

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

**Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067**

**REQUEST FOR QUOTATION  
DEMANDE DE PRIX**

**Quotation 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.

**Soumission de prix 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Advanced Trauma Course	
<b>Solicitation No. - N° de l'invitation</b> W6599-160014/A	<b>Date</b> 2015-09-09
<b>Client Reference No. - N° de référence du client</b> W6599-16-0014	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-535-6664
<b>File No. - N° de dossier</b> KIN-5-44066 (535)	<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 2015-10-20</b>	
<b>Time Zone - 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> Carriere, Nancy	<b>Buyer Id - Id de l'acheteur</b> kin535
<b>Telephone No. - N° de téléphone</b> (613)286-5423 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 490 Discovery Dr unit#1 KINGSTON Ontario K7K7B4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>

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**See attached**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Department of National Defence (DND) has a requirement for the delivery of an Advanced Trauma Care (ATC) training as outlined in Annex A, Statement of Work, attached herein.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## **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: 90 days

### **2.2 Submission of Bids**

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

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

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### ***Definitions***

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various 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.

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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 ten (10) 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 (two (2) hard copies);

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

<b>Bidders are to indicate the relevant page number(s) from their proposal, which addresses each Mandatory Technical Criteria</b>		
<b>Mandatory Technical Criteria Point #</b>	<b>Description</b>	<b>Reference Proposal Page #(s)</b>
<b>M1</b>	<p>The Bidder must demonstrate, in their proposal that they have the capacity and capability to instruct the topics outlined in Annex A, Statement of Work.</p> <p><b>To demonstrate, the bidder must provide a training syllabus and course curriculum of their Advanced Trauma Care Training course.</b></p>	
<b>M2</b>	<p>The Bidder must demonstrate that the Instructor has delivered a minimum of two (2) Advanced Trauma Care Training course in the past 36 months from date of bid to closing.</p> <p><b>To demonstrate, the bidder must provide dates, client names, contact information and number of participants for each course.</b></p>	
<b>M3</b>	<p>The Bidder must demonstrate that the proposed instructor was certified and is currently certified as one or more of the following:</p> <p>Paramedic;  Senior Medical Technician;  Special Forces Medic; or  Physician.</p> <p><b>To demonstrate, the bidder must supply certifications or proof of qualifications which are current and were issued within the last five (5) years from date of bid close. The certifications or proof of qualifications must demonstrate that the instructor is certified or licensed to practice as a professional in good standings in the above fields within their current jurisdiction.</b></p>	
<b>M4</b>	<p>The Bidder must demonstrate, in their proposal that they have the necessary CCAC or AAALAC certification/accreditation as outlined in Annex A, Statement of Work.</p> <p><b>To demonstrate, the bidder must supply a copy of the certification or accreditation which is current and were issued within the last five (5) years from date of bid close. The certification/accreditation must be in good standing.</b></p>	

#### 4.1.2 Financial Evaluation

4.1.2.1. SACC Manual Clause **A0220T** (2014-06-26), Evaluation of Price

4.1.2.2. Financial bids will be evaluated on an aggregate basis based on the estimated usages provided in Annex "B", Basis of Payment.

4.1.2.3. For each year, the estimated usage (column A) per course will be multiplied by the estimated number of students (column B) and total of both columns will be multiplied the firm price per participant (column C) to arrive at a total price per year. The totals for year one and all option years will be added together to determine the Total Evaluted Price.

4.1.2.4. Bidders must submit pricing in accordance with the Basis of Payment, Annex "B", attached herein, as firm all inclusive rates for all pricing requirements, including Option Year(s) or their bid will be considered non-responsive and will be given no further consideration.

4.1.2.5. If the Bidder's pricing in its response to this RFP is not in Canadian currency, it will be converted to Canadian currency using the appropriate nominal exchange rate on the closing date as posted on the Bank of Canada Website located at:  
<http://www.bankofcanada.ca/rates/exchange/>.

#### 4.2 Basis of Selection

##### 4.2.1 Basis of Selection - 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 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) (<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 provided 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Certifications - Bid**

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **5.2.3.2 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.

### **5.2.3.3 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

SACC Manual Clause [2010C](#) (2015-07-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### 6.3.3 Task Authorization Process

##### 6.3.3.1 Task Authorization

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.

