

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Professional Services	
<b>Solicitation No. - N° de l'invitation</b> W0113-14CS31/B	<b>Date</b> 2015-10-13
<b>Client Reference No. - N° de référence du client</b> W0113-14-CS31	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-024-6933	
<b>File No. - N° de dossier</b> TOR-5-38032 (024)	<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 2015-12-03</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brewster, Shannon	<b>Buyer Id - Id de l'acheteur</b> tor024
<b>Telephone No. - N° de téléphone</b> (905) 615-2028 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Canadian Forces School of Aerospace 83 Argus Cres, Bldg A-171 BORDEN Ontario L0M1C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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

Solicitation No. - N° de l'invitation

W0113-14CS31/B

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-5-38032

Buyer ID - Id de l'acheteur

tor024

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

W0113-14-CS31

CCC No./N° CCC - FMS No/ N° VME

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**SEE ATTACHED DOCUMENT (97 PAGES)**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT THAT MUST BE MET TO  
QUALIFY, PLEASE REFER TO PART 6.**

**BID SOLICITATION**

**PROFESSIONAL SERVICES**

**FOR**

**CANADIAN FORCES SCHOOL OF AEROSPACE  
TECHNOLOGY AND ENGINEERING (CFSATE),  
DEPARTMENT OF NATIONAL DEFENCE (DND)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirement Check List (SRCL), the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

- (a) This bid solicitation is being issued to satisfy the requirement of the Canadian Forces School of Aerospace Engineering and Technology (CFSATE), Department of National Defence for the procurement of professional services on an "as and when requested" basis. The resources will be responsible for course management and course delivery to military personnel, course review and design as well as providing administrative and technology support that includes information technology and training aids.
- (b) It is intended to result in the award of a contract for 1 year, plus 3 one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- (d) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).
- (e) This procurement is subject to the Controlled Goods Program. The [\*Defence Production Act\*](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- (f) The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled [\*Federal Contractors Program for Employment Equity - Certification\*](#).

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) 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.
- (b) 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.
- (c) The 2003 (2015-07-03) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation.
- (d) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 300 days

### 2.2 Submission of Bids

- (a) 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.
- (b) 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.

#### (a) 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.

(b) **Former Public Servant in Receipt of a Pension**

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

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

- a. name of former public servant;
- 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 web sites 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](#).

(c) **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

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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.

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

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

(a) Canada requests that Bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid (4 hard copies)
- (ii) Section II: Financial Bid (1 hard copy)
- (iii) Section III: Certifications (1 hard copy)

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

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

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

(c) 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:

- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- (ii) 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.

(d) **Evaluation of Joint Venture Experience:**

- (i) If the bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and M. A solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and M), the bidder has previously done the work. This bidder can use this experience to meet the requirement (even if neither L nor M has met this experience requirement on its own). If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

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

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. For a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder can indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared compliant.

- (iii) If the bidder has not identified which joint venture member satisfies any given requirement, the Contracting Authority will provide an opportunity to the bidder to submit this information during the evaluation period. If the bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-compliant.

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

- (A) Contracts all signed by A;
  - (B) Contracts all signed by B; or
  - (C) Contracts all signed by A and B in joint venture, or
  - (D) Contracts signed by A and contracts signed by A and B in joint venture, or
  - (E) Contracts signed by B and contracts signed by A and B in joint venture,
- that collectively show a minimum of 100 billable days of providing resources.

- (iv) Any bidder with questions regarding the way in which a joint venture bid will be evaluated should submit their questions as early as possible during the solicitation period.

### 3.2 Section I: Technical Bid

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

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

- (b) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment 3.1 with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Proposed Resources:** The technical bid must include the number of résumés, per labour category, as identified in Annex B. The Technical Bid must demonstrate that each proposed individual meets the qualification requirements described in the labour category (including any educational requirements, work experience requirements, and professional designation or membership requirements). Each proposed individual cannot be proposed for more than one labour category. With respect to résumés and resources:
  - (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
  - (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
  - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this

solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

- (D) For work experience, PWGSC will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). PWGSC will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- (F) For work experience to be considered by PWGSC, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

(iii) **Customer Reference Contact Information**

- (A) The Bidder must provide customer references. The customer reference must each confirm if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment "4.1"
- (B) The form of question to be used to request confirmation from customer references is as follows:

Sample Question to Customer Reference:

"Has [the bidder] provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided?]"

Yes, the Bidder has provided my organization with the services described above.

No, the Bidder has not provided my organization with the services described above.

I am unwilling or unable to provide any information about the services described above.

- (C) For each customer reference, the Bidder must, at a minimum, provide the name, title and e-mail address for a contact person.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

**3.3 Section II: Financial Bid**

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately, if applicable.
- (b) Exchange Rate Fluctuation  
SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

**3.4 Section III: Certifications**

It is a requirement that bidders must submit the certifications identified under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) PWGSC has engaged Samsons & Associates as a fairness monitor for this procurement. The fairness monitor will not be part of the evaluation team, but will observe the evaluation of the bids with respect to Canada's adherence to the evaluation process described in this bid solicitation.
- (d) In addition to any other time periods established in the bid solicitation:
- (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid; or
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
  - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

(e) **Number of Resources Evaluated**

Only the number of resources per resource category identified in Annex B will be evaluated as part of this bid solicitation. Unless resources submitted with the bid become unavailable, additional resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 - Resulting Contract Clauses, the Article titled "Task Authorization" and, if applicable, with Appendix 2 to Annex A – Procedure for the Assessment of Additional Resources at the TA Stage. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. If the proposed resource has not been previously identified, he or she will then be assessed against the pertinent labour category qualifications criteria identified in the Contract's Statement of Work, Appendix 1 to Annex A, in accordance with the TA process outlined in Part 7- Resulting Contract Clauses, the Article titled "Task Authorization" and Appendix 2 to Annex A – Procedure for the Assessment of Additional Resources at the TA Stage.

### 4.2 Technical Evaluation

(a) **Mandatory Technical Criteria:**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The mandatory technical criteria are described in Attachment 4.1 - Bid Evaluation Criteria.

(b) **Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The point-rated technical criteria are described in Attachment "4.1" - Bid Evaluation Criteria.

(c) **Reference Checks:**

- (i) If Canada conducts reference checks, Canada will conduct the reference checks in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders using the e-mail address provided in the bid. Canada will not award any points and a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's e-mail was sent.
- (ii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its customer reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate customer reference contact person from the same customer. Bidders will only be provided with this opportunity once for each customer reference, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate customer reference contact person if the original customer reference contact person indicates that he or she is unwilling or unable to respond). The 5 working days may not be extended to provide additional time for the new customer reference contact to respond.
- (iii) Wherever information provided by a customer reference differs from the information supplied by the Bidder, the information supplied by the customer reference will be the information evaluated.
- (iv) Points will not be allocated and a bidder will not meet the mandatory experience requirement (as applicable) if (1) the customer reference states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself).

**4.3 Financial Evaluation**

(a) **Mandatory Financial Criteria**

The Bidder must complete and submit with its bid, pricing in accordance with Annex B, Basis of Payment, in Canadian funds.

(b) **Financial Evaluation Process**

The financial evaluation process is described as follows:

- (i) Bids will be evaluated based on the prices proposed in Annex B, Basis of Payment.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Contract Period – Year 1, Option 1 - Year 2, Option 2 -Year 3 and Option 3 - Year 4 (all applicable taxes extra) from Annex B, Basis of Payment. The price used in the evaluation will be the Total Evaluated Price which is calculated as follows:

For each line item the Estimated Number of Resources, Estimated Number of Days Per Resource and the Firm Per Diem Rate will be multiplied together to determine the extended cost for that line item. The extended cost for all line items will be totalled to determine the Total Extended Price. The evaluated price is the sum of section (a), Labour and section (b), Travel and Living, for the Contract Period and all three (3) Option Years.

- (iii) The price of the bid, for section (a), Labour will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

(c) **Formulas in Pricing Tables**

If the pricing tables provided to bidders include any formulas, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulas may no longer be functioning properly in the version submitted by a bidder.

**4.4 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

- (a) To be declared responsive, a bid must:
- (i) comply with all the requirements of the bid solicitation; and
  - (ii) meet all mandatory criteria; and
  - (iii) obtain the required minimum of 9310 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 13300 points.
- (b) Bids not meeting (i), (ii) and (iii) will be declared non-responsive.
- (c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- (d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- (g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

- (h) In the event of identical Combined Ratings occurring, then the bid with the highest Price Score will become the top-ranked bidder.
- (i) One contract may be awarded in total as a result of this bid solicitation.
- (j) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite

Solicitation No. - N° de l'invitation  
W0113-14CS31/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor024

Client Ref. No. - N° de réf. du client  
W0113-14CS31

File No. - N° du dossier  
TOR-5-38032

CCC No./N° CCC - FMS No./N° VME

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the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

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## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### (a) 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](#), to be given further consideration in the procurement process.

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

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

#### (a) 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.

#### (b) Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

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

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

#### **(a) Professional Services Resources**

- (i) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (ii) By submitting a bid, 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.
- (iii) Prior to Contract award, Canada will confirm, by email, all proposed resources availability. If the Bidder is unable to provide the proposed individual named in its bid due to the death, sickness, extended leave (including parental leave or disability leave), retirement, resignation or dismissal for cause of that individual, Bidders will have ten (10) working days to propose a substitute to the Contracting Authority, providing:
  - (A) the reason for the substitution acceptable to the Contracting Authority;
  - (B) the name, qualifications and experience of a proposed replacement immediately available for work; and
  - (C) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

No more than one substitute will be considered for any given individual proposed in the bid. In response to the Bidder's proposed substitution, the Contracting Authority may elect in its sole discretion either to:

- (A) set aside the bid and give it no further consideration; or
- (B) evaluate the replacement in accordance with the requirements of the bid solicitation in the place of the original resource. The replacement must have qualifications and experience that meet or exceed the score obtained for the original resource.
- (C) The Contracting Authority may provide the Bidder with additional information on the original resource's evaluation score.

If no substitute is proposed the Contracting Authority will set aside the bid and give it no further consideration.

- (iv) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his or her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his or her availability. Failure to comply with the request may result in the bid being declared non-responsive.
- (b) **Certification of Language – English Essential**  
By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid, for LC that have identified an English resource, will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.
- (c) **Certification of Language – Bilingual Essential**  
By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid, for LC that have identified a bilingual resource, will be fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

- (a) The following conditions must be met on or before 110 calendar days from the initial solicitation posting date of October 13, 2015:
- i. the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - ii. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must each meet the security requirement as indicated in Part 7 – Resulting Contract Clauses; and
  - iii. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) Bidders may be required to complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations and must complete and submit it within 20 days from the date of the request. The FOCI Questionnaire is used to identify whether a third party individual, firm or government can gain unauthorized access to COMSEC classified information or assets. PWGSC will evaluate whether the company is under FOCI or not under FOCI. When an organization is determined to be under FOCI, PWGSC will ascertain the level of risk and whether measures exist or must be put in place by the company to mitigate risks.
- (c) Bidders are reminded to obtain the required security clearance promptly. Canada reserves the right to grant further extensions beyond the required 110 calendar days after bid closing. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (d) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations Instructions to Bidders" document on the Departmental Standard Procurement Documents Website.
- (e) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### **6.2 Financial Capability**

- (a) SACC Manual clause A9033T (2012-07-16), Financial Capability applies.
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

### **6.3 Controlled Goods Requirement**

- (a) SACC Manual clause A9130T (2014-11-27), Controlled Goods Program – Bid applies.
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program.

## PART 7 RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must provide professional services, on an 'as and when requested' basis, to provide course management and course delivery to military personnel, course review and design as well as administrative and technology support, in accordance with Annex A, Statement of Work.

### 7.2 Task Authorization

- (a) The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Form and Content of Task Authorization:**
- (i) The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form" specified in Appendix 3 to Annex A.
  - (ii) The 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 and method of payment as specified in the Contract.
  - (iii) A TA must also contain the following information, if applicable:
    - (A) the task number;
    - (B) the date by which the Contractor's response must be received;
    - (C) the details of any financial coding to be used;
    - (D) the labour category and the number of resources required;
    - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
    - (F) the start and completion dates;
    - (G) the level of effort required per required resource;
    - (H) whether the work requires on-site activities and the location;
    - (I) the language requirement (English or Bilingual) of the resources required;
    - (J) the level of security clearance required of resources;
    - (K) the maximum price payable to the Contractor for performing the task, as per the Contract method of payment in accordance with the associated per diem rate(s) decided in Annex B - Basis of Payment. (The amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
    - (L) any other constraints that might affect the completion of the task.

(c) **Contractor's Response to Task Authorization:**

(i) **For Pre-Cleared Resources:**

(A) Within 5 working days of its receipt of the request, for each resource proposed by the Contractor for the performance of the Work required, the Contractor must provide the Technical Authority with a signed and dated response prepared and submitted using the TA form received from the Technical Authority, containing as a minimum:

- the name of the proposed resource;
- the total estimated cost proposed for performing the task or, as applicable, revised task; and
- a breakdown of that cost in accordance with Annex B.

The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature.

(ii) **For Additional Resources:**

(B) Within 20 working days of its receipt of the request, for each additional resource proposed by the Contractor for the performance of the Work required, the Contractor must provide the Technical Authority with a signed and dated response prepared and submitted using the TA form received from the Technical Authority. Within 15 working days of receiving the TA, if the Contractor has not submitted their response, they must contact the Technical Authority and provide a status update on the TA. If additional time is required by the Contractor to propose the additional resource, the Technical Authority may grant an extension at his or her sole discretion.

(d) **Assessment of Additional Resources Proposed at TA Stage:**

(i) The process for the assessment of the additional resources and the approval of TA responses is described in detail in Appendix 2 to Annex A.

(e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

To be validly issued, a TA must include the following signature(s):

- (i) For any TA, inclusive of revisions, with a value less than or equal to \$169,500.00 (including Applicable Taxes), the TA must be signed by the Technical Authority; and
- (ii) For any TA with a value greater than this amount, a TA must be signed by the Technical Authority and Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in subarticle (i) above; any suspension or reduction notice is effective upon receipt.

(f) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

(g) **Minimum Work Guarantee - All the Work - Task Authorizations**

- (i) In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract at the time of Contract award; and

"Minimum Contract Value" means 3% of the Maximum Contract Value established at the time of Contract award.

- (ii) Canada will request Work in the amount of the Minimum Contract Value or, at Canada's option, pay the Contractor at the end of the Contract in accordance with paragraph iii, subject to paragraphs iv or v. In consideration, 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.
- (iii) In the event that Canada does not request work in the amount of the Minimum Contract Value by the end of 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 up to that point in time.

Should the Contract be terminated for convenience, the difference between the Minimum Contract Value and the total cost of the Work requested up to that point in time will be calculated by dividing the Minimum Contract Value by the number of months in the Period of the Contract, then multiplied by the number of elapsed months, or part thereof, at the time of Contract termination.

Example: a one year Period of Contract with a Maximum Contract Value of \$12,000,000, with a Minimum Contract Value of 10%, and a termination for convenience within 4.5 months of Contract award.

