

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Winter Mobility Training	
Solicitation No. - N° de l'invitation W0127-15P011/A	Date 2015-09-16
Client Reference No. - N° de référence du client W0127-15P011	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-015-10567	
File No. - N° de dossier EDM-5-38111 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-26	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Major, Andrea	Buyer Id - Id de l'acheteur edm015
Telephone No. - N° de téléphone (587) 926-3434 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-5-38111

Buyer ID - Id de l'acheteur

edm015

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

W0127-15P011

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

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

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

-
- d. amount of lump sum payment;
 - e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Alberta.

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 (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (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

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

- 4.1.1.1.1 Ability to perform the full scope of the work, as described in Annex A.

4.1.2 Financial Evaluation

The Total Evaluated Price will be calculated in the following method:

- 1) For Serial 1, the Firm Price per Student will be multiplied by the Estimated Number of Students to

determine an Extended Price.

2) For Serial 2, the Firm Price per Student will be multiplied by the Estimated Number of Students to determine an Extended Price.

3) The sum of the Extended Prices will equal the Total Evaluated Price.

4.1.3 Evaluation of Price

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

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) 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 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.3.2 Education and Experience

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

PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C". If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Security Requirements

7.1.1 There is no security requirement applicable to this Contract.

7.2 Statement of Work

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

7.3 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.

7.3.1 General Conditions

2010C (2015-07-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of _____ (*fill in start date of the work*) to _____ (*fill in end date of the work*).

7.5 Authorities

7.5.1 Contracting Authority

Name: Andrea Major
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: ATB Place North, 5th Floor 10025 Jasper Ave
Edmonton AB T5J 1S6

Telephone: 587-926-3434
Facsimile: 780-497-3510
E-mail address: andrea.major@pwgsc-tpsgc.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.

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7.5.2 Project Authority *(to be filled in at contract award)*

The Project Authority for the Contract is:

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

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

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

7.5.3 Contractor's Representative

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(to be inserted at contract award)*. Customs duties are included *"* and Applicable Taxes are extra.

7.7.3 Single Payment

H1000C (2008-05-12), Single Payment

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204- Direct Request by Customer Department

7.8 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.

Each invoice must be supported by:

(a) a copy of the invoices, receipts, vouchers for all direct expenses.

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.

7.9 Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing 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.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 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) the Contractor's bid dated _____.

7.12 Defence Contract

SACC Manual clause A9006 (2012-07-16), Defence Contract

7.13 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

7.14 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"

STATEMENT OF WORK

1.1 Purpose

The aim of this Statement of Work (SOW) is to detail the requirements for a four (4) day Winter Mobility and Avalanche Survival Training activity for the Canadian Army's 1 Canadian Mechanized Brigade Group (1 CMBG). Two (2) separate two (2) day serials are to occur on 2-3 February 2016 and 4-5 February 2016.

1.2 Background

3rd Canadian Division (3 Cdn Div) is tasked to develop and maintain expertise in Arctic and Mountain Operations, as dictated by the Canadian Army Operating Plan. In order to meet 3 Cdn Div's operational readiness requirements, as well as meet common Winter Mobility training objectives, 1 CMBG plans to conduct enhanced Winter Mobility Training in order to enable soldiers to operate effectively and safely in mountainous terrain. This training will occur in the vicinity of the Rocky Mountain Army Cadet Camp near Cochrane, AB, which will be used to conduct winter training, as well as serve as the accommodations and administrative area for Winter Mobility and Avalanche Survival Training. To address the shortfall of qualified ski instructors in the military, 1 CMBG proposes to contract out the military skiing and avalanche safety portion of the training to a qualified contractor, which will augment the existing military winter training.

1.3 Terminology

- 1.2.1 Contractor. The provider of the services detailed in this SOW.
- 1.2.2 User Agency. The military organization requiring the training, in this case 1 CMBG.
- 1.2.3 Trainee. A military member selected and assigned by 1 CMBG to conduct the training. Trainees will normally attend as part of a formed sub-unit (company or squadron) from within 1 CMBG.
- 1.2.4 Cadre Staff. Cadre staff is the military personnel appointed by Comd 1 CMBG to supervise, coordinate and support the training.
- 1.2.5 Standards Staff. The 1 CMBG G3 Training staff officer is responsible for ensuring that the training required to award the Basic Winter Qualification is conducted in accordance with the requirements detailed in CAO 24-8. Standards visits will be coordinated through the cadre staff. Standards duties may be delegated to the cadre staff by 1 CMBG G3 Training.
- 1.2.6 Visitors. Any military member in the training area not as part of the training audience, cadre staff or standards staff. Visits will be coordinated through G3 Operations 1 CMBG and the cadre staff.

2.0 APPLICABLE DOCUMENTS

- 2.1 Training schedule for the winter mobility training attached as Appendix 1 – Training Schedule. The contractor is responsible for teaching the material covered under the introduction to equipment, avalanche techniques, and alpine and downhill skiing.
- 2.2 Avalanche Skills Training (AST) standards and equipment as outlined by Avalanche Canada at <http://www.avalanche.ca>.
- 2.3 Ski Instructor Certifications as outlined by the Canadian Ski Instructors' Alliance (CSIA) at <http://www.snowpro.com> for the Alberta region.