##### 6.3.3.2 Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "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 Project Authority, within fifteen (15) 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 Project 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.

### **6.3.4 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means ten (10) percent of the Maximum Contract Value.

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 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract 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 total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### **6.3.5 Task Authorization - Department of National Defence**

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

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Award to June 24, 2016.

### **6.4.2 Option to Extend the Contract**

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

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Carrière  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence Street, Kingston, ON K7L 1X3  
Telephone : (613) 545-8764  
Facsimile: (613) 545-8067  
E-mail address: Nancy.Carriere@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: Joe Jasper  
Title: Captain  
Organization: Department of National Defence  
Address: 490 Discovery Dr, Unit #1  
Telephone : 613-541-5010 x 7635  
E-mail address: [Joe.Jasper@forces.gc.ca](mailto:Joe.Jasper@forces.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative (To be completed by the bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### 6.5.4 Contractor's Facility Location (To be completed by Bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

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## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment

#### 6.7.1.1 Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.7.1.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. 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.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.2 Single Payment

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

## 6.8 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 must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-07-03), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Non-disclosure Agreement;
- (g) Annex E, DND 626, Task Authorization Form;
- (h) Annex F, Course Evaluation Form;
- (i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## **6.12 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **ANNEX "A" – STATEMENT OF WORK**

### **Advanced Trauma Care**

#### **1. BACKGROUND**

**1.1** The Department of National Defence (DND) is dependent on the timely and professional delivery of Advanced Trauma Care (ATC) training for its military personnel preparing for deployment and maintaining a high readiness capability. All military personnel designated to perform medical/first aid within a selected team are required to receive proper training on this skill in a controlled and licensed environment. With the influx of updated techniques, medical procedures and products utilized on operational deployments the number of trained military personnel current in these practices will change due to postings and skill fade.

**1.2** Due to the unique environment military personnel are employed in, there is a need for team members to be trained in the use of various medical practices/protocols and available improvised medical products. Considering the precautions and safety limitations that are required to administer this degree of training, all military personnel indicated for a position within a deployable team should be offered the opportunity to participate in subject training.

#### **2. REQUIREMENT**

**2.1** The Contractor must provide the theoretical and practical ATC training as identified in this Statement of Work (SOW) on an "as and when" required basis. DND will provide a minimum of thirty (30) calendar days notice to the Contractor when submitting requests for training.

**2.2** The Contractor must provide all the required facilities, resources, and instructors for ATC training. The ATC training will allow deploying military personnel to receive the necessary skills set required during deployed operations.

**2.3** The Contractor must be either Canadian Council on Animal Care (CCAC) certified or Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) accredited. The Contractor is responsible for deciding if certification or accreditation is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any certifications or accreditation is to be maintained by the Contractor at its own expense, benefit, and protection. It does not release the Contractor from or reduce its liability under the Contract.

**2.4** The Contractor's resources used as Instructor's must currently be certified and in good standing to practice in one or more of the following professions:

- a. Paramedic;
- b. Senior Medical Technician;
- c. Special Forces Medic; or
- d. Physician.

**2.5** Military personnel should only be allowed to use the following generic first aid materials which are currently being carried or utilized in operational settings in order to replicate as closely as possible what they would encounter during a real life event:

- a. Tourniquet X 2 each;
- b. Nasopharyngeal Airway X 2 each;
- c. Z-Pak like Gauge X 2 packages;
- d. Control wrap X 1 each;

- e. Israeli like Bandage X 1 each;
- f. Chest Seal X 1 each;
- g. Quick cloth gauze like X 1 each;
- h. Decompression needles 14 gauge x 3.25 inch x 2 each; and,
- i. Gloves x 2 pairs.

**2.6** During training we request that military personnel be shown the most commonly used first aid materials (models/brands) that are being employed by the Advanced Trauma Care industry. This will allow military personnel a better understanding of how changes in technology are changing the Advanced Trauma Care practices. It will also allow military personnel an insight as to the types of material that they may encounter in a real life scenario. Demonstration must show pros and cons of each model and their limitations.

**2.7** The Contractor must permit two (2) medical military personnel from DND to observe and validate the requirement of the type and level of training being performed. The military observers will not be participating in the training scenarios, but may request to participate in the theory/table top training. The medical military personnel purpose is to assess the need for ATC training by DND members.