$\$12,000,000 \times 10\% = \$1,200,000$  Minimum Contract Value

$/12 \text{ months} = \$100,000 \times 4.5 \text{ months} = \$450,000$

- (iii) In the event of a termination for convenience by Canada, Canada's only obligation to the Contractor will be to pay the greater of the costs under the termination for convenience clause or the amount of the Minimum Contract Value up to that point in time.
- (iv) Canada will have no obligation to the Contractor under this clause:
  - a. If Canada terminates the Contract in whole or in part for default; or
  - b. If Canada has requested Work in the amount of the Minimum Contract Value.

(h) **Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

(i) **Reporting Requirement - Details**

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

A. **For each authorized task:**

- i. the authorized task number or task revision number(s);

- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized TA of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**B. For all authorized tasks:**

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

**(i) Task Authorization – Department of National Defence**

The administration of the TA process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with TAs to the Contracting Authority.

**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>) issued by Public Works and Government Services Canada.

**(a) General Conditions:**

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

**(b) Supplemental General Conditions:**

4007 (2010-08-16), Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information; apply to and form part of the Contract.

**7.4 Security Requirement**

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) This contract includes access to **controlled goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
- (c) The Contractor personnel requiring access to **PROTECTED/CLASSIFIED** information, assets or sensitive work site(s) **must be citizens of Canada and must EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD, PWGSC.
- (d) The Contractor personnel requiring access to **COMSEC information/assets must be a Canadian citizen**, hold a valid security clearance commensurate with the information/assets that will be accessed, have a need-to-know and have undergone a COMSEC briefing and signed a COMSEC Briefing certificate. Access by foreign nationals or resident aliens must be approved by the Head IT Security Client Services at CSEC on a case-by-case basis.
- (e) The Contractor **MUST NOT** remove any **PROTECTED/CLASSIFIED** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (f) Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

- (g) The Contractor completed and submitted a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations with PWGSC determining the company is under FOCI or not under FOCI *[insert appropriate determination on contract award]*. When a determination has been made that the company is under FOCI, the PWGSC ascertains the level of risk and whether measures exist or must be put in place by the company to mitigate the risks. *[insert if "Under FOCI" determination has been made]*
- (h) The Contractor must at all times during the performance of the contract possess a letter from PWGSC identifying the results of the Foreign Ownership, Control and Influence (FOCI) assessment with a FOCI determination that the company is approved to access NATO/Foreign classified information and assets and/or COMSEC material SECRET and maintain this status determined by PWGSC.
- (i) If, at any time over the period of the Contract, there are any changes to the FOCI Questionnaire completed and submitted to PWGSC, all changes to the Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) of PWGSC to evaluate if the changes impact the FOCI determination.
- (j) The Contractor must comply with the provisions of the:
  - 1. Security Requirements Check List and security guide, attached at Annex C;
  - 2. Industrial Security Manual (Latest Edition).

**7.5 Term of Contract**

(a) **Period of the Contract**

The period of the Contract is from August 1, 2016 ending July 31, 2017.

(b) **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 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 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.6 Authorities**

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shannon Brewster  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Ontario Region  
Address: 33 City Centre Drive, Suite 480C Mississauga ON L5B 2N5  
Telephone: 905-615-2028  
Facsimile: 905-615-2060  
E-mail address: shannon.brewster@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.

(b) **Technical Authority (to be provided at Contract Award)**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

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

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

(c) **Contractor's Representative (to be provided at Contract Award)**

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

**7.7 Proactive Disclosure of Contract 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.

**7.8 Payment**

(a) **Basis of Payment – Firm Unit Price(s) – Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

- (i) Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
- (ii) 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.
- (iii) 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.
- (iv) 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.

(c) **Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada;
- (iii) the Work performed has been accepted by Canada.

(d) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

(e) **SACC Manual Clauses**

SACC Manual Clause A9117C (2007-11-30), T1204 - Director Request by Customer Department

**7.9 Invoicing Instructions**

(a) 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.

(b) Each invoice must be supported by:

- (i) a copy of time sheets to support the time claimed;
- (ii) a copy of the release document and any other documents as specified in the Contract;
- (iii) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (iv) a copy of the monthly progress report.

(c) Invoices must be distributed as follows:

- (i) The original and one (1) copy must be forwarded to the following address for certification and payment.

**Orderly Room, Attn: Finance Section  
Canadian Forces School of Aerospace Technology and Engineering  
Canadian Forces Base Borden  
PO Box 1000, Station Main  
Borden ON, L0M 1C0**

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

**7.10 Certifications**

(a) **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.

(b) **Federal Contractors Program for Employment Equity - Default by Contractor**

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

### 7.11 Applicable Laws

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

### 7.12 Priority of Documents

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

- (a) the Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental general conditions:  
4007 (2010-08-16), Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2015-07-03); General Conditions – Higher Complexity – Services;
- (d) Annex A, Statement of Work;
  - (i) Appendix 1 to Annex A - Labour Categories;
  - (ii) Appendix 2 to Annex A - Procedure for the Assessment of Additional Resources at the TA Stage;
  - (iii) Appendix 3 to Annex A - DND 626, Task Authorization (TA) Form; and
  - (iv) Appendix 4 to Annex A - Certifications at the TA Stage
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any); and
- (i) the Contractor's bid dated [\_\_\_\_\_] (*insert at contract award*).

### 7.13 Defence Contract

A9006C (2012-07-16), Defence Contract

### 7.14 Insurance - Specific Requirements

- (a) The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (b) 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.
- (c) The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.15 Controlled Goods Program

- (a) SACC Manual clause A9131C (2014-11-27), Controlled Goods Program - Contract
- (b) SACC Manual clause B4060C (2011-05-16), Controlled Goods

## 7.16 SACC Manual Clauses

- (a) A9062C (2011-05-16), Canadian Forces Site Regulations

## 7.17 Joint Venture (If applicable)

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members:
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- i. \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
  - ii. by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
  - iii. all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solitarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**Note to Bidders:** *This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

## 7.18 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in the Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of an individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, Section 08 titled "Replacement of Specific Individuals" is deleted and the following applies instead:

### Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed the score obtained for the original resource.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide the services has not been provided or is not performing, the Contracting Authority may elect to:
  - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Section titled "Default of the Contractor", or
  - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meets or exceeds those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the Excusable Delay Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

#### **7.19 Transition Services at End of Contract Period**

- (a) The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of one (1) month under the same conditions to ensure the required transition. 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.
- (b) The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 10 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

Solicitation No. - N° de l'invitation  
W0113-14CS31/B  
Client Ref. No. - N° de réf. du client  
W0113-14CS31

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-5-38032

Buyer ID - Id de l'acheteur  
tor024  
CCC No./N° CCC - FMS No./N° VME

## **ANNEX A STATEMENT OF WORK**

### **CANADIAN FORCES SCHOOL OF AEROSPACE TECHNOLOGY AND ENGINEERING**



### **PROFESSIONAL SERVICES**

## 1. REQUIREMENT

The Department of National Defence (DND), Canadian Forces School of Aerospace Technology and Engineering (CFSATE), has a requirement for the provision of professional services, on an 'as and when requested' basis, to provide course management and course delivery to military personnel, course review and design as well as administrative and technology support.

## 2. BACKGROUND

- 2.1 The CFSATE is a DND establishment located at Canadian Forces Base Borden (CFB Borden) that is part of 16 Wing and is operationally responsible to 2 Canadian Air Division. The role of CFSATE is to provide the Royal Canadian Air Force (RCAF) with qualified aircraft maintenance personnel by developing and carrying out individual aerospace technical and engineering training in accordance with aviation and military approved doctrine and standards.
- 2.2 The school conducts apprentice level training for various trades, including Avionics Military Occupation Structure Identification Avionics (AVS), Aviation (AVN), Aircraft Structures (ACS) and Air Weapons (AWS) technicians as well as Aerospace Engineering Officers (AERE). CFSATE is bilingual as an institution, meaning that different facets of training, administration and operations involve the use of both official languages. CFSATE's vision is tied to the evolving needs of the RCAF; its commitment to people, efficiency and responsiveness enables the creation and continuous operation of a dedicated, modern, bilingual training environment for all future aircraft technicians and aerospace engineers.

## 3. SCOPE

- 3.1 The Contractor must provide on an "as and when requested" basis a minimum of 78 resources in the LCs that have been identified in Table 1 below. The resources will be responsible for instructional services, engineering and technical services, general administrative and information support services.
- 3.2 It must be noted that CFSATE's operations, including training design, delivery and examination along with administrative and technical support cannot be disrupted at Contract award. It is vital to the RCAF that aircraft technician and AERE officer production remains steady in order to mitigate fluctuations in personnel across Canada due to deployments, attrition and Unit restructure. The team of resources must be capable of working independently and provide services in both official languages, as required.
- 3.3 An essential part of CFSATE's mandate is the ability to respond quickly and effectively to the needs of the RCAF. Due to an evolution in training delivery, there will be a requirement for additional resources. CFSATE's training pressures may be prioritized as follows:
  - I. Basic Military Occupation Structure Identification (MOS-ID) Training;
  - II. Curriculum Development (including media analysis and tasks associated with course continuous improvement);
  - III. Advanced Training (referred to as Occupation Specialty Qualification (OSQ));
  - IV. Aircraft and Training Aid Maintenance;
  - V. Information Support/Information Technology (IS/IT) administration; and
  - VI. General student administration.

## 4. DETAILED SUPPORT REQUIREMENT

- 4.1 The Contractor must provide the estimated number of resources identified in Table 1, to perform assigned tasks as determined by the Technical Authority (TA). The resources fulfilling these tasks may be employed in any training related to their trade as listed in Appendix 1 to Annex A, which contains a list of corresponding qualifications and duties for each instructional position.
- 4.2 In addition, the Contractor must provide additional resources during the period of the Contract, which are over and above the required resources from the identified labour categories listed in Table 1, to accommodate any surge in production. These additional resources will be requested through the TA process detailed in the Contract and Appendix 2 to Annex A, in accordance with the Contract.

**Table 1:** lists the required number of resources needed per labour category. The breakdown between English essential and bilingual positions is also identified for each labour category. All pertinent labour category qualifications and experience requirements are contained in Appendix 1 to Annex A – Labour Categories.

#	Labour Category	Estimated Number of Required Resources (English)	Estimated Number of Required Resources (Bilingual*)
1	Administrative Clerk	5	2
2	AERE Course Instructor	1	
3	AERE Standards Designer	2	
4	Aircraft Structures (ACS) Course Instructor	5	4
5	ACS Standards Designer	1	1
6	ACS Technician		1
7	Aviation (AVN) Course Instructor	6	9
8	AVN Standards Designer	2	
9	AVN Technician	1	
10	Avionics (AVS) Course Instructor	10	5
11	AVS Standards Designer	1	1
12	AVS Technician		1
13	Air Weapons Systems (AWS) Course Instructor	1	2
14	AWS Standards Designer		1
15	Database Administrator	1	
16	E-Learning Flash Developer	5	
17	Information Technology Support	3	
18	Instructional Project Coordinator	3	
19	Instructional Design Officer	4	

\*Bilingual: CFSATE requires bilingual instructors in order to fulfil its mandate to provide basic MOS-ID training in both of Canada's Official Languages.

## 5. RESPONSIBILITIES

5.1 The Contractor's responsibilities include, but are not limited to, the following:

1. Providing a single point of contact that is independent of duties in the school and designated as the Contractor's Site Manager. The Site Manager will not represent DND nor make any decisions on DND's behalf. The Site Manager will report to the Technical Authority and be responsible for the following:
  - a. Day-to-day management and monitoring of contractor activities to best meet the CFSATE requirements and priorities;
  - b. Providing and updating a management plan that includes at a minimum, an organization chart, invoice processes and risk management activities;
  - c. Implementation of a Human Resources system that will ensure the continuous availability of qualified and authorized personnel required to deliver the contracted services. This system must document and maintain qualification processes and personnel records reflecting all individual qualifications. These records must be made available to DND within 48 hours upon request and are subject to review and audit by DND;
  - d. Execution and certification of work completed for the purpose of invoicing CFSATE for services delivered;
  - e. Assigning work to resources in accordance with the assigned TA form. From time to time, CFSATE may have priority requirements that affect the task scheduled that has been

outlined in the TA form. CFSATE requirements, as identified by the Technical Authority, will have priority over all work in progress;

- f. Representing the Contractor as a Subject Matter Expert (SME) at CFSATE internal meetings, when required;
  - g. Acting as a liaison between the Contractor and Technical Authority for contractual issues;
  - h. Attending internal meetings and briefings, in accordance with established CFSATE policy, to provide input for activities and reviews; and
  - i. Attending program review meetings which will be scheduled by the Technical Authority as required. Meetings are to include status of any ongoing resource related staffing actions, performance deficiencies, etc. They will be held once a week estimated at 30 minutes in length and, at a minimum, include the review and past and on-going issues and forecasts of upcoming deadlines.
2. Providing qualified replacement and additional resources. These resources will be evaluated, by the Technical Authority, against the qualifications and experience requirements set out in their pertinent labour category, identified in Appendix 1 to Annex A.

#### 5.2 Contractor's resources must:

1. Participate in all occupational health and safety programs and meetings as arranged by the Technical Authority;
2. Attend internal meetings and briefings, in accordance with established CFSATE policy, to discuss current and future workload. Frequency and length of the meetings will vary for each LC and will be determined by the applicable Work Coordinator in order to comply with the Contract terms;
3. Be proficient in the use of office automation software such as Microsoft Word™, Excel™, and Power Point™ for the purpose of creating, maintaining, and updating various documents, including course documentation. In addition, be proficient in the effective use of Microsoft Outlook™ for the purpose of communicating by e-mail and for setting up appointments using the calendar functions;
4. Adhere to all applicable policies, including departmental and air force programs. Resources must familiarize themselves with the CFSATE Security Orders;
5. Assist in flight safety investigations and surveys as required. Resources must cooperate with the Directorate of Flight Safety personnel and the CFSATE Unit Flight Safety Officer with such activities as required, including investigations;
6. When directly involved with training or use or maintenance of training aids, resources must be familiar with and adhere to the Canadian Forces (CF) Airworthiness Program, with special emphasis on the CF Tool Control Program. Resources may be asked to prove their competency in this area through an On Job Performance Record as detailed in the Unit Employment and Training Plan;
7. Adhere to and maintain CFSATE's established Quality System;
8. Follow General Safety (including Canada Labour Code, Canada Occupational Safety & Health Regulations, Provincial and Territorial legislative requirements, material identifications and handling, etc.), Ammunition and Explosives Safety, and Environmental Safety Programs. Resources must participate in these established programs in accordance with the processes and procedures established within the Unit; and
9. Perform their duties in accordance with the Defence Ethics Program including participation in Focus on Ethics Sessions. Unethical practices and behaviour will not be condoned in any form. Resources must be able to freely discuss ethical concerns and seek assistance from the Contractor or their management at any time.