3.0 REQUIREMENTS

3.1 Tasks

- 3.1.1 Deliver required training according to the schedule outlined in the Appendix 1 Training Schedule.
- 3.1.2 Provide ski training, to include downhill and alpine skiing lessons, with training available at the beginner, intermediate, and advanced levels, in accordance with CSIA standards, for up to 125 personnel per training day.
- 3.1.3 Provide AST for up to 125 personnel per training day, to include the use of avalanche probe, beacon and shovel, in accordance with Avalanche Canada standards.
- 3.1.4 Provide sufficient serviceable rental ski equipment and protective equipment for up to 250 personnel per training day, as outlined in the Technical Requirements and Constraints sections.
- 3.1.5 Provide lift tickets, passes, licenses, and all required permits required to access ski hills and suitable training areas for up to 250 personnel per training day, in order to meet training objectives described in the Technical Requirements section.
- 3.1.6 Be capable of providing on site first aid care and casualty evacuation support in challenging mountain and winter conditions, and that instructors carry first aid kits.
- 3.1.7 In the event of an accident or medical emergency, be responsible for communicating the nature of the injury and details of the injured member(s) to Cadre Staff as quickly as possible without jeopardizing the quality of medical care.
- 3.1.8 Be capable of providing limited additional sets of rental safety and ski equipment, as well as required access permits and passes, for up to four (4) VIPs or visitors if given 24 hours notice.
- 3.1.9 Be capable of communicating via radio, or other means, with instructors that are in remote areas with trainees in the event of emergency medical circumstances.
- 3.1.10 Ensure all training is conducted in a safe manner, and that prior to conduct of the training environmental hazards (weather, avalanches, cold) are factored into the training plan without placing at risk the safety of the trainees.

- 3.1.11 Support Cadre Staff during the delivery of training by providing administrative direction as to times and locations for the conduct of ski lessons, AST, and rental equipment fittings.

3.2 Technical Requirements

- 3.2.1 Rental skis will be of either the alpine or downhill type, be available in sufficient quantity to provide correct sizes to all trainees, and have serviceable bindings. If alpine skis are provided, they will include ski skins to offer traction for uphill mobility.
- 3.2.2 Rental ski-boots will be matched to the appropriate bindings, and be available in sufficient quantity to provide correct sizes to all trainees.
- 3.2.3 Rental ski-poles will be appropriately matched to ski-types, and be available in sufficient quantity to provide correct sizes to all trainees.
- 3.2.4 Rental protective equipment will include helmets, and must be compliant with any one of the following accepted safety standards: ASTM F2040, CEN 1077, Snell RS-98, or Z263.1. Helmets must be available in sufficient quantity to provide correct sizes to all trainees.
- 3.2.5 Secure facilities will be available to provide overnight storage for the rental equipment during each of the two serials.
- 3.2.6 AST equipment will consist of a transceiver (beacon), probe, and shovel. Equipment must be compliant with the standards set out by Avalanche Canada. Equipment shall be provided in sufficient quantity to allow a maximum ratio of one (1) set of equipment for every twenty (20) candidates during the conduct of AST. Batteries will be fully charged, with at least 80% battery life remaining when issued.
- 3.2.7 Minimum ski trainings standards must ensure that all trainees are capable of accomplishing at a minimum the following:
- 3.2.7.1 Perform falling and recovery techniques independently and correctly;
 - 3.2.7.2 Perform the Alpine stance independently and correctly;
 - 3.2.7.3 Perform side-step, both up and downhill independently and correctly;
 - 3.2.7.4 Execute a straight run independently and correctly;
 - 3.2.7.5 Execute a snow plow independently and correctly;
 - 3.2.7.6 Execute a traverse movement independently and correctly;
 - 3.2.7.7 Execute a side-step traverse independently and correctly;
 - 3.2.7.8 Execute diagonal slide/slipping (downhill angle) independently and correctly;
 - 3.2.7.9 Execute a skate turn independently and correctly;

- 3.2.7.10 Recognize avalanche hazards under non-continuous supervision;
- 3.2.7.11 Recognize snow conditions that contribute to avalanche conditions under non-continuous supervision; and
- 3.2.7.12 Understand the characteristics of an avalanche and be able to perform safety procedures under non-continuous supervision.