**2.8** At the conclusion of all training scenarios, all military personnel attending the ATC training must have participated in hands-on training that covers in contents the medical procedures, the limitation, the process and the physical moving of patients for each of the following specific situations:

- a. Injured military personnel,
- b. General landing zone protocols,
- c. The importance of loading patients based on triage,
- d. Air evacuation; and,
- e. Military patrol evacuation.

### **3. TASKS**

**3.1** The provided training package must incorporate

**3.1.1** Classroom instructions on all topics listed below:

- a. Utilize the various phases of combat care to safely provide the correct emergency trauma care at the correct time to injured personnel;
- b. Recognize and mitigate the preventable cause of death on the Battle Field;
- c. Understand the capabilities and the limitations of various medical resources available to a military person on the Battle Field;
- d. Learn the technique and apply Massive bleeding, Airway, Respiration, Circulation, Head and Hypothermia (MARCH);
- e. Teach the technique of Nasal Pharyngeal Airway (NPA), applied to partners using water based Lidocaine gel;
- f. Understand and apply the technique of haemostatic agents;
- g. Live Tissue, including but not limited to:
  - i. Intro to patient models (models to be supplied by Contractor);
  - ii. Monitoring patient vitals (body temperature, heart rate, respiratory rate, blood oxygen saturation);
  - iii. Airway management, to assess that there is an open airway to a patients lungs;
  - iv. Needle decompression; to assess the need for emergency needle decompression. To be given the anatomical knowledge to landmark both acceptable sites to decompress a pneumothorax/hemothorax, and to manage pneumothorax/hemothorax. All needle decompressions will be performed on a live tissue model provided by the Contractor;
  - v. Practical application of applying care under fire, and the MARCH algorithm;

- vi. Managing blood loss through the application of direct pressure, tourniquets, and/or wound packing;
  - vii. Blast injuries; to understand the basic anatomy affected by blast injuries and the management of these injuries;
  - viii. Identify and partially close the peritoneum in order to treat ruptures to the abdomen;
  - ix. Burn lab; to understand degrees of burns and to have the ability to assess the seriousness of burns by size and area, and to manage the injuries;
  - x. Ballistics lab (injuries simulate wounding that replicate combat trauma and ballistic wounds by firearms to accurately reflect battlefield trauma);
  - xi. Anatomy lab, where a live pig/swine model's chest cavity is opened, exposing internal organs for the purpose of explaining/demonstrating internal injuries;
  - xii. Prepping military personnel for Medical Evacuation (MEDEVAC);
- h. Pain management theory will consist of explaining how pain management is normally used, there is no requirement for practical application of this procedure;
- i. Theory on the uses of Intravenous (IV) and Interosseous (IO). Pros and cons of both, when to/when not to use.

**3.1.2** Training scenarios that cover in contents medical procedures, limitation, process and physical moving of patients for each of the following specific situations:

- a. Injured military personnel,
- b. General landing zone protocols,
- c. The importance of loading patients based on triage,
- d. Air evacuation; and,
- e. Military patrol evacuation.

#### **4. TRAINING SCENARIO'S**

**NOTE:** The provided scenarios are intended as a guide reference only. The Contractor must liaise with DND training staff to confirm scenarios that they are prepared to carry out and suggest additional or amended story lines. The intent is to ensure that each military person is prepared to carry out casualty care as an individual simulating 2 military persons on the move with one military person becoming injured and up to as many as 6 military personnel participating in a mass casualty situation. Additional scenarios must be designed understanding the emphasis on small team simulation to ensure adequate training is carried out.

**4.1** Simulate injuries utilizing Live Tissue Models (Pig/Swine) to replicate combat trauma and ballistic wounds inflicted by firearm to accurately reflect battlefield trauma.

**4.2** Operationally, work conditions find military personnel operating in groups of 2 to 6 personnel when moving from one location to another, therefore all scenario work must be based on groups of this size. At times, movements to locations will split this size between vehicles so additional training in pairs is required and valid (2 teams of 3 personnel per vehicle X 2 vehicles).

**4.3** The focus of these scenarios is to allow the military personnel to practise all the skills acquired during the training. Usage of sound devices (sound system with war like noises) and smoke machine is required in order to increase the level of stress. There is no requirement to use weapons with live rounds, blank round or simulation. Military personnel will not have weapons for the training.