## 6. REPORTING REQUIREMENTS

- 6.1 Monthly Progress Reports: The Contractor must prepare monthly progress reports of the Work performed in a format acceptable to the Technical Authority, to be attached to each

invoice. As a minimum, each monthly progress report should include but is not limited to the following information:

1. All significant activities performed by category and sub-class during the period covered by the Progress Claim;
  2. Status of all action or decision items as well as a list of outstanding activities;
  3. A description of any problems encountered which are likely to require attention by the Technical Authority;
  4. Any recommendations relating to the conduct of the Work;
  5. Total number of days charged for each resource per labour category during the covered period;
  6. Total invoiced cost for each resource per labour category during the covered period;
  7. Cumulative number of days charged for each resource per labour category;
  8. Cumulative invoiced costs for each resource per labour category; and
  9. Travel costs incurred including all applicable receipts.
- 6.2 Record of Discussion from Program Review Meetings: The Contractor must prepare a record of discussion following each Program Review Meeting in a format acceptable to the Technical Authority. The record of discussion must provide a clear record of the items discussed, a summary of each item discussed, any decisions made or direction provided, and any follow-on actions.

## **7. CONSTRAINTS**

- 7.1 Additional training costs necessary to meet new or additional requirements will be the responsibility of the Contractor. Additional training will be outlined in the TA form and authorized by the Technical Authority if considered necessary.
- 7.2 Instructional resources may be required to undertake supplemental training (including qualifying examinations) before being allowed to teach the knowledge portion of a Performance Objective or to supervise Practical Exercises. Such training and testing will be at the discretion of the CFSATE to account for unique military requirements where training cannot be gained elsewhere. In the event that any instructional staff is unable to successfully pass the given training or testing, additional training will be provided by CFSATE at no costs to CFSATE and the resource re-tested. If re-testing is unsuccessful, the Contractor must provide a replacement resource in accordance with the TA procedures outlined in Part 7 and Appendix 2 to Annex A. Quality assurance must be guaranteed by the Contractor in the management plan to satisfy the needs of the Contract.
- 7.3 The Contractor must provide office automation services to plan, organize, manage, and conduct the Work. Office equipment and supplies required for the Contractor to establish data communications between their resources and the Contractor's parent facilities must be the responsibility of the Contractor. This includes stationery, computers, photocopying, fax machines, etc. for Contractor administration. Information systems installed by the Contractor for Contractor-specific administration must not be connected to DND systems. Care and security of DND facilities and equipment specifically assigned to the Contractor are the Contractor's responsibility.
- 7.4 The Contractor must adjust the work force in numbers and qualifications in accordance with the training requirement. Changes in the continuing level of effort for all services will be advised to the Contractor on an on-going basis in accordance with the TA process. The Contractor must ensure a continuous response capability at all times.
- 7.5 The Contractor must ensure that the resources are proficient in the use of office automation software such as Microsoft Word™, Excel™, and Power Point™ for the purpose of creating, maintaining, and updating various documents, including course documentation. In addition, the resources must be proficient in the effective use of Microsoft Outlook™ for the purpose of communicating by e-mail and for setting up appointments using the calendar functions.
- 7.6 The Contractor is responsible for ensuring that resources are qualified and perform the Work diligently and efficiently. CFSATE will request the Contractor discontinue the service of a resource when performances are below standard or when the resource has a negative impact on the

mission of the school or on its morale. In such a case, the Contractor must find a suitable replacement as soon as possible.

## **8. TRANSITION PERIOD**

If optioned by Canada, during the transition period, at a minimum, the following information must be provided to the incoming resource from the outgoing resource: student documentation (Student Record Books, Officer Student Files), source files for student and staff databases, student and staff database reports; CFSATE Monitor Mass structure, course development project files and progress tracking database, CFSATE SharePoint site and sub-site structure.

## **9. CLIENT SUPPORT**

Canada will provide the following to the Contractor for all resources: facilities, access to office equipment, support equipment (including computer hardware and software, telephones, access to photocopiers, access to fax machines, etc), tools, test equipment, material, and parts required to carry out the required positional duties. These items will remain the property of the Crown for the duration of the Period of the Contract. All the Contractor's resources must submit to CF regulations regarding their use.

## **10. LOCATION OF WORK and TRAVEL**

Work will be performed at the CFSATE located at:

Canadian Forces Base (CFB) Borden  
Borden, Ontario

The work will normally be performed at CFB Borden using DND facilities operated by CFSATE; however, there may be a need for resources to provide their services, in support of CFSATE activities, at other bases located within Canada.

## **11. DEFINITION OF A DAY and PRORATION**

11.1 Normal working hours will be between 07:30 to 16:00 EDT Monday through Friday inclusive, excluding statutory holidays observed by Canada. A day is defined as 7.0 hours, exclusive of meal breaks, based on a 35 hour work week. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked: 7.0 hours x per diem rate

11.2 Work must be carried out during the above mentioned normal working hours; however, operational requirements of CFSATE may arise where the resource(s) will be required to work outside of these hours. If resources such as training aids, shops, labs, etc are limited for any reason, some classes may have to use them in off-hours. If operational requirements dictate a surge in either number of serials or number of students per serial, then classes may have to be run at nonstandard times.

11.3 The school may also elect, for these reasons or others, to initiate an evening shift, at currently unknown hours, localized for an instructional cell only or for the entire school. If a requirement exists to work out of the normal hours, discussions between CFSATE school staff and the Contractor will take place at least 48 hours in advance. The Contractor and its resources must be able to accommodate such changes in work hours.

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## Appendix 1 to Annex A

### Labour Categories

#### Labour Category 1 – Administrative Clerk

**Title:** Administrative Clerk

#### MANDATORY QUALIFICATIONS

##### Educational Qualifications and Experience:

The essential minimum qualifications for an Administrative Clerk include:

1. For Civilian-Trained Personnel:
  - a. Successful completion of a minimum one year community college course in administration and three (3) years of work experience in a Human Resources (HR) department or equivalent in terms of personnel management oversight. Types of positions which qualify as relevant work experience are the following: administrative clerk, finance clerk, HR data input clerk, administrative assistant and procurement clerk; or
  - b. Five (5) years of work experience in a HR department or equivalent in terms of personnel management oversight during the last ten (10) years, where work experience and qualifying positions are defined the same as para 1.a;

OR

2. For Canadian Forces-Trained Personnel:
  - a. Resource Management Support Clerk (RMS Clk) qualified to a minimum of QL 5, with three (3) years of experience in an orderly room.

#### General Qualifications

An Administrative Clerk must have

1. Work experience with Windows 7 or newer operating system and MS Office Suite including Outlook, Word and Excel as a minimum. The resources, within their work experience, must have composed formal correspondence in Outlook, produced statistical HR related reports in Word and created or amended record keeping spreadsheets in Excel; and
2. Experience working in a deadline-driven, process-oriented, demanding office setting as part of a team.

#### TASKS

1. The Administrative Clerk is responsible to provide clerical support to a project or specific business development activity. The Administrative Clerk will work for and be accountable to the CFSATE Chief Clerk, the CFSATE Deputy Employment and Training Officer, or the Standards Distance Learning Supervisor.
2. Administrative Clerk tasks may include and may not necessarily be limited to, the following:
  - a. Assisting engineering professionals, technical users, instructional staff, students and end-users with administrative tasks;
  - b. Providing administrative support as required to a technical project team;
  - c. Assisting in performing such tasks such as maintaining project documentation and system libraries;
  - d. Arranging Temporary Duty travel reservations, claims, advances, and vehicle requirements;
  - e. Assisting with preparation of the multi-year and annual project and task reports;
  - f. Maintaining and updating relevant project information in manual or electronic files. Project information may include project activity schedules, status reports, and correspondence;
  - g. Using a variety of software applications running in a Microsoft Windows PC-based environment;
  - h. Preparing cyclical reports, ensuring technical records are accurate and up-to-date; and
  - i. Maintaining effective customer and public relations, guiding clients as a source of expertise for all administrative aspects.

## Labour Category 2 – Aerospace Engineer (AERE) Course Instructor

**Title:** Aerospace Engineer (AERE) Course Instructor

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AERE Course Instructor include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) An undergraduate Engineering degree in Aeronautical, Aerospace, Computer, Electrical, Engineering Management, Physics, Mechanical, or Systems Engineering and three (3) years of experience as an engineer working in an aviation management team where they held airworthiness authority over one or several aircraft systems; or
    - (ii) An undergraduate Science degree in Applied Sciences, Computer Science or Space Science and three (3) years of experience as a member of an aviation management team where they held airworthiness authority over one or several aircraft systems; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

OR

2. For Canadian Forces-Trained Personnel:
  - a. Qualified officer of the AERE occupation with a minimum of three (3) years of experience in a related engineering specialty environment within the last ten (10) years, i.e. any AERE operational maintenance or engineering support tour of duty; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

An AERE Course Instructor must have knowledge of and ability to apply principles of:

1. Aircraft maintenance management, demonstrated through work experience as team leader (or deputy) in an aircraft maintenance environment;
2. Project management, demonstrated through work experience as team leader or executive member in a project management environment;
3. Risk management, demonstrated through work experience in an aircraft maintenance environment where the resource produced a minimum of one formal risk assessment as it relates to aircraft maintenance issues or shortcomings; and
4. Training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance engineering training using established lesson plans approved by a technical institute.

#### TASKS

1. The AERE Course Instructor must deliver the curriculum for all training requirements. He or she is accountable to the AERE Squadron Commander for providing all course training documentation, lesson plans and student assessment and evaluation.

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2. AERE Course Instructor tasks may include and may not necessarily be limited to, the following:
- a. Performing instructional tasks in accordance with approved instructional techniques, while ensuring the safety and security of personnel and materiel;
  - b. Preparing, maintaining, and revising lesson plans and student study manuals consistent with current Training Plans (TPs) and approved directives;
  - c. Maintaining classrooms, laboratories and facilities in a clean, serviceable state, ensuring fire, security and safety regulations are adhered to by students. This may include routine training aid repair;
  - d. Advising course director of all issues which could affect the welfare of students;
  - e. Controlling, scoring and analyzing all Performance Checks (PCs);
  - f. Advising the course director regarding deficient and unserviceable training aids and facilities;
  - g. Originating entries in officer student files for the purpose of preparing course reports, counseling, etc.;
  - h. Recommending draft changes to the pertinent Qualification Standard (QS), TPs and course précis when required;
  - i. Monitoring students for high standard of conduct and deportment;
  - j. Providing continuous improvement feedback for middle management decisions;
  - k. Assisting the course director in counseling students on their performance;
  - l. Supervising exams;
  - m. Ensuring that all correspondence in the form of letters, memoranda, messages, and other documents are prepared In Accordance With (IAW) the Military Writing Manual prior to submission;
  - n. Course designing and developing activities;
  - o. Identifying and developing areas to improve training; and
  - p. Acting as a Subject Matter Expert (SME) as needed.

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## Labour Category 3 – Aerospace Engineer (AERE) Standards Designer

**Title:** Aerospace Engineer (AERE) Standards Designer

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AERE Standards Designer include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) An undergraduate Engineering degree in Aeronautical, Aerospace, Computer, Electrical, Engineering Management, Physics, Mechanical, or Systems Engineering and three (3) years of experience as an engineer working in an aviation management team where they held airworthiness authority over one or several aircraft systems; or
    - (ii) An undergraduate Science degree in Applied Sciences, Computer Science or Space Science and three (3) years of experience as a member of an aviation management team where they held airworthiness authority over one or several aircraft systems; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

OR

2. For Canadian Forces-Trained Personnel:
  - a. Qualified officer of the AERE occupation with a minimum of three (3) years of experience in a related engineering specialty environment within the last ten (10) years, i.e. any AERE operational maintenance or engineering support tour of duty; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

An AERE Standards Designer must have knowledge of and ability to apply principles of:

1. Training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute;
2. Training needs assessment, analysis, design, development and delivery, demonstrated through work experience as a training standards, examination designer or advisor;
3. Aircraft maintenance management, demonstrated through work experience as team leader (or deputy) in an aircraft maintenance environment;
4. Project management, demonstrated through work experience as team leader or executive member in a project management environment; and
5. Risk management, demonstrated through work experience in an aircraft maintenance environment where the resource produced a minimum of one formal risk assessment as it relates to aircraft maintenance issues or shortcomings.

#### TASKS

1. The AERE Standards Designer must design, develop, maintain and generate course and student

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evaluation material for the training of AEREs. The AERE Standards Development Officer must work directly with the AERE Course Supervisor and be accountable to the Standards and Support Squadron Commander.

2. AERE Standards Designer tasks may include and may not necessarily be limited to, the following:
  - a. AF9000 Support. These tasks include:
    - (i) Through the use of a Quality Observation Form (QOF), reporting observed non-compliance with directives, or make suggestions to improve section processes; and
    - (ii) Providing timely responses to QOF raised against section processes.
  - b. Supervision. These tasks include:
    - (i) Ensuring that training design and evaluation are carried out IAW Canadian Forces Individual Training and Education System (CFITES) principles as laid down in the Manual of Individual Training and Education (A-P9-000 series pubs); and
    - (ii) Verifying adherences to teaching points, and identify ways to improve the content, methodology and facilities for training.
  - c. Participate in QS and Training Plan (TP) Writing Boards. These tasks include:
    - (i) Preparing and maintaining TPs by holding the Master Copy, recommending changes, liaising with instructors and rewriting, amending and updating the information as indicated;
    - (ii) Formulating student-assessment procedures for Performance Objectives (POs) and Enabling Objectives (EOs);
    - (iii) Identifying the planning factors and resource requirements needed to conduct training in accordance with POs and EOs;
    - (iv) Employing course design and development activities;
    - (v) Serving as a member of QS Writing Board, when appointed; and
    - (vi) Assisting in responding to comments or observations from course critiques that may be resolved by changes to the TP or QS.
  - d. Implement Training Standards. These tasks include:
    - (i) Assisting the AERE Standards Evaluation Officer to prepare formative evaluation plans;
    - (ii) Conducting instructional analysis of each PO that includes the following:
      1. Preparation of instructional analysis scalar diagrams;
      2. Identification and sequencing of tasks elements; and
      3. Preparation of EOs;
    - (iii) Identifying the instructional strategy for each EO;
    - (iv) Identifying the training aids and learning aids required to support each EO;
    - (v) Constructing PCs and Enabling Check (EC) checklists;
    - (vi) Identifying resource requirements to support training IAW the TP;
    - (vii) Preparing lesson specifications;
    - (viii) Compiling training decisions into an approved TP format;
    - (ix) Ensuring that all correspondence in the form of letters, memoranda, messages, and other documents are prepared IAW the Military Writing Manual; and
    - (x) Monitoring students for high standard of conduct and deportment prior to submission.
  - e. Assist in Validating Training. These tasks include:
    - (i) Implementing validation recommendations;
    - (ii) Controlling, scoring and analyzing all PCs;
    - (iii) Assisting in the analyses of examinations and provide feedback from PCs to training staff and trainees; and
    - (iv) Supervising exams.
  - f. Maintain Training documents. These tasks include:
    - (i) Recommending changes to Occupational Specifications (OSs), Occupational Specialty Specifications (OSSs) and QSs;
    - (ii) Ensuring training-control documents are current;

- (iii) Amending TPs;
  - (iv) Recommending draft changes to the pertinent QS, TPs and course précis when required.
  - (v) Ensuring designated documentation (Officer Student Files (OSF's), completed exams) are filed in accordance with approved work instructions and appropriate TP;
  - (vi) Preparing, maintaining, and revising Lesson Plans and Student Study Manuals consistent with current TPs and approved directives; and
  - (vii) Providing continuous improvement feedback for middle management decisions.
- g. Train and Assist Other Staff. These tasks include:
- (i) Assisting the AERE Course Director with:
    - 1. Invigilating exams;
    - 2. Correcting exams; and
    - 3. Amending EC's and PC's;
  - (ii) Orienting new personnel to AERE Standards;
  - (iii) Briefing students on administrative procedures for the course critique and provide constructive feedback;
  - (vi) Assisting and provide advice to the instructional staff;
  - (v) Assisting in student training and evaluation exercise;
  - (vi) Acting as a SME, as needed; and
  - (vii) Assisting the course director in counselling students on their performance.
- h. Administration. These tasks include:
- (i) Ensuring all correspondence in the form of letters, memoranda, messages and other documents are prepared IAW the Military Writing Manual prior to submission; and
  - (ii) Drafting correspondence for Standards Flight Commander, Standards Squadron Commander and Commandant Signatures.