3.3 Constraints

- 3.3.1 Ski lesson duration must be between sixty (60) minutes and ninety (90) minutes of instruction.
- 3.3.2 AST lesson duration must be between sixty (60) minutes and one hundred and twenty (120) minutes of instruction.
- 3.3.3 Accommodate trainee numbers as indicated in Appendix 1 – Training Schedule.
- 3.3.4 The selected training area or ski hill must be within one hundred and eighty (180) kilometres driving distance from the Rocky Mountain Army Cadet Camp near Cochrane, AB.
- 3.3.5 Ski instructors must be qualified to a minimum standard of Canadian Ski Instructor Alliance Level 1 and possess valid first aid certification.
- 3.3.6 AST instructors must be active Canadian Avalanche Association (CAA) members and be qualified CAA Industry Training Program (ITP) Avalanche Operations Level 1 course, possess valid first aid certification and have liability insurance.
- 3.3.7 Administrative facilities at the selected training area or ski hill must have locations for trainees to change into appropriate clothing, and sufficient toilet facilities either on hard stand or as portable sanitation.
- 3.3.8 All quoted and billed costs must be based on a “per trainee” amount for instructor, rental equipment, lift tickets, access passes, permits, and related license requirements as indicated in Appendix 1 – Training Schedule.
- 3.3.9 In the event that this training is no longer required, the contractor will be notified no later than 4 December 2015, with no financial penalties incurred by the Department of National Defence.

3.4 Client Support

- 3.4.1 The client will provide a list of trainees no later than 22 January 2016, detailing names, heights, foot/shoe sizes, level of competence skiing (beginner, intermediate, or advanced), and gender.
- 3.4.2 The client will provide a point of contact to the contractor that will be responsible for coordinating the visit of each group to the ski hill or training area.
- 3.4.3 The client will provide leadership and oversight of all trainees when they are not under the supervision of contracted instructors.
- 3.4.4 The client will be responsible for transportation of trainees to and from the training area or ski hill.

3.4.5 The client will be responsible for providing all required feeding support, and accommodations support for trainees.

3.4.6 The client will coordinate the evacuation of injured trainees to medical facilities if injuries are not severe or life-threatening, and are of a routine nature.

4.0 DELIVERABLES

The required deliverables for the contractor are the provision of rental ski equipment, rental safety equipment, specialized instructors, specialized training, and access to a training area for the conduct of downhill ski training. Specialized training will include ski lessons (beginner, intermediate, advanced), as well AST.

5.0 BID EVALUATION CRITERIA

Bid will be evaluated based on the following minimum criteria:

- 5.1** Ability to support training capacity requirements as outlined in Appendix 1 – Training Schedule.
- 5.2** Ability to meet all rental equipment provision and standards requirements as outlined in section 3.0 “REQUIREMENTS” and all sub-sections.
- 5.3** Ability to provide a training area that can meet all requirements for downhill, AST, and ski-lesson training that is within one hundred and eighty (180) kilometers distance from Rocky Mountain Army Cadet Camp near Cochrane, AB.
- 5.4** Availability of rental ski and safety equipment as detailed in section 3.2 “Technical Requirements,” in sufficient quantities as outlined in section 3.1 “Tasks.”
- 5.5** Availability of training facilities, staff, and equipment during the timeframe required, as outlined in Appendix 1 – Training Schedule.

Appendix (enclosed)

Appendix 1 – Training Schedule

Solicitation No. - N° de l'invitation
W0127-15P011/A
Client Ref. No. - N° de réf. du client
W0127-15P011

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-5-38111

Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

Appendix 1 - Training Schedule to Annex A-
Statement of Work

1 CMBG Winter Mobility Training

1 Canadian Mechanized Brigade Group Downhill Mobility and Winter Survival Training Exercise

	02-Feb-16	03-Feb-16	04-Feb-16	05-Feb-16
Total Participants per Day	250 soldiers total	250 soldiers total	250 soldiers total	250 soldiers total
Ski Training Event	125 soldiers Lift Tickets, Rental Equipment and Ski Lessons	125 soldiers Lift Tickets, Rental Equipment and Avalanche Training	125 soldiers Lift Tickets, Rental Equipment and Ski Lessons	125 soldiers Lift Tickets, Rental Equipment and Avalanche Training
Avalanche Training Event	125 soldiers Lift Tickets, Rental Equipment and Avalanche Training	125 soldiers Lift Tickets, Rental Equipment and Avalanche Training	125 soldiers Lift Tickets, Rental Equipment and Avalanche Training	125 soldiers Lift Tickets, Rental Equipment and Avalanche Training

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ANNEX "B"

BASIS OF PAYMENT

Firm prices quoted are to include all related costs for travel between the Contractor's place of business to the training site, any costs to rent training equipment not otherwise provided by CFB/ASU Edmonton, any costs for instructors and supervision during the training period and are to remain firm for the period of the contract.

Applicable taxes are not to be included in the firm prices but will be added as a separate item to any invoice issued against the Contract.

Estimated usages are for evaluation purposes only; actual usages may vary from these amounts.

A price must be provided for all line items for the bid to be considered responsive.

Item	Estimated Number of Students	Firm Price per Student	Total Price
Serial 1 (2 days)	250	\$	\$
Serial 2 (2 days)	250	\$	\$
Total Evaluated Bid Price	\$		

ANNEX "C"

INSURANCE REQUIREMENTS

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.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- r. 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),*

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Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

*Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

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

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