100px;">for the Department of National Defence</span> <span style="margin-left: 100px;">pour le ministère de la Défense nationale</span>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> 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>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**

The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**

The GST/HST cost as appropriate.

**Total**

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédié à**

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Pris**

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Nota :**

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.