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## Labour Category 4 – Aircraft Structures (ACS) Course Instructor

**Title:** Aircraft Structures (ACS) Course Instructor

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an ACS Course Instructor include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Aircraft Structures Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Aircraft Structures Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization and three (3) years of experience as a registered Aircraft Maintenance Engineer (S rating) in an aircraft maintenance organization; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

OR

2. For Canadian Forces-Trained Personnel:
  - a. Qualified ACS (or QL 5 trade level for pre-1996 equivalent); and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

1. An ACS Course Instructor must have knowledge of and ability to apply principles of training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute.

#### TASKS

1. The ACS Course Instructor must deliver the curriculum for all training requirements. He or she is accountable to the Course Director for providing all course training documentation, lesson plans, and student assessment and evaluation.
2. The ACS Course Instructor tasks may include and may not necessarily be limited to, the following:
  - a. Performing instructional tasks in accordance with approved instructional techniques while ensuring the safety and security of personnel and materiel;
  - b. Preparing, maintaining, and revising Lesson Plans and Student Study Manuals consistent with current TPs and approved directives;
  - c. Maintaining classrooms, laboratories and facilities in a clean, serviceable state, ensuring fire, security and safety regulations are adhered to. This may include routine training aid repair;
  - d. Advising course director of all issues which could affect the welfare of students;
  - e. Controlling and analyse all PCs;

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- f. Advising course director regarding deficient and unserviceable training aids and facilities;
  - g. Originating entries in Student Record Book for the purpose of preparing course reports, counselling;
  - h. Recommending draft changes to the pertinent QS, TPs and course précis when required;
  - i. Monitoring students for high standard of conduct and deportment;
  - j. Providing continuous improvement feedback for middle management decisions;
  - k. Assisting the course director in counselling students on their performance;
  - l. Supervising exams;
  - m. Passing the Air Maintenance Policy (AMP) Level II exam within three (3) months of becoming an ACS Course Instructor under the Contract;
  - n. Ensuring all correspondence in the form of letters, memoranda, messages and other documents are prepared IAW the Military Writing Manual prior to submission;
  - o. Designing courses and developing activities; and
  - p. Acting as a SME as needed.

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## Labour Category 5 – Aircraft Structures (ACS) Standards Designer

**Title:** Aircraft Structures (ACS) Standards Designer

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an ACS Standards Designer include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Aircraft Structures Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Aircraft Structures Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization and three (3) years of experience as a registered Aircraft Maintenance Engineer (S rating) in an aircraft maintenance organization; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.
- OR
2. For Canadian Forces-Trained Personnel:
  - a. Qualified ACS (or QL 6A trade of pre-1996 equivalent); and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

An ACS Standards Designer must have knowledge of and ability to apply principles of:

1. Training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute; and
2. Training needs assessment, analysis, design, development and delivery, demonstrated through work experience as a training standards, examination designer or advisor.

#### TASKS

1. The ACS Standards Designer must design, develop, maintain and generate course and student evaluation material for the training of ACS technicians. The ACS Standards Designer will directly work for and be accountable to the CFSATE ACS Standards Section.
2. The ACS Standards Designer tasks include and may not necessarily be limited to, the following:
  - a. Preparing and maintaining TPs by holding the Master Copy, recommending changes, liaising with instructors, and rewriting, amending and updating the information as indicated;
  - b. Reviewing productive hours and instructor calculations submitted by Training Squadrons to ensure conformity with current TPs and School Work Instructions (WIs);

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- c. Writing multiple choice items and maintain question banks to create Supporting Knowledge Exams (SKEs);
  - d. Developing assessment plans for SKEs;
  - e. Generating examinations from assessment plans;
  - f. Generating PCs from the Job Based Occupational Specification (JBOS) and QS;
  - g. Supervising SKEs & PCs;
  - h. Passing the AMP Level II exam within three (3) months of becoming an ACS Standards Designer under the Contract;
  - i. Scoring examinations and completing examination analysis worksheets;
  - j. Analyzing examinations and providing feedback from SKEs/PCs to training staff and trainees;
  - k. Performing statistical and item analyses to determine and validate SKEs and PCs;
  - l. Monitoring PCs to confirm standard set in TP is being realistically achieved;
  - m. Generating and maintaining student study manuals;
  - n. Actioning feedback for continuous improvement of the implementation of training and development of ideas for training and learning aids;
  - o. Ensuring all training documents are up-to-date, making amendments to references and timings as necessary;
  - p. Assisting in developing data forms and training effectiveness evaluation critiques;
  - q. Ensuring all correspondence in the form of letters, memoranda, messages and other documents are prepared IAW the Military Writing Manual prior to submission; and
  - r. Drafting correspondence for Standards Flight Commander, Standards Squadron Commander and Commandant signatures and IAW the Military Writing Manual.
3. **Coordination and Liaison Tasks:** The ACS Standards Designer, in addition to the tasks above, must also perform a variety of coordination and liaison tasks, as follows:
- a. Liaise with training staff in the development of the TP, design of training, establishment of standards, sharing of monitoring information, and the resolution of associated problems;
  - b. Attend and make recommendations to the training related working groups;
  - c. Serve as a member of QS Writing Board, when appointed;
  - d. Assist in responding to comments or observations from course critiques that may be resolved by changes to the TP or QS;
  - e. As the Standards Officer of Primary Interest (OPI) delegate, brief students on administrative procedures of the course critique and provide constructive feedback;
  - f. Liaise with, via the military chain of command, the Life Cycle Material Manager (LCMM) for the addition of new training equipment; and
  - g. Liaise with, via the military chain of command, 2 Canadian Air Division (2 Cdn Air Div) regarding recommendations for changes to the QS.

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## Labour Category 6 – Aircraft Structures (ACS) Technician

**Title:** Aircraft Structures (ACS) Technician

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an ACS Technician include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Aircraft Structures Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Aircraft Structures Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization (ATO) and three (3) years of experience as a registered Aircraft Maintenance Engineer (S rating) in an aircraft maintenance organization.
  - OR
2. For Canadian Forces-Trained Personnel:
  - a. Qualified ACS (or QL 5 trade level for pre-1996 equivalent).

#### General Qualifications:

1. An ACS Technician must have knowledge of and ability to apply principles of tool control, demonstrated through work experience in an aircraft maintenance environment as crew member where the proposed resource adhered to a strict tool control program whether individual based or group (crew) based.

### TASKS

1. The ACS Technician must maintain and operate all aircraft structures equipment, and associated First and Second Line aircraft or training-aid maintenance. He or She may also be responsible for performing a variety of supply activities including: ordering; receipt; dispatch; respecting budgets; conducting inventory checks; and maintaining stock levels of various commodity and spare part items. The ACS Technician will be accountable to the Aircraft Maintenance Flight Section.
2. **Maintenance and Quality Control Tasks:** Tasks may include and may not necessarily be limited to, the following:
  - a. Performing daily, weekly, quarterly, annual inspections of ACS equipment and tools;
  - b. Performing troubleshooting and maintenance tasks, as required, to rectify training aid deficiencies;
  - c. Performing ACS First Line and limited Second Line Maintenance tasks, to include:
    - (i) Performing general support operations;
    - (ii) Performing corrosion control on aircraft and associated components;
    - (iii) Maintaining protective coatings and markings on aircraft and support equipment;
    - (iv) Maintaining textile components;
    - (v) Performing machine operations;
    - (vi) Performing welding operations;
    - (vii) Carrying out repairs on aircraft and industrial rigid lines;
    - (viii) Performing aircraft structural repairs; and
    - (ix) Maintaining aircraft fiberglass components and plastics.
  - d. Performing scheduled maintenance inspections of all ACS- related equipment;
  - e. Preparing and verifying serviceability of equipment before it is issued to students and upon return;
  - f. Advising course director regarding deficiencies, unserviceable training aids and facilities; and
  - g. Providing assistance to any of the ACS shops as per the task description herein.

3. **Supplemental Tasks:** These tasks may include and may not necessarily be limited to, the following:
- a. Maintaining inventories by ordering additional materials, as required;
  - b. Controlling the movement of materials by maintaining electronic catalogues and logs;
  - c. Conducting stock checks to review holdings;
  - d. Advising management of critical item issues;
  - e. Arranging for repairs or disposal of damaged equipment and reorder as required;
  - f. Responding to electronic mail, telephone calls, and personnel inquiries and assist with material requirements;
  - g. Providing additional assistance to instructors, when required, during the practical portion of student training; and
  - h. Supporting Tool Crib, Master Tech Library and Aircraft Supply activities.

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## Labour Category 7 – Aviation (AVN) Course Instructor

**Title:** Aviation (AVN) Course Instructor

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AVN Course Instructor include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Aircraft Maintenance Technician or Aircraft Gas Turbine Engine Repair and Overhaul Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Aircraft Maintenance Technician or Aircraft Gas Turbine Engine Repair and Overhaul Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization (ATO) and three (3) years of experience as a registered Aircraft Maintenance Engineer (M rating) in an aircraft maintenance organization; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

OR

2. For Canadian Forces-Trained Personnel:
  - a. Qualified AVN (or QL 5 trade level for pre-1996 equivalent); and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

1. An AVN Course Instructor must have knowledge of and ability to apply principles of training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute.

#### TASKS

1. The AVN Course Instructor must deliver the curriculum for all training requirements. He or She is accountable to the Course Director for providing all course training documentation, lesson plans, and student assessment and evaluation.
2. AVN Course Instructor tasks may include and may not necessarily be limited to, the following:
  - a. Performing instructional tasks in accordance with approved instructional techniques, while ensuring the safety and security of personnel and materiel;
  - b. Preparing, maintaining, and revising Lesson Plans and Student Study Manuals consistent with current TPs and approved directives;
  - c. Maintaining classrooms, laboratories and facilities in a clean, serviceable state, ensuring fire, security and safety regulations are adhered to. This may include routine training aid repair;

- d. Advising course director of all issues which could affect the welfare of students;
- e. Controlling and analyzing all PCs;
- f. Advising course director regarding deficient and unserviceable training aids and facilities;
- g. Originating entries in Student Record Book (SRB) for the purpose of preparing course reports, counselling, etc.;
- h. Recommending draft changes to the pertinent QS and TP and course précis as required;
- j. Monitoring students for high standard of conduct and deportment;
- k. Providing continuous improvement feedback for middle management decisions;
- l. Assisting the course director in counselling students on their performance and invigilate exams;
- m. Passing the AMP Level II exam within three (3) months of becoming an AVN Course Instructor under the Contract;
- n. Ensuring that all correspondence in the form of letters, memoranda, messages, and other documents are prepared IAW the Military Writing Manual prior to submission;
- o. Designing and developing activities; and
- p. Acting as a SME as needed.

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## Labour Category 8 – Aviation (AVN) Standards Designer

**Title:** Aviation (AVN) Standards Designer

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AVN Standards Designer include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Aircraft Maintenance Technician or Aircraft Gas Turbine Engine Repair and Overhaul Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Aircraft Maintenance Technician or Aircraft Gas Turbine Engine Repair and Overhaul Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization (ATO) and three (3) years of experience as a registered Aircraft Maintenance Engineer (M rating) in an aircraft maintenance organization; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

OR

2. For Canadian Forces-Trained Personnel:
  - a. Qualified AVN (or QL 6A trade level for pre-1996 equivalent); and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

An AVN Standards Designer must have knowledge of and ability to apply principles of

1. Training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute; and
2. Training needs assessment, analysis, design, development and delivery, demonstrated through work experience as a training standards/examination designer or advisor.

#### TASKS

1. The AVN Standards Designer must design, develop, maintain and generate course and student evaluation material for the training of AVN technicians. The AVN Standards Designer work will be working directly with and be accountable to the AVN Standard Section.
2. The AVN Standards Designer tasks may include and may not necessarily be limited to, the following:
  - a. Preparing and maintaining TPs by: holding the Master Copy; recommending changes; liaising with instructors; and rewriting, amending and updating the information as indicated;
  - b. Reviewing productive hours and instructor calculations submitted by training Squadrons to ensure conformity with current TPs and School Work Instructions (WIs);

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- c. Writing multiple choice items and maintain question banks to create SKEs;
  - d. Developing assessment plans for SKEs;
  - e. Generating examinations from assessment plans;
  - f. Generating PCs from the TP and QS;
  - g. Invigilating SKEs & PCs;
  - h. Passing the AMP Level II exam within three (3) months of becoming an AVN Standards Designer under the Contract;
  - i. Scoring examinations and have examination analysis worksheets completed;
  - j. Analyzing examinations and provide feedback from SKEs or PCs to training staff and trainees;
  - k. Performing statistical and item analyses to determine and validate SKEs and PCs;
  - l. Monitoring PCs to confirm standard set in TP is being realistically achieved;
  - m. Generating and maintaining student study manuals;
  - n. Actioning feedback for continuous improvement of the implementation of training and development of ideas for training or learning aids;
  - o. Ensuring all training documents are up-to-date, making amendments to references and timings as necessary;
  - p. Ensuring all correspondence in the form of letters, memoranda, messages and other documents are prepared IAW the Military Writing Manual prior to submission; and
  - q. Drafting correspondence for Standards Flight Commander, Standards Squadron Commander and Commandant Signatures.
3. **Coordination and Liaison Tasks:** The AVN Standards Designer, in addition to the tasks above, must also perform a variety of coordination and liaison tasks, as follows:
- a. Assist in developing data forms and training effectiveness evaluation critiques;
  - b. Liaise with training staff in the development of the TP, design of training, establishment of standards, sharing of monitoring information, and the resolution of associated problems;
  - c. Attend and make recommendations to the training related working groups;
  - d. Serve as a member of QS Writing Board, when appointed;
  - e. Assist in responding to comments or observations from course critiques that may be resolved by changes to the TP or QS;
  - f. As the Standards OPI, brief students on administrative procedures for the course critique and provide constructive feedback;
  - g. Liaise with, via the military chain of command, the LCMM for the addition of new training equipment; and
  - h. Liaise with, via the military chain of command, 1 Cdn Air Div regarding recommendations for changes to the QS.