**4.4** The role of casualties will be performed by the live tissue models provided by the Contractor.

#### **5. SCENARIO SETTINGS**

**5.1** The following are examples of scenarios but not limited to situations where we are at risk to injury and required to provide medical aid:

**a. Scenario 1: Improvised Explosive Device (IED), no follow on contact**

Vehicles are moving on a patrol. The rear vehicle has 2 personnel and the front vehicle has three personnel. The lead vehicle has hit an IED and stopped. The rear vehicle cannot contact the lead vehicle over communication devices. All casualties are in the lead vehicle.

One military person will be doing scene management then ATC while the other military person will provide close security. When the fictitious Quick Reaction Force (QRF) arrives (Training Staff will inform the team of the QRF arrival), the QRF will secure the perimeter which allow the other team member to assist with ATC and participate in the medical care. Once the casualties are stabilized they can handover to the medic that accompanies the QRF (Training Staff).

This scenario must be carried out by the same group on several occasions allowing each military person to be the primary care giver prior to receiving assistance from other military personnel.

**b. Scenario 2: Separated Team Re-group**

Military personnel have come under contact while the vehicles were separated. Both vehicles are disabled and the situation is contained. Each vehicle has a military person that has sustained life threatening wounds and immediate first aid must be performed. The nature of the simulated injury is to be determined by the Training Staff.

Upon completion of immediate casualty care, the military personnel must re-group at an assigned location (to be determined by the Training Staff) while maintaining care for the injured party.

The scenario is complete upon re-grouping and sufficient time to carry out any additional complications with initial wound and any inflicted on transport.

This scenario will test two military personnel working together to provide care for the simulated third team member (Live Tissue Model). Upon linking up with other military personnel, all continued life saving measures can be completed by any member of the military personnel or all if applicable.

**c. Scenario 3: Mass Casualty Care**

**NOTE :** This event must be carried out last with expired and previously wound inflicted models as to not further injure additional specimens and keep with all ethical practices involving Live Tissue Models.

(Could be a down helicopter, a mortared Forward Operating Base (FOB), a vehicle convoy IED strike, etc) The team will be made up of maximum of 6 military personnel and will be briefed on the exact situation upon their arrival to the scene. The scene will have a minimum of 3 casualties (Live Tissue Models).

Upon arrival the military personnel will act as first responders. They will be required to perform Triage to identify patient care and priority. After completion they will be required to perform applicable casualty care for the Live Tissue Models and stabilize for hand over to oncoming medical assistance.

## **6. DURATION OF WORK**

**6.1** Training must be completed within three (3) consecutive training days for up to a maximum of twenty (20) military personnel.

## **7. DELIVERABLES**

**7.1** Deliverables required are to include, but not limited to prepared instruction packages including student handouts, all training materials to included first aid equipment, Live Tissue Models, safety equipment and a facility to carry out the requirement.

**7.2** Certification in the form of a certificate for successful completion of the course. Certification must be signed by the Contractor or a representative on his/her behalf.

## **8. MEALS, ACCOMMODATION AND TRAVEL**

**8.1** The Contractor's resources are responsible for arranging their own meals and accommodations and will not be responsible for the military personnel.

**8.2** All costs for accommodations, meals and travel for military personnel will be arranged and paid by DND.

**8.3** Commercial lodging must be within 30 minutes drive of the Contractors training facilities.

## **9. SECURITY**

**9.1** While the military personnel will be participating in this training at a third party location, all effort must be made to conduct the training and scenarios in a secure and discreet environment. Training is not authorized to take place with other nations in attendance or additional units without prior consent of DND.

**9.2** Training audience and visitors **MUST** be approved and identified in advance by DND prior to attendance.

## **10. LANGUAGE OF WORK**

**10.1** The training, printed material and instruction must be provided in English.

## **11. LOCATION OF WORK**

**11.1** The training venue for both the theoretical and practical ATC training must be completed at the Contractor's training facility that provides classrooms, conference rooms, and scenario training areas.

**11.2** All facilities used for the ATC training must be within 1500 km of Ottawa, Ontario, Canada.

## **12. CONSTRAINTS AND LIMITATIONS**

**12.1** Pill packs and medical painkillers are not usually available to non-deployed personnel. However, for training purposes, DND desires their usage be discussed, as they may be made available when deployed. Military personnel should understand when to use them, how to use them, and the aim of using them. There is no expectation of actual hands on training, merely a discussion.