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## Labour Category 9 – Aviation (AVN) Technician

**Title:** Aviation Technician

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AVN Technician include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Aircraft Maintenance Technician or Aircraft Gas Turbine Engine Repair and Overhaul Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Aircraft Maintenance Technician or Aircraft Gas Turbine Engine Repair and Overhaul Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization (ATO) and three (3) years of experience as a registered Aircraft Maintenance Engineer (M rating) in an aircraft maintenance organization;
  - OR
2. For Canadian Forces-Trained Personnel:
  - a. Qualified AVN (or QL 6A trade level for pre-1996 equivalent).

#### General Qualifications:

1. An AVN Technician must have knowledge of and ability to apply principles of tool control, demonstrated through work experience in an aircraft maintenance environment as crew member where the resource adhered to a strict tool control program whether individual based or group/crew based.

#### TASKS

1. The AVN Technician must troubleshoot, overhaul, repair, install, and test aircraft mechanical and electrical sub-systems such as: engines; hydraulics; flight control systems; life support systems; and electrical systems related to non-avionics equipment. The AVN Technician is accountable to the Aircraft Maintenance Flight Section.
2. AVN Technician tasks may include and may not necessarily be limited to, the following:
  - a. Troubleshooting, repairing, installing and modifying aircraft equipment as tasked;
  - b. Developing and maintaining expertise in the measurement and analysis of aircraft systems and ancillary equipment,
  - c. Verifying adherence to all manufacturing specifications and standards as laid down in CFTO's, drawings or other recognized technical publications;
  - d. Assisting in the design, research, development, and other tasking that may arise to complete an assigned project;
  - e. Advising appointed task coordinator on the status of all assigned tasks;
  - f. Maintaining databases for CF aircraft and utilize collected data to create computer generated charts and graphs as required;
  - g. Assisting in maintaining aircraft technical records;
  - h. Passing the AMP Level II exam within three (3) months of becoming an AVN Technician under the Contract;
  - i. Drafting memoranda, messages, reports, and other necessary documents on section- related matters IAW the Military Writing Manual; and
  - j. Providing additional assistance to instructors, when required, during the practical portion of student training.

- 3. Supplemental Tasks:** These tasks may include and may not necessarily be limited to, the following:
- a. Maintaining inventories by ordering additional materials, as required;
  - b. Controlling the movement of materials by maintaining electronic catalogues and logs;
  - c. Conducting stock checks to review holdings;
  - d. Advising management of critical item issues;
  - e. Arranging for repairs or disposal of damaged equipment and reorder as required;
  - f. Responding to electronic mail, telephone calls, and personnel inquiries and assist with material requirements;
  - g. Providing additional assistance to instructors, when required, during the practical portion of student training; and
  - h. Supporting Tool Crib, Master Tech Library and Aircraft Supply activities.

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## Labour Category 10 – Avionics (AVS) Course Instructor

**Title:** Avionics (AVS) Course Instructor

**Security:** Will have access to **COMSEC information/assets**

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AVS Course Instructor include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Avionics Maintenance Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Avionics Maintenance Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization (ATO) and three (3) years of experience as a registered Aircraft Maintenance Engineer (E rating) in an aircraft maintenance organization; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

OR

2. For Canadian Forces-Trained Personnel:
  - a. Qualified AVS (or QL 5 trade level for pre-1996 equivalent); and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

1. An AVS Course Instructor must have knowledge of and ability to apply principles of training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute.

#### TASKS

1. The AVS Course Instructor must deliver curriculum for all training requirements. He or She is accountable to the Course Director for providing all course training documentation, lesson plans and student assessment and evaluation.
2. Course Instructor tasks may include and may not necessarily be limited to, the following:
  - a. Performing instructional tasks in accordance with approved instructional techniques, while ensuring the safety and security of personnel and materiel;
  - b. Preparing, maintaining, and revising Lesson Plans and Student Study Manuals consistent with current TPs and approved directives;
  - c. Maintaining classrooms, laboratories and facilities in a clean, serviceable state ensuring fire, security and safety regulations are adhered to. This may include routine training aid repair;
  - d. Advising course director of all issues which could affect the welfare of students;

- e. Controlling and analyzing all PCs;
- f. Advising course director regarding deficient and unserviceable training aids and facilities;
- g. Originating entries in SRB for the purpose of preparing course reports, counselling, etc.;
- h. Recommending draft changes to the pertinent QS and TP and course précis as required;
- i. Monitoring students for high standard of conduct and deportment;
- j. Providing continuous improvement feedback for middle management decisions;
- k. Assisting the course director in counselling students on their performance;
- l. Supervising exams;
- m. Passing the AMP Level II exam within three (3) months of becoming an AVS Course Instructor under the Contract;
- n. Ensuring all correspondence in the form of letters, memoranda, messages and other documents are prepared IAW the Military Writing Manual prior to submission;
- o. Designing course and developing activities; and
- p. Acting as a SME as needed.

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## Labour Category 11 – Avionics (AVS) Standards Designer

**Title:** Avionics (AVS) Standards Designer

**Security:** Will have access to **COMSEC information/assets**

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AVS Standards Designer include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Avionics Maintenance Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Avionics Maintenance Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization (ATO) and three (3) years of experience as a registered Aircraft Maintenance Engineer (E rating) in an aircraft maintenance organization; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

OR

2. For Canadian Forces-Trained Personnel:
  - a. Qualified AVS (or QL 6A trade level for pre-1996 equivalent); and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

An AVS Standards Designer must have knowledge of and ability to apply principles of:

1. Training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute; and
2. Training needs assessment, analysis, design, development and delivery, demonstrated through work experience as a training standards, examination designer or advisor.

#### TASKS

1. The AVS Standards Designer must design, develop, maintain and generate course and student evaluation material for the training of AVS technicians. The AVS Standards Designer work will be working directly with and be accountable to the AVS Standard Section.
2. The AVS Standards Designer tasks may include and may not necessarily be limited to, the following:
  - a. Preparing and maintaining TPs by: holding the Master Copy; recommending changes: liaising with instructors; and rewriting, amending and updating the information as indicated;
  - b. Reviewing productive hours and instructor calculations submitted by Training Squadrons to ensure conformity with current TPs and School Work Instructions;
  - c. Writing multiple choice items and maintaining question banks to create SKES;

- 
- d. Developing assessment plans for SKEs;
  - e. Generating examinations from assessment plans;
  - f. Generating PCs from the TP and Qualification Standard;
  - g. Supervising SKEs & PCs;
  - h. Passing the AMP Level II exam within three (3) months of becoming an AVS Standards Designer under the Contract;
  - i. Scoring examinations and analyzing examination worksheets for completed;
  - j. Analyzing examinations and providing feedback from SKEs or PCs to training staff and trainees;
  - k. Performing statistical and item analyses to determine and validate SKEs and PCs;
  - l. Monitoring PCs to confirm standard set in TP is being realistically achieved;
  - m. Generating and maintaining student study manuals;
  - n. Actioning feedback for continuous improvement of the implementation of training and development of ideas for training/learning aids; and
  - o. Ensuring all training documents are up-to-date, making amendments to references and timings as necessary.
2. **Coordination and Liaison Tasks:** The AVS Standards Designer, in addition to the tasks above, must also perform a variety of coordination and liaison tasks, as follows:
- a. Assist in developing data forms and training effectiveness evaluation critiques;
  - b. Liaise with training staff in the development of the TP, design of training, establishment of standards, sharing of monitoring information, and the resolution of associated problems;
  - c. Attend and make recommendations to the training related working groups;
  - d. Assist in responding to comments or observations from course critiques that may be resolved by changes to the TP or QS;
  - e. As the Standards OPI delegate, brief students on administrative procedures for the course critique and provide constructive feedback;
  - f. Liaise with, via the military chain of command, the LCMM for the addition of new training equipment;
  - g. Liaise with, via the military chain of command, 1 Cdn Air Div for the recommendations to the QS; and
  - h. Perform the administrative tasks listed below:
    - (i) Ensuring all correspondence in the form of letters, memoranda, messages and other documents are prepared IAW the Military Writing Manual prior to submission; and
    - (ii) Drafting correspondence for Standards Flight Commander, Standards Squadron Commander and Commandant signatures.

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## Labour Category 12 – Avionics (AVS) Technician

**Title:** Avionics (AVS) Technician

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AVS Technician include:

1. For Civilian-Trained Personnel:
  - a.
    - (i) Graduation from an Avionics Maintenance Technician program offered by a technical institute that is recognized by the Canadian Council for Aviation & Aerospace (CCAA) in the delivery of one or several accredited programs and three (3) years of experience as an Avionics Maintenance Technician in an aircraft maintenance organization; or
    - (ii) Graduation from a program offered by a technical institute that is recognized by Transport Canada (TC) as an Approved Training Organization (ATO) and three (3) years of experience as a registered Aircraft Maintenance Engineer (E rating) in an aircraft maintenance organization; and
  - b. A qualified instructor with at least two (2) years of teaching experience.
- OR
2. For Canadian Forces-Trained Personnel:
  - a. Qualified AVS (or QL 5 trade level for pre-1996 equivalent); and
  - b. A qualified instructor with at least two (2) years of teaching experience.

#### General Qualifications:

1. An AVS Technician must have knowledge of and ability to apply principles of tool control, demonstrated through work experience in an aircraft maintenance environment as crew member where the resource adhered to a strict tool control program whether individual based or group/crew based.

#### TASKS

1. The AVS Technician must overhaul, adjust, install and test aircraft instruments, electrical, or avionics (aviation electronics) systems, including those of rockets and missiles. This includes inspecting aircraft instrument, electrical, or avionics systems following maintenance, repair and overhaul, modification, or original manufacture to confirm their airworthiness. The AVS Technician accountable to the CFSATE Aircraft Maintenance Flight Section.
2. Avionics Technician tasks may include and may not necessarily be limited to, the following:
  - a. Manufacturing, repairing, installing and modifying aircraft equipment as tasked;
  - b. Developing and maintaining expertise in the measurement and analysis of aircraft systems and ancillary equipment;
  - c. Adhering to all manufacturing specifications and standards as laid down in CFTO's, drawings and other recognized technical publications;
  - d. Assisting in the design, research, development and other tasking that may arise to complete an assigned project;
  - e. Maintaining databases for CF aircraft and utilize collected data to create computer-generated charts and graphs, as required;
  - f. Assisting in maintaining aircraft technical records;
  - g. Passing the AMP Level II exam within three (3) months of becoming an AVS Technician under the Contract;
  - h. Drafting memoranda, messages, reports, and other necessary documents on section-related matters IAW the Military Writing Manual; and
  - i. Providing additional assistance to instructors, when required, during the practical portion of student training.

3. **Supplemental Tasks:** These tasks may include and may not necessarily be limited to, the following:
- a. Maintaining inventories by ordering additional materials, as required;
  - b. Controlling the movement of materials by maintaining electronic catalogues and logs;
  - c. Conducting stock checks to review holdings;
  - d. Advising management of critical item issues;
  - e. Arranging for repairs or disposal of damaged equipment and reorder as required;
  - f. Responding to electronic mail, telephone calls, and personnel inquiries and assist with material requirements;
  - g. Providing additional assistance to instructors, when required, during the practical portion of student training; and
  - h. Supporting Tool Crib, Master Tech Library and Aircraft Supply activities.

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## Labour Category 13 – Air Weapons Systems (AWS) Course Instructor

**Title:** Air Weapons Systems (AWS) Course Instructor

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AWS Course Instructor include:

1. For Canadian Forces-Trained Personnel:
  - a. Qualified AWS (or QL 5 trade level for pre-1996 equivalent) or qualified AVN (or QL 5 trade level for pre-1996 equivalent) specialized in air weapon systems per fleet employment training plan; and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

1. An AWS Course Instructor must have knowledge of and ability to apply principles of training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute.

### TASKS

1. The AWS Course Instructor must deliver the curriculum for all training requirements. He or She is accountable to the Course Director for providing all course training documentation, lesson plans, and student assessment & evaluation.
2. AWS Course Instructor tasks may include and may not necessarily be limited to, the following:
  - a. Performing instructional tasks in accordance with approved instructional techniques, while ensuring the safety and security of personnel and materiel;
  - b. Preparing, maintaining, and revising Lesson Plans and Student Study Manuals consistent with current TPs and approved directives;
  - c. Maintaining classrooms, laboratories and facilities in a clean, serviceable state, ensuring fire, security and safety regulations are adhered to. This may include routine training aid repair;
  - d. Advising course director of all issues which could affect the welfare of students;
  - e. Controlling and analyzing all PCs;
  - f. Advising course director regarding deficient and unserviceable training aids and facilities;
  - g. Originating entries in SRB for the purpose of preparing course reports, counselling, etc.;
  - h. Recommending draft changes to the pertinent QS and TP and course processes as required;
  - i. Monitoring students for high standard of conduct and deportment;
  - j. Providing continuous improvement feedback for middle management decisions;
  - k. Assisting the course director in counselling students on their performance;
  - l. Supervising exams;
  - m. Passing the AMP Level II exam within three (3) months of becoming an AWS Course Instructor under the Contract;
  - n. Ensuring that all correspondence in the form of letters, memoranda, messages, and other documents are prepared IAW the Military Writing Manual prior to submission;
  - o. Designing courses and developing activities; and
  - p. Acting as a SME as needed.

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## Labour Category 14 – Air Weapons Systems (AWS) Standards Designer

**Title:** Air Weapon System (AWS) Standards Designer

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an AWS Standards Designer include:

1. For Canadian Forces-Trained Personnel:
  - a. Qualified AWS (or QL 5 trade level for pre-1996 equivalent); and
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation.

#### General Qualifications:

An AWS Standards Designer must have knowledge of and ability to apply principles of:

1. Training delivery, demonstrated through work experience in a training environment as an instructor where the resource prepared and delivered lessons in the context of aircraft maintenance training using established lesson plans approved by a technical institute; and
2. Training needs assessment, analysis, design, development and delivery, demonstrated through work experience as a training standards/examination designer or advisor.

### TASKS

1. The AWS Standards Designer must design, develop, maintain and generate course and student evaluation material for the training of Air Weapon System (AWS) technicians. The AWS Standards Designer work will be working directly with and be accountable to the AWS Standard Section.
2. The AWS Standards Designer tasks may include and may not necessarily be limited to, the following:
  - a. Preparing and maintaining TPs by: holding the Master Copy; recommending changes; liaising with instructors; and rewriting, amending and updating the information as indicated;
  - b. Reviewing productive hours and instructor calculations submitted by training Squadrons to ensure conformity with current TPs and School Work Instructions (WIs);
  - c. Writing multiple choice items and maintain question banks to create SKEs;
  - d. Developing assessment plans for SKEs;
  - e. Generating examinations from assessment plans;
  - f. Generating PCs from the TP and QS;
  - g. Supervising SKEs & PCs;
  - h. Scoring examinations and have examination analysis worksheets completed;
  - i. Analyzing examinations and provide feedback from SKEs and PCs to training staff and trainees;
  - j. Performing statistical and item analyses to determine and/or validate SKEs and PCs;
  - k. Monitoring PCs to confirm standard set in TP is being realistically achieved;
  - l. Generating and maintaining student study manuals;
  - m. Actioning feedback for continuous improvement of the implementation of training and/or development of ideas for training or learning aids;
  - n. Ensuring all training documents are up-to-date, making amendments to references and timings as necessary;
  - o. Ensuring all correspondence in the form of letters, memoranda, messages and other documents are prepared IAW the Military Writing Manual prior to submission;
  - p. Drafting correspondence for Standards Flight Commander, Standards Squadron Commander and Commandant Signatures; and
  - q. Performing additional incremental tasking as required to support Standards Squadron activities.

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3. **Coordination and Liaison Tasks:** The AWS Standards Designer, in addition to the tasks above, must also perform a variety of coordination and liaison tasks, as follows:
- a. Assist in developing data forms and training effectiveness evaluation critiques;
  - b. Liaise with training staff in the development of the TP, design of training, establishment of standards, sharing of monitoring information, and the resolution of associated problems;
  - c. Attend and make recommendations to training related working groups;
  - d. Serve as a member of QS Writing Board, when appointed;
  - e. Assist in responding to comments and observations from course critiques that may be resolved by changes to the TP and QS;
  - f. As the Standards OPI, brief students on administrative procedures for the course critique and provide constructive feedback;
  - g. Liaise with, via the military chain of command, the LCMM for the addition of new training equipment; and
  - h. Liaise with, via the military chain of command, 2 Canadian Air Division (2 Cdn Air Div) regarding recommendations for changes to the QS.

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## Labour Category 15 – Database Administrator

**Title:** Database Administrator

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for a Database Administrator include:

1. For Civilian-Trained Personnel:
  - a. A two (2) year College level certificate in computer science or equivalent and three (3) years of experience in a related Information Technology field within the last ten (10) years;OR
  - b. A two (2) year College level certificate in database administration, systems administration or data analysis or equivalent and three (3) years of experience in a related Information Technology field within the last ten (10) years.

#### General Qualifications:

A Database Administrator must have experience with the following:

1. Working with Windows 7 or newer operating system and MS Office Suite including Access, Outlook, Word and Excel as a minimum. The proposed resources, within their work experience, must have composed formal correspondence in Outlook, produced statistical reports in Word, created record keeping spreadsheets in Excel and managed a MS Access based database for a minimum of one (1) year.

### TASKS

1. The Database Administrator must develop, design, implement, and maintain existing and new database solutions and provide reliability, availability and data protection, while ensuring database integrity. The Database Administrator will work within the Employment Training Officer (ETO) cell and be accountable to the ETO Section.
2. The Database Administrator tasks may include and may not necessarily be limited to, the following:
  - a. Working closely with the database users in order to maintain and safeguard the integrity of the database;
  - b. Identifying requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements;
  - c. Maintaining data dictionaries;
  - d. Developing and implementing procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
  - e. Mediating and resolving conflicts among users' needs for data;
  - f. Developing and implementing security procedures for the database, including access and user account management;
  - g. Advising programmers, analysts, and users about efficient use of data;
  - h. Maintaining configuration control of the database. Perform and/or co-ordinate updates to the database design;
  - i. Controlling and coordinating changes to the database, including the deletion of records and changes to existing records;
  - j. Developing and coordinating back-up and disaster recovery for all databases;
  - k. Developing user-friendly front ends for existing and new databases;
  - l. Developing learning materials and Work Instructions as required;
  - m. Providing training and support to the users of Monitor Mass and associated software;
  - n. Tracking and monitoring data collection ensuring security and data integrity;
  - o. Developing automated reporting procedures and data mining for requested information as required by senior management, enabling a self serve environment;
  - p. Providing continuous improvement feedback for senior management decisions;

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
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W0113-14CS31

File No. - N° du dossier  
TOR-5-38032

CCC No./N° CCC - FMS No./N° VME

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- q. Developing special project activities as a SME; and
- r. Preparing correspondence in the form of reports, letters, memoranda, messages and other documents IAW the Military Writing Manual.

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## Labour Category 16 – E-Learning Flash Developer

**Title:** E-Learning Flash Developer

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an E-Learning Flash Developer include:

1. For Civilian-Trained Personnel:
  - a. Successful completion of a two (2) year of a College level educational program in web-based development of courseware, computer modeling and animation, computer science, information technology or equivalent.

#### General Qualifications:

An E-Learning Flash Developer must have knowledge of:

1. Graphic development software and tools such as Adobe Creative Suite, Graphics development and XML based content demonstrated through work experience in creating eLearning products using said software and tools;
2. Web based scripting language such Visual Basic, C++, HTML/XML, SQL, PHP, ASP and JavaScript, demonstrated through work experience in creating web based products using said software and tools;
3. How to use Flash and AS3 to produce eLearning products, demonstrated through work experience in creating learning objects/assets/animations using Flash and AS3;
4. Content Packaging Standards and Specifications for share-ability (user of one or several of the following: SCORM, IEEE, IMS, AICC, Storyline2, Lectoral, Captivate, 3D Studio Max or Blender & Unity) demonstrated through work experience in creating standards packages which communicate with a Learning Management System (LMS); and
5. Must have developed at least two (2) computer based or web based e-learning courses within the last two (2) years, demonstrated by project reports for those courses where the resource is listed as developer.

#### TASKS

1. The E-Learning Flash Developer must produce web-based media for both the Internet and DND Intranets, and e-Learning development services for a wide range of clients. He or She is accountable to the Senior Training Advisor.
2. The E-Learning Flash Developer tasks may include and may not necessarily be limited to, the following:
  - a. Contributing to the preparation of e-Learning Project Plans and provide technical guidance;
  - b. Assisting in both face-to-face and virtual-based instructional design and collaborative group activities (i.e. storyboarding);
  - c. Reviewing, analyzing and making recommendations on programming issues and project documentation;
  - d. Programming E-Learning product elements in accordance with Instructional Design standards including:
    - Interactive elements; and
    - Multi-Media elements;
  - e. Assessing instruments – Sharable Content Objects (SCOs);
  - f. Developing E-Learning project components such as:
    - A User Interface in accordance with the Style Guide;
    - Pseudo-code and metadata templates;
    - Advanced JavaScript course elements;
    - SCOs and Asset Metadata documents;
    - Sharable Content Object Reference Model (SCORM) conformance and usability testing;

- 
- A Maintenance Guide that provides information relevant to modifying and maintaining the end products;
  - g. Designing and developing data structure;
  - h. Implementing Quality Assurance and test plans;
  - i. Testing interactive E-Learning courseware on various delivery platforms and e-Learning environments (e.g. Web Based Training) IAW E-Learning design principles;
  - j. Producing web-based material for dissemination on the Internet and DND Intranets using a wide range of authoring tools;
  - k. Designing and programming database applications for learning projects;
  - l. Assisting in designing and developing collaborative technologies and tools;
  - m. Producing images, video and audio in a wide variety of media;
  - n. Explaining the necessary technical requirements in producing interactive courseware, web-based applications and e-Learning media to school staff, as required;
  - o. Creating, modifying and manipulating models using 3D Studio Max;
  - p. Maintaining currency in the broad field of E-Learning and flash development. These tasks include:
    - (i) Conducting research and development activities and attendance at conferences, webinars, seminars and workshops; and
    - (ii) Incorporation innovative practices in the production of eLearning projects.
  - q. Working closely with the various sections and those responsible for website related tasks, in order to advance the organizations goals;
  - r. Fixing errors, maintaining and ensuring optimum site performance on an ongoing basis;
  - s. Promoting the website within the organization and educate users how best to access information;
  - t. Developing and implementing standards and procedures regarding the design and production of additions in a timely and effective manner;
  - u. Controlling and coordinating changes to the various web pages, ensuring conformation to the common look and feel of all sites;
  - v. Maintaining and improving the existing scheduling tool used to deliver all course serials offered and manage all individual resources;
  - w. Developing a master course schedule, capable of providing information related to decision making, manpower request and highlighting deficiencies;
  - x. Liaising with course directors and instructors to create a scheduling template, producing the ability to forecast course end dates and resource over allocations;
  - y. Developing websites in order to deliver all schedules in a user-friendly manner;
  - z. Preparing weekly schedules in a web-enabled format with active links to lesson plans and all required training documentation. These tasks include:
    - (i) Ensuring web content is current through daily course and resource updates, including security backups and data recovery;
    - (ii) Developing open communication procedures ensuring senior management, course directors and the scheduling cell are aware of all changes regarding timelines, delivery, personnel, and resources;
    - (iii) Providing procedural documentation and end user training on all developed tools as needed;
    - (iv) Preparing correspondence in the form of reports, letters, memoranda, messages and other documents IAW the Military Writing Manual; and
    - (v) Developing innovated scheduling solutions.

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## Labour Category 17 – Information Technology Support

**Title:** Information Technology Support

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an Information Technology Support include:

1.
  - a. A two (2) year College level certificate in computer science or equivalent and three (3) years of experience in a related Information Technology field as Computer Maintenance Technician, Computer Software Specialist, Computer Support Specialist, Network Administrator or equivalent within the last ten (10) years;
  - OR
  - b. A two (2) year College level certificate in systems administration or data analysis or equivalent and three (3) years of experience in a related Information Technology field as Computer Maintenance Technician, Computer Software Specialist, Computer Support Specialist, Network Administrator or equivalent within the last ten (10) years.
  - OR
  - c. Four (4) years of work experience as Computer Maintenance Technician, Computer Software Specialist, Computer Support Specialist, Network Administrator or equivalent in the last six (6) years.

#### General Qualifications:

An Information Technology Support must have:

1. Experience working with Windows or newer operating system and MS Office Suite including Outlook, Word and Excel as a minimum. The resources, within their work experience, must have composed formal correspondence in Outlook, produced statistical reports in Word, created record keeping spreadsheets in Excel and worked as Windows or newer network support specialist or administrator for a minimum of one (1) year.

### TASKS

1. IT Support must service and repair household and business electronic equipment such as audio and video systems, computers and peripherals, office equipment, and other consumer electronic equipment and assemblies. The IT Support will work for and be accountable to the 16 Wing IT Section.
2. The Information Technology Support tasks may include and may not necessarily be limited to, the following:
  - a. Installing, assembling, configuring and relocating user and network equipment;
  - b. Performing first line diagnostics and maintenance on server consoles, client peripherals and network devices;
  - c. Maintaining hardware products by conducting fault rectification at the board/sub-assembly level on all discrete network components;
  - d. Providing problem rectification on user-level software;
  - e. Installing and verifying upgrades to system software;
  - f. Performing workstation setup, upgrades and configuration;
  - g. Maintain configuration control and other operational logs;
  - h. Creating and removing user accounts;
  - i. Performing system backups in accordance with the system administrator's backup plan;
  - j. Assisting in the review of audit and Admin logs;
  - k. Recommending upgrades and system configuration changes, as applicable;
  - l. Performing system capability demonstrations, when required;
  - m. Responding to help desk calls in accordance with procedures;
  - n. Loading media and maintain the media library;

- o. Providing informal assistance/troubleshooting in response to customer requests;
- p. Performing hardware and software maintenance as required during silent and non-business hours;
- q. Participating in shift work during surges and emergencies; and
- r. Setting up and operate user help facilities.

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## Labour Category 18 – Instructional Project Coordinator

**Title:** Instructional Project Coordinator

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an Instructional Project Coordinator include:

1. For Civilian-Trained Personnel:
  - a. College or university level diploma from a recognized institution in training design and development or in Project Management program offered by a recognized institution;
  - b. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation; and
  - c. At least three (3) years of experience in technical trade or in the development of technical training. A technical trade is a trade where the resource carried out maintenance, manufacturing or design tasks related to an aerospace, vehicle, naval, mechanical, electrical, or computer equipment or systems. Technical training is training related to maintenance, manufacturing or design tasks related to an aerospace, vehicle, naval, mechanical, electrical, or computer equipment or system

OR

2. For Canadian Forces-Trained Personnel:
  - a. At least one (1) year of instructional experience in an adult education environment, plus one (1) year of instructional experience, instructional support or a mixture of instructional experience and instructional support experience in an adult education environment. Instructional experience is defined as instructional or teaching duties or tasks within a classroom, lab, or other similar environment. Instructional support experience is defined as duties or tasks in support of instruction including course standards, course development and student evaluation; and
  - b. At least three years of experience post QL3 qualification as a technician for aerospace, vehicle, naval or computer systems.

#### General Qualifications:

An Instructional Project Coordinator must have knowledge and ability to:

1. Manage projects, demonstrated through work experience where the resources planned and managed projects involving at least three other individuals;
2. Coordinate groups, carry out debriefing, and provide feedback, demonstrated through work experience where the resource coordinated groups, carried out debriefing, and provided feedback; and
3. Have knowledge of Canadian Forces Individual Training and Education System (CFITES) and Individual Training and Education (IT&E) Management Framework or equivalent training system development framework, demonstrated through work experience in a structured training environment;

#### TASKS

1. The Instructional Project Coordinator must design, develop and quality control of instructional materials for all training requirements. He or she is accountable to the Training Development Officer.
2. The Instructional Project Coordinator tasks may include and may not necessarily be limited to, the following:
  - a. Managing small and medium size projects;
  - b. Refining and identifying training resources;
  - c. Liaising with other DND agencies and persons of collateral interest to determine requirements;
  - d. Coordinating courseware development for associated projects;

- e. Developing training material in collaboration with instructors, standards staff and SMEs;
- f. Providing briefings and facilitate focus groups;
- g. Maintaining currency in skills and knowledge within the field of training development; and
- h. Monitoring and evaluating training.

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## Labour Category 19 – Instructional Design Officer

**Title:** Instructional Design Officer

### MANDATORY QUALIFICATIONS

#### Educational Qualifications and Experience:

The essential minimum qualifications for an Instructional Design Officer include:

1. For Civilian-Trained Personnel:
  - a. Undergraduate or post-graduate degree in or specializing in Education or Distance Learning offered by a recognized institution;
  - b. Two (2) years minimum full-time instruction in adult education-related employment; and
  - c. Two (2) years experience in Design, Development and implementation of Instructional programs and Distributed Learning.

OR

2. For Canadian Forces Trained Personnel:
  - a. Qualified Training Development Officer (CF qualification code AGDA).

#### General Qualifications:

An Instructional Design Officer must have knowledge of:

1. Canadian Forces Individual Training and Education System (CFITES) and Individual Training and Education (IT&E) Management Framework or equivalent training system development framework, demonstrated through work experience in applying the training system development framework in a structured training environment;
2. Design of Distributed Learning, demonstrated through work experience in a training development environment where the resource developed or coordinated the development of distance learning courses; and
3. Ability to advise on curriculum and training development, demonstrated through work experience in a training development environment where the resource reviewed and provided advice/options to improve or develop training.