**12.2** The Contractor must permit two (2) medical military personnel from DND to observe and validate the requirement of the type and level of training being performed. The military observers will not be participating in the training scenarios, but may request to participate in the theory/table top

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training. The medical military personnel purpose is to assess the need for ATC training by DND members.

**12.3** Scenarios must be based upon groups of two (2) to six (6) personnel.

**12.4** Any changes to the identified training will be provided to the Contractor by DND in electronic form with a minimum of five (5) calendar days notice.

**12.5** If a request to change the Contractor's training facility venue arises DND will provide a minimum of five (5) calendar days notice in electronic form.

### ANNEX "B" – BASIS OF PAYMENT

The Contractor will be paid a firm price in Canadian Funds to perform the services specified in Annex A. The firm price does not include applicable taxes (GST/HST). However, applicable taxes will be added as a separate line item to any invoice issued as a result of this Contract.

#### A. Year One (Award of Contract to 24 June 2016)

Item	Description	Unit of Issue	Estimated Courses per Year (Column A)	Estimated Participant per Course per Year (Column B)	Firm Price Per Participant (Column C)	Total Price (Column A x Column B x Column C)
1	Price per participant for the Advanced Trauma Care Training as outlined in Annex "A" for a minimum of ten (10) to a maximum of twenty (20) participants. <b>Location:</b> to be completed by Contractor in RFP <b>Date:</b> Course must be completed no later than 24 June 2016	EA	1	20	\$_____	\$_____

#### B. Option Year One (25 June 2016 to 24 June 2017)

Item	Description	Unit of Issue	Estimated Courses per Year (Column A)	Estimated Participant per Course per Year (Column B)	Firm Price Per Participant (Column C)	Total Price (Column A x Column B x Column C)
1	Price per participant for the Advanced Trauma Care Training as outlined in Annex "A" for a minimum of ten (10) to a maximum of twenty (20) participants. <b>Location:</b> to be completed by Contractor in RFP <b>Date:</b> Course must be completed no later than 24 June 2017	EA	1	20	\$_____	\$_____

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**C. Option Year Two (25 June 2017 to 24 June 2018)**

Item	Description	Unit of Issue	Estimated Courses per Year (Column A)	Estimated Participant per Course per Year (Column B)	Firm Price Per Participant (Column C)	Total Price (Column A x Column B x Column C)
1	Price per participant for the Advanced Trauma Care Training as outlined in Annex "A" for a minimum of ten (10) to a maximum of twenty (20) participants. <b>Location:</b> to be completed by Contractor in RFP <b>Date:</b> Course must be completed no later than 24 June 2018	EA	1	20	\$ _____	\$ _____

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## ANNEX "C" - 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.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

#### For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,

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284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

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

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

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### ANNEX "D" - NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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**ANNEX "E" - DND 626, TASK AUTHORIZATION FORM**

*See Attached*

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**ANNEX "F" - INSTRUCTORS EVALUATION FORM**

**Instructor:**

**Date:**

**Your evaluation of this course is very important to us. Please evaluate this course by circling a number for each question. (1 = unsatisfactory, 6 = excellent)**

1. Were the course facilities (room, supplies and equipment) adequate?

**1      2      3      4      5      6**

---

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2. Were the written materials adequate?

**1      2      3      4      5      6**

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3. Was the instructor well prepared and knowledgeable in the subject area?

**1      2      3      4      5      6**

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4. What was the quality of the instructor's presentation and/or training skills?

**1      2      3      4      5      6**

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---

5. Were the course objectives and subject matter covered sufficiently?

**1      2      3      4      5      6**

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6. Do you feel that you will be able to apply the knowledge and/or skills learned to obtain a job in the future?

**1      2      3      4      5      6**

---

---

7. Would you recommend this course to others?

**Yes                  No**

8. What did you like the *most* about the course?

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9. What did you like the *least* about the course?

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**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<b>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.</b>		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		_____ for the Department of National Defence pour le ministère de la Défense nationale
<b>Contract item no. N° d'article du contrat</b>	<b>Services</b>	<b>Cost Prix</b>
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<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'appliqueront 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.

### Prix

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.