### TASKS

1. The Instructional Design Officer must design, develop and quality control of instructional materials for all training requirements. The Instructional Development Officer is accountable to the Training Development Officer.
2. The Instructional Design Officer tasks may include and may not necessarily be limited to, the following:
  - a. Analyzing, designing and evaluating RCAF training program;
  - b. Developing of training material;
  - c. Conducting and advising on validation activities;
  - d. Advising on training documentation;
  - e. Assisting in the development of assessment plans and assessment instruments;
  - f. Assisting instructors in developing instructional skills;
  - g. Assisting in the implementation of mentoring programs;
  - h. Designing and conducting instructional techniques workshops;
  - i. Conducting needs analysis;
  - j. Monitoring and evaluating training;
  - k. Proposing, monitoring and evaluating performance improvement interventions;
  - l. Instructing as required;
  - m. Advising on learning technologies;
  - n. Promoting relevant training and education system innovation; and
  - o. Supervising instructional developers and personnel in instructional development.

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## Appendix 2 to Annex A

### Procedure for the Assessment of Additional Resources at the TA Stage

- (a) Where a requirement for a specific task is identified, a Task Authorization Form (TA Form) as attached at Appendix 3 to Annex A, will be provided to the Contractor in accordance with the methodology stated in the Contract Article titled "Task Authorization". Once a TA Form is received the Contractor must submit to the Technical Authority their response in accordance with the Contract Article "Contractor's Response to Task Authorization".
- (b) For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must demonstrate how they meet the mandatory qualifications for the applicable labour category, identified in the TA, at Appendix 1 of Annex A. The résumés must demonstrate that each proposed individual meets the mandatory qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix 4 to Annex A, Certifications at the TA Stage).
  - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the TA was first issued to the Contractor.
  - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification diploma or degree, such document, must be current, valid and issued by the entity specified in this Contract or if the entity is not specified the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
  - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- (c) The qualifications and experience of the proposed resources will be assessed against the mandatory qualifications outlined in the pertinent labour category found at Appendix 1 to Annex A to determine each proposed resource's compliance. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by

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e-mail (unless the contact at the reference is only available by telephone). Canada will not consider mandatory criteria met unless the reference check response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a reference check response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Mandatory qualifications will not be considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will mandatory qualifications considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

- (d) During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
- (e) Only quotations that meet all of the mandatory qualifications set out the pertinent labour category identified in the TA will be considered.
- (f) Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

## Appendix 3 to Annex A

### DND 626, Task Authorization (TA) Form

		<b>TASK AUTHORIZATION</b> <b>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.			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 _____	<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.  <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery location - Expédié à _____	_____ Date <span style="margin-left: 100px;">_____</span> for the Department of National Defence pour le ministère de la Défense nationale		
Delivery/Completion date - Date de livraison/d'achèvement _____			
Contract item no. N° d'article du contrat	Services	Cost Prix	
		<b>GST/HST TPS/TVH</b>	
		<b>Total</b>	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TP&GC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

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**Appendix 4 to Annex A**  
**Certifications at the TA Stage**

The following Certifications are to be used, as applicable. All applicable certifications must be signed and attached to the Contractor's proposed resources to satisfy a specific requirement based on the TA form's Statement of Work when it is submitted to Canada.

**(A) Certification of Education and Experience**

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the TA.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**(B) Certification of Availability of Personnel**

The Contractor certifies that, should it be authorized to provide services under this TA, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid TA, or within the time specified in the TA form, and will remain available to perform the work in relation to the fulfillment of the requirement.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**(C) Certification of Status of Personnel**

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his or her services in relation to the Work to be performed under this TA and to submit his or her résumé to Canada. At any time during the Contract the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his or her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

**(D) Certification of Language – English Essential**

The Contractor certifies that the proposed resource(s), for English positions, in response to this TA, are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**(E) Certification of Language – Bilingual Essential**

The Contractor certifies that the proposed resource(s), for bilingual positions, in response to this TA, are fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**ANNEX B  
BASIS OF PAYMENT**

**1. Contract Period – Year 1** (dates to be inserted at Contract award)

**(a) Labour**

In accordance with Annex "A", the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract during the Contract period (GST or HST extra).

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>#</b>	<b>Estimated Number Resources</b>	<b>Estimated Number of Days (Per Resource)</b>	<b>Firm Per Diem Rate</b>	<b>*Extended Cost (AxBxC)</b>
1	Administrative Clerk	7	220 days	\$
2	AERE Course Instructor	1	220 days	\$
3	AERE Standards Designer	2	220 days	\$
4	Aircraft Structures (ACS) Course Instructor	9	220 days	\$
5	ACS Standards Designer	2	220 days	\$
6	ACS Technician	1	220 days	\$
7	Aviation (AVN) Course Instructor	15	220 days	\$
8	AVN Standards Designer	2	220 days	\$
9	AVN Technician	1	220 days	\$
10	Avionics (AVS) Course Instructor	15	220 days	\$
11	AVS Standards Designer	2	220 days	\$
12	AVS Technician	1	220 days	\$
13	Air Weapons Systems (AWS) Course Instructor	3	220 days	\$
14	AWS Standards Designer	1	220 days	\$
15	Database Administrator	1	220 days	\$
16	E-Learning Flash Developer	5	220 days	\$
17	Information Technology Support	3	220 days	\$
18	Instructional Project Coordinator	3	220 days	\$
19	Instructional Design Officer	4	220 days	\$
<b>*Total Extended Price:</b>				<b>\$</b>

**NOTE: \* lines and rows will be deleted at Contract award.**

(b) **Travel and Living**

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

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: **\$2,500.00**

**2. Option 1 - Year 2** (dates to be inserted at Contract award)**(a) Labour**

In accordance with Annex "A", the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract during the Contract period (GST or HST extra).

#	Labour Category	A Estimated Number Resources	B Estimated Number of Days (Per Resource)	C Firm Per Diem Rate	D *Extended Cost (AxBxC)
1	Administrative Clerk	7	220 days	\$	\$
2	AERE Course Instructor	1	220 days	\$	\$
3	AERE Standards Designer	2	220 days	\$	\$
4	Aircraft Structures (ACS) Course Instructor	9	220 days	\$	\$
5	ACS Standards Designer	2	220 days	\$	\$
6	ACS Technician	1	220 days	\$	\$
7	Aviation (AVN) Course Instructor	15	220 days	\$	\$
8	AVN Standards Designer	2	220 days	\$	\$
9	AVN Technician	1	220 days	\$	\$
10	Avionics (AVS) Course Instructor	15	220 days	\$	\$
11	AVS Standards Designer	2	220 days	\$	\$
12	AVS Technician	1	220 days	\$	\$
13	Air Weapons Systems (AWS) Course Instructor	3	220 days	\$	\$
14	AWS Standards Designer	1	220 days	\$	\$
15	Database Administrator	1	220 days	\$	\$
16	E-Learning Flash Developer	5	220 days	\$	\$
17	Information Technology Support	3	220 days	\$	\$
18	Instructional Project Coordinator	3	220 days	\$	\$
19	Instructional Design Officer	4	220 days	\$	\$
<b>*Total Extended Price:</b>					<b>\$</b>

**NOTE: \* lines and rows will be deleted at Contract award.**

**(b) Travel and Living**

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

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: **\$2,500.00**

**3. Option 2 - Year 3** (dates to be inserted at Contract award)**(a) Labour**

In accordance with Annex "A", the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract during the Contract period (GST or HST extra).

#	Labour Category	A Estimated Number Resources	B Estimated Number of Days (Per Resource)	C Firm Per Diem Rate	D *Extended Cost (AxBxC)
1	Administrative Clerk	7	220 days	\$	\$
2	AERE Course Instructor	1	220 days	\$	\$
3	AERE Standards Designer	2	220 days	\$	\$
4	Aircraft Structures (ACS) Course Instructor	9	220 days	\$	\$
5	ACS Standards Designer	2	220 days	\$	\$
6	ACS Technician	1	220 days	\$	\$
7	Aviation (AVN) Course Instructor	15	220 days	\$	\$
8	AVN Standards Designer	2	220 days	\$	\$
9	AVN Technician	1	220 days	\$	\$
10	Avionics (AVS) Course Instructor	15	220 days	\$	\$
11	AVS Standards Designer	2	220 days	\$	\$
12	AVS Technician	1	220 days	\$	\$
13	Air Weapons Systems (AWS) Course Instructor	3	220 days	\$	\$
14	AWS Standards Designer	1	220 days	\$	\$
15	Database Administrator	1	220 days	\$	\$
16	E-Learning Flash Developer	5	220 days	\$	\$
17	Information Technology Support	3	220 days	\$	\$
18	Instructional Project Coordinator	3	220 days	\$	\$
19	Instructional Design Officer	4	220 days	\$	\$
<b>*Total Extended Price:</b>					<b>\$</b>

**NOTE: \* lines and rows will be deleted at Contract award.**

**(b) Travel and Living**

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

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: **\$2,500.00**

**4. Option 3 - Year 4** (dates to be inserted at Contract award)**(a) Labour**

In accordance with Annex "A", the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract during the Contract period (GST or HST extra).

#	Labour Category	A Estimated Number Resources	B Estimated Number of Days (Per Resource)	C Firm Per Diem Rate	D *Extended Cost (AxBxC)
1	Administrative Clerk	7	220 days	\$	\$
2	AERE Course Instructor	1	220 days	\$	\$
3	AERE Standards Designer	2	220 days	\$	\$
4	Aircraft Structures (ACS) Course Instructor	9	220 days	\$	\$
5	ACS Standards Designer	2	220 days	\$	\$
6	ACS Technician	1	220 days	\$	\$
7	Aviation (AVN) Course Instructor	15	220 days	\$	\$
8	AVN Standards Designer	2	220 days	\$	\$
9	AVN Technician	1	220 days	\$	\$
10	Avionics (AVS) Course Instructor	15	220 days	\$	\$
11	AVS Standards Designer	2	220 days	\$	\$
12	AVS Technician	1	220 days	\$	\$
13	Air Weapons Systems (AWS) Course Instructor	3	220 days	\$	\$
14	AWS Standards Designer	1	220 days	\$	\$
15	Database Administrator	1	220 days	\$	\$
16	E-Learning Flash Developer	5	220 days	\$	\$
17	Information Technology Support	3	220 days	\$	\$
18	Instructional Project Coordinator	3	220 days	\$	\$
19	Instructional Design Officer	4	220 days	\$	\$
<b>*Total Extended Price:</b>					<b>\$</b>
<b>*Total Evaluation Price: (Contract Period + Option 1- Year 2 + Option 2 - Year 2 + Option 3 - Year 4)</b>					<b>\$</b>

**NOTE: \* lines and rows will be deleted at Contract award.**

**b) Travel and Living**

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

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: **\$2,500.00**

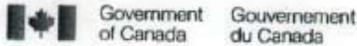
## ANNEX C SECURITY REQUIREMENTS CHECK LIST

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat W0113-14-CS31 <i>(rev.)</i> Security Classification / Classification de sécurité UNCLAS
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

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



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**PART A (continued) / PARTIE A (suite)**

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

No  Yes   
Non  Oui

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

No  Yes   
Non  Oui

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

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

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

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

Special comments:  
Commentaires spéciaux : As a DND establishment, CFSATE must comply with CANFORGEN 157/11, DAOD 3003 series and CTAT.

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No  Yes   
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No  Yes   
Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

No  Yes   
Non  Oui

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

No  Yes   
Non  Oui

**PRODUCTION**

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

No  Yes   
Non  Oui

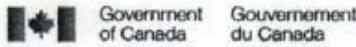
**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

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

No  Yes   
Non  Oui

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

No  Yes   
Non  Oui



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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Laurin		Title - Titre Major, Deputy Commandant	Signature <i>Robert Laurin</i>
Telephone No. - N° de téléphone 705-424-1200 ext 3590	Facsimile No. - N° de télécopieur 705-423-2887	E-mail address - Adresse courriel Robert.Laurin@forces.gc.ca	Date 30 Oct 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Dawn Murray - DUSO - Industrial Security SRCL Team Lead Tel: 613-596-0274 E-mail: dawn.murray@forces.gc.ca		Title - Titre	Signature <i>Dawn Murray</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 25 Nov 2014
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Shannon Brewster		Title - Titre Supply Specialist	Signature <i>Shannon Brewster</i>
Telephone No. - N° de téléphone 705-615-2028	Facsimile No. - N° de télécopieur 705-615-2060	E-mail address - Adresse courriel shannon.brewster@forces.gc.ca	Date Aug 25 / 15
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division		Title - Titre	Signature <i>Anna Kulycka</i>
Telephone No. - N° de téléphone Anna Kulycka Tel: 613-957-1258 / Fax: 613-954-4343	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Aug 12, 2015

Security Classification Guide			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Secret	Administrative Clerk	Operational zones where Controlled Goods (CG) are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Aerospace Engineering Course Instructor	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Aerospace Engineering Standards Designer	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Aircraft Structures Course Instructor	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Aircraft Structures Standards Designer	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Aircraft Structures Technician	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Aviation Course Instructor	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Aviation Standards Designer	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Aviation Technician	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Avionics Course Instructor	Operational zones where CG and COMSEC assets are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Avionics Standards Designer	Operational zones where CG and COMSEC assets are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Avionics Technician	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Air Weapon Systems Course Instructor	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Air Weapon Systems Standards Designer	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Database Administrator	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	E-Learning Flash Developer	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Information Technology Support	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office

Solicitation No. - N° de l'invitation  
W0113-14CS31/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor024

Client Ref. No. - N° de réf. du client  
W0113-14CS31

File No. - N° du dossier  
TOR-5-38032

CCC No./N° CCC - FMS No./N° VME

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Secret	Instructional Project Coordinator	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office
Secret	Instructional Design Officer	Operational zones where CG are utilized and/or stored	Canadian citizenship IAW direction on CG from CTAT office

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## ANNEX D INSURANCE REQUIREMENTS

(a) **Commercial General Liability Insurance**

- (i) 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.
- (ii) The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - 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),  
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.

**(b) Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) 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.

**(c) All Risk Property Insurance**

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$500,000.00. The Government's Property must be insured on Replacement Cost and Actual Cash Value basis.

- (i) Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- (ii) The All Risks Property insurance policy must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
  - b. Loss Payee: Canada as its interest may appear or as it may direct.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

**ATTACHMENT 3.1 –  
BID SUBMISSION FORM**

<b>BID SUBMISSION FORM</b>	
<b>Bidder's full legal name</b> <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name:
	Title:
	Address:
	Telephone #:
	Fax #:
	Email:
<b>Bidder's Procurement Business Number (PBN)</b> <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>	
<b>Jurisdiction of Contract:</b> Province or Territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b> See the Article in Part 2 of the bid solicitation entitled "Former Public Servant" for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?  Yes ____ No ____
	If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant "
	Is the Bidder a FPS who received a lump sum payment under the terms of the terms of the Work Force Adjustment Directive?  Yes ____ No ____
	If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant "
<b>Security Clearance Level of Bidder</b> <b>[include both the level and the date it was granted]</b> <i>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</i>	
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:	
<ol style="list-style-type: none"> <li>1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>	
<b>Signature of Authorized Representative of Bidder</b>	

**ATTACHMENT 4.1  
BID EVALUATION CRITERIA**

**1. Mandatory Technical Criteria**

The Mandatory Criteria listed below will be evaluated on a simple pass or fail basis. Bidders must demonstrate that they meet every mandatory technical criterion by providing a concise and detailed response to each of the mandatory technical criteria. The technical bid should address each of the criteria in the order in which they appear.

Bidders must submit all CV's and any other supporting documentation in the bid by the bid closing date. Simply stating that the mandatory technical criteria are met is not sufficient. Failure to demonstrate meeting all of the mandatory technical criteria will result in the bid being deemed non-responsive.

#	Mandatory Criteria
M1	<p>The Bidder must propose a minimum of 78 resources as per the estimated number of resources per Labour Category (LC) as identified in Table 1 identified in Annex A.</p> <p>To demonstrate this, the Bidder must provide, for each of the proposed 78 resources, a copy of the curriculum vitae (CV). Each CV must, at a minimum, indicate the following:</p> <ul style="list-style-type: none"> <li>i. Name of proposed resource;</li> <li>ii. LC that the resource is being proposed for, as defined in Table 1 identified in Annex A ;</li> <li>iii. Official Language for the LC in accordance with Table 1 identified in Annex A; and</li> <li>iv. Description of their experience, education and qualifications related to their respective LC.</li> </ul> <p>The information provided in the CVs will be used for further assessment under the point-rated criteria, R1 to R8.</p>
M2	<p>The Bidder must demonstrate their experience by submitting 2 examples of the following types of contracts;</p> <ul style="list-style-type: none"> <li>i. A contract for services; and</li> <li>ii. A contract for instructional services.</li> </ul> <p>Each contract example must have been carried out within the last four (4) years from date of bid closing, must have a minimum value of \$2M per contract year, and must include a minimum of 15 resources.</p> <p>The Bidder must provide, for each contract example submitted, a letter of reference from the client or organization on business letterhead. Contract examples submitted may be for both past and current clients within the four (4) year period from the date of bid closing.</p> <p>Each letter of reference must include the following information:</p> <ul style="list-style-type: none"> <li>i. Description of the nature and scope of services provided, including the number of hours of instruction delivered;</li> <li>ii. Dollar value of contract;</li> <li>iii. Number of resources used to fulfill the contract; and</li> <li>iv. Name of client and client contact information.</li> </ul>
M3	<p>For each demonstrated experience under the Rated Requirements (except for R9, R10 and R11), the Bidder must provide the following reference check information:</p> <ul style="list-style-type: none"> <li>i. Reference name and title; and</li> <li>ii. Current e-mail address.</li> </ul> <p>Reference checks may be contacted for clarification and accuracy of the information submitted in accordance with Part 3, Article 3.2(b)(iii) Customer Reference Contact Information and Part 4, Article 4.2(c) Reference Checks. Reference information may be provided in the proposed resource's CV.</p>

M4	The Bidder must identify an individual to act in the role of Site Manager (SM) and demonstrate, through the submission of a CV, that the proposed SM has a minimum of three (3) years experience managing 20 or more resources in a contracted services environment. The Bidder must include this resource as part of its overall service offering at no additional cost.
M5	<p><b>Management and Risk Management Plan</b></p> <p>The Bidder must submit a detailed management plan which contains, at a minimum, the following components: organizational chart*, invoicing process (to CFSATE) and risk management actions which addresses inherent risk areas associated with Steady State Issues (Steady State Issues are identified at R11, i through xi) with Resources.</p> <p><i>*Must show all the proposed resources grouped by labour category and labeled as bilingual where it applies and the relationship between the SM and the Bidder's resources.</i></p> <p>Please note that the management and risk management plan will be evaluated further in the point rated section, R10 and R11, of the Bid Evaluation Criteria.</p>

## 2. Point Rated Criteria

The point rated criteria will be used to evaluate each proposal that has met all of the mandatory criteria. Bidders are advised to address each of the criteria in the order in which they appear and in sufficient depth in their proposals to enable a thorough assessment. Assessments will be based solely on the information contained within the proposal.

Only those proposals which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) the stated minimum points required for the point rated technical criteria section (which is equivalent to 9310 points, or 70%, of the total points available) will be further considered for award of a contract. Proposals not meeting the minimum points required will be deemed non-responsive.

#	Rated Criteria	Points Max.	Proposal Page #
<b>Resource Evaluation</b>			
R1	<p><b>Aviation Training – General</b></p> <p>The Bidder should demonstrate that the proposed resources for Instructor Labour Categories (LC) 2, 4, 7, 10, &amp; 13 have experience in providing training in the aviation industry.</p> <ul style="list-style-type: none"> <li>1 point will be awarded for each complete month of instruction up to a maximum of 60 points per proposed resource, amounting to a maximum of 2580 pts for all 43 resources which fall under the above listed LC in accordance with Table 1 in Annex A.</li> </ul>	<b>2580</b>	
R2	<p><b>Aviation Training – Delivery (theory)</b></p> <p>The Bidder should demonstrate that the proposed resources for Instructor LC 2, 4, 7, 10, &amp; 13 have experience delivering post-secondary level, aviation related technical courses using lesson plans, study manuals and visual learning aids.</p> <ul style="list-style-type: none"> <li>1 point will be awarded for each complete month of instruction up to a maximum of 60 points per proposed resource, amounting to a maximum of 2580 pts for all 43 resources which fall under the above listed LC in accordance with Table 1 in Annex A.</li> </ul>	<b>2580</b>	

R3	<p><b>Aviation Training – Delivery (practical)</b></p> <p>The Bidder should demonstrate that the proposed resources for Instructor LC 2, 4, 7, 10, &amp; 13 have experience delivering post-secondary level, aviation related practical training using aircraft maintenance equipment and training aids.</p> <ul style="list-style-type: none"> <li>• 1 point will be awarded for each complete month of instruction up to a maximum of 60 points per proposed resource, amounting to a maximum of 2580 pts for all 43 resources which fall under the above listed LC in accordance with Table 1 in Annex A.</li> </ul>	2580	
R4	<p><b>Aviation Training – Examination</b></p> <p>The Bidder should demonstrate that the proposed resources for Standards LC 3, 5, 8, 11 &amp; 14 have experience administering post-secondary level, aviation related theoretical and practical exams or tests.</p> <ul style="list-style-type: none"> <li>• 1 point will be awarded for each complete month of work up to a maximum of 60 points per proposed resource , amounting to a maximum of 540 pts for all 9 resources which fall under the above listed LC in accordance with Table 1 in Annex A.</li> </ul>	540	
R5	<p><b>Administration</b></p> <p>The Bidder should demonstrate that the proposed resources for Administrative LC 1 &amp; 15 have experience performing administration activities described under the heading Tasks in their applicable LC found in Appendix 1 to Annex A.</p> <ul style="list-style-type: none"> <li>• 1 point will be awarded for each complete month of work up to a maximum of 60 points per proposed resource, amounting to a maximum of 420 pts for all 8 proposed resources which fall under the above listed LC in accordance with Table 1 in Annex A.</li> </ul>	420	
R6	<p><b>Training Development</b></p> <p>The Bidder should demonstrate that the proposed resources for Training Development LC 16, 18 &amp; 19 have experience performing development activities undertaken in support of new post-secondary level technical courses or previously established post-secondary level technical courses which were in for redevelopment by the Client.</p> <ul style="list-style-type: none"> <li>• 1 point will be awarded for each completed month of work up to a maximum of 60 points per proposed resource, amounting to a maximum of 720 pts for all 12 resources which fall under the above listed LC in accordance with Table 1 in Annex A.</li> </ul>	720	
R7	<p><b>Aircraft Maintenance</b></p> <p>The Bidder should demonstrate that the proposed resources for Aircraft Technician LC 6, 9 &amp; 12 have experience performing aircraft maintenance activities related to Mandatory General Qualifications found in Appendix 1 to Annex A which are applicable to those LCs.</p> <ul style="list-style-type: none"> <li>• 1 point will be awarded for each complete month of work up to a maximum of 60 points per proposed resource, amounting to a maximum of 180 pts for all 3 resources which fall under the above listed LC in accordance with Table 1 in Annex A.</li> </ul>	180	

R8	<p><b>Information Technology (Network) Support</b></p> <p>The Bidder should demonstrate that the proposed resources for LC 17 have experience performing support activities related to those found under heading Tasks in labour category 17, Appendix 1 to Annex A.</p> <ul style="list-style-type: none"><li>• 1 point will be awarded for each complete month of work up to a maximum of 60 points per proposed resource, amounting to a maximum of 180 pts for all 3 resources which fall under labour category 17 in accordance with Table 1 in Annex A.</li></ul>	180	
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<b>Corporate Evaluation</b>			
<b>R9</b>	<p><b>Letters of Reference</b></p> <p>Further to M2, the contract examples and letters of reference submitted by the Bidder will be point rated using the following breakdown for each contract example and letter of reference:</p> <ul style="list-style-type: none"> <li>i. Number of hours of services delivered on a yearly basis (for contract durations of less than one year, numbers submitted will be pro-rated and extrapolated to a one year duration);                             <ul style="list-style-type: none"> <li>o 300 points: 40 001+ hours;</li> <li>o 240 points: 30 001 to 40 000 hours per year;</li> <li>o 180 points: 20 001 to 30 000 hours per year;</li> <li>o 120 points: 10 001 to 20 000 hours per year; and</li> <li>o 60 points: 1 to 10 000 hours per year.</li> </ul> </li> <li>ii. Dollar value of contract fulfilled on a yearly basis (for contract durations of less than one year, values submitted will be pro-rated and extrapolated to a one year duration); and                             <ul style="list-style-type: none"> <li>o 360 points: &gt;8M per year;</li> <li>o 300 points: &gt;7M to 8M per year;</li> <li>o 240 points: &gt;6M to 7M per year;</li> <li>o 180 points: &gt;5M to 6M per year;</li> <li>o 120 points: &gt;4M to 5M per year; and</li> <li>o 60 points: &gt;2M to 4M per year.</li> </ul> </li> <li>iii. Number of Resources used to fulfill the contract:                             <ul style="list-style-type: none"> <li>o 300 points: 70+ Resources;</li> <li>o 250 points: 60 to 69 Resources;</li> <li>o 200 points: 50 to 59 Resources;</li> <li>o 150 points: 40 to 49 Resources;</li> <li>o 100 points: 30 to 39 Resources; and</li> <li>o 50 points: 16 to 29 Resources.</li> </ul> </li> </ul>	<b>1920</b>	

R10	<p><b>Management Plan</b></p> <p>Further to M5 the Bidder's Management Plan will be point rated using the scoring grid under Table 1 below. Each of the following items will be worth 100 points up to a maximum of 500 points.</p> <ul style="list-style-type: none"><li>i. Proposed Management Structure including an organizational chart which demonstrates how CFSATE and the Bidder's management would interface and functionally support each other and how the Bidder's management would interface with and support each of the Bidder's resources ;</li><li>ii. Detailed description, including flow chart if applicable, of process(es) associated with task acceptance, monitoring and completion;</li><li>iii. Detailed description, including flow chart if applicable, of process(es) enabling the Bidder to effect a seamless transition between the incumbent's resources and their own, knowing that operations cannot be disrupted between Friday 29 July 2016 (ongoing contract end date) and Monday 1 August 2016 (contract start date);</li><li>iv. Detailed description, including flow chart if applicable, of process(es) associated with schedule management where normal work hours need to be adjusted based on operational requirements; and</li><li>v. Detailed description, including flow chart if applicable, of process(es) associated with task cost management, internal invoicing (i.e. within Bidder's organization) and external invoicing (i.e. to CFSATE).</li></ul>	<b>500</b>	
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R11	<p><b>Risk Management Plan</b></p> <p>Further to M5 the Bidder's Risk Management Plan will be point rated using the scoring grid under Table 1 below. Each of the following items will be worth 100 points up to a maximum of 1200 points.</p> <p>Detailed risk management plan should outline the action(s) the Bidder will undertake in order to address the following steady state issues:</p> <ul style="list-style-type: none"> <li>i. Contract start is delayed;</li> <li>ii. Some or all resources cannot report on contract start date;</li> <li>iii. Some or all resources struggle to adapt to their duties or work environment;</li> <li>iv. New hiring required to meet additional resource requirements;</li> <li>v. Some resources are not productive in their new work environment due to frustration incurred by using new course material, software and assessment plans as applicable to their respective LC;</li> <li>vi. Projects and tasks are disrupted by lack of productivity from some resources who have become de-motivated;</li> <li>vii. Conflict resolution between resource(s) and DND personnel;</li> <li>viii. Changes in scope of tasks undertaken by CFSATE necessitating changes to number of resources per LC (either decrease or increase; in the event of an increase, assume suitable candidates are not immediately available for hiring as additional resources);</li> <li>ix. Technical issues that are not reported to CFSATE in a timely manner, causing small issues to become major production problems which must be addressed through contingencies;</li> <li>x. Instructional resources that deem facilities or training aids available to them to be unsuitable, causing production delays;</li> <li>xi. Contract end date (approx June 2020) that weakens the morale of some or all resources, impairing the transition to the subsequent contract (i.e. after 31 July 2020).</li> </ul>	<b>1100</b>	
	<b>Maximum Available Points:</b>	<b>13300</b>	
	<b>Minimum Pass Mark (70%):</b>	<b>9310</b>	

**Table 1: Evaluation Table:**

The Evaluation Team will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria under R10 and R11 and will rate each criterion (bullet) using both rows of the evaluation table below. The results from each row will be added together for a maximum of 100 points per bullet. Partial points will not be given.

<b>Unable to evaluate 0 points</b>	<b>Insufficient 10 points</b>	<b>Weak 20 points</b>	<b>Sufficient 30 points</b>	<b>Good 40 points</b>	<b>Excellent 50 points</b>
Did not submit information which could be evaluated	Plans and timelines do not provide logical, organized structure to enable successful completion of the contract as per Annex A.	Plans and timelines provide marginally logical, organized structure to enable successful completion of the contract as per Annex A.	Plans and timelines provide a sufficiently logical, organized structure to enable successful completion of the contract as per Annex A.	Plans and timelines provide a logical, organized structure to enable successful completion of the contract as per Annex A.	Plans and timelines provide highly logical, organized structure that ensures successful completion of the contract as per Annex A.
Did not submit information which could be evaluated	Does not demonstrate that processes and resources meet the requirements of the criterion; processes and resources are insufficient to meet the requirement.	Demonstrates that processes and resources somewhat meet the requirements of the criterion; processes and resources only partially meet the requirement.	Demonstrates that processes and resources sufficiently meet the requirements of the criterion; processes and resources sufficiently meet the requirement.	Demonstrated and detailed processes and resources which meet the requirements of the criterion very well; processes and resources meet the requirement.	Demonstrated and highly detailed processes and resources which meet the requirements of the criterion in all aspects; processes and resources are very well established and exceed the requirement.

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**ATTACHMENT 5.1 –  
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
  - A2. The Bidder certifies being a public sector employer.
  - A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
  - A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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