



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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

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 - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Dive Charter	
Solicitation No. - N° de l'invitation W3999-155071/A	Date 2015-11-02
Client Reference No. - N° de référence du client W3999-155071	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-016-9644	
File No. - N° de dossier WPG-5-38187 (016)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-14	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hall, Marlene	Buyer Id - Id de l'acheteur wpg016
Telephone No. - N° de téléphone (204) 230-0147 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 17000 STN FORCES WINNIPEG Manitoba R3J3Y5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....	2
1.1 STATEMENT OF WORK.....	2
1.2 DEBRIEFINGS.....	2
1.3 TRADE AGREEMENTS.....	2
PART 2 - BIDDER INSTRUCTIONS.....	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	7
4.1 EVALUATION PROCEDURES	7
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	8
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	8
PART 6 - RESULTING CONTRACT CLAUSES.....	10
6.1 SECURITY REQUIREMENTS	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS	10
6.4 TERM OF CONTRACT.....	10
6.5 AUTHORITIES.....	10
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	11
6.7 PAYMENT.....	12
6.8 INVOICING INSTRUCTIONS	12
6.9 CERTIFICATIONS	12
6.10 APPLICABLE LAWS.....	12
6.11 PRIORITY OF DOCUMENTS	13
6.12 INSURANCE – SPECIFIC REQUIREMENTS.....	13
ANNEX "A"	14
STATEMENT OF WORK.....	14
ANNEX "B"	18
BASES OF PAYMENT	18
ANNEX "C"	21
INSURANCE – SPECIFIC REQUIREMENTS	21

PART 1 - GENERAL INFORMATION

1.1 *Statement of Work*

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

1.2 *Debriefings*

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

1.3 *Trade Agreements*

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

2.1 *Standard Instructions, Clauses and Conditions*

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 *Submission of Bids*

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

2.2.1 *Improvement of Requirement During Solicitation Period*

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 *Former Public Servant*

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 *Enquiries - Bid Solicitation*

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 *Applicable Laws*

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- (a) Bidder must be able to perform the full scope of the work described in the Annex A, Statement of Work.
- (b) Bidder must complete the Compliance Matrix detailed in Annex A, Statement of Work. Completion is defined as indication of compliance to each mandatory criterion as outlined in Annex A, Statement of Work.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 *Certifications Required with the Bid*

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

5.1.1 Declaration of Convicted Offences

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

5.2 *Certifications Precedent to Contract Award and Additional Information*

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

5.2.3.2.1 *SACC Manual* clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from January 17, 2016 to March 31, 2016 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marlene Hall
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3B 0T6

Telephone: 204-984-6423
Fax: 204-983-7796
Email: marlene.hall@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: TBD

Name: ____Darryl Cattell____

Title: ____Master Warrant Officer (MWO) SO SAR TECH____

Organization: ____Dept of National Defence 1 Canadian Air Division____

Address: ____715 Wihuri Rd Bldg 25____

____Winnipeg, MB R3Y 3J5____

Telephone: ____1-204-833-2500 ext 2052____

Facsimile: ____1-204-833-2526____

E-mail address: ____Darryl.Cattell@forces.gc.ca____

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

6.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

For the Work described in Sections 2 to 5 of the Statement of Work *in* Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm lot prices for a cost of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.7.3 Multiple Payments

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

6.7.4 SACC Manual Clauses

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity));
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Specific Requirements;
- (f) the Contractor's bid dated _____ (*insert date of bid*).

6.12 Insurance – Specific Requirements

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

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

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

ANNEX "A"

STATEMENT OF WORK

SECTION 1

Purpose

1.1 The Department of National Defense (DND), Canadian Forces Search and Rescue Technician (SAR Tech) requires dive operations support for Canadian Forces (CF) led dive training, with the provision of a dive charter resource.

Background

1.2 Senior Staff Officer (SSO) SAR, 1 Canadian Air Division is responsible for all Search & Rescue Technicians operational currency and training. One of the many disciplines is dive training within this capacity, all divers require CF led "individual" dive training with use of their own personal equipment. This Statement of Work (SOW) solely outlines the provision of the dive charter resource, and dive briefings by the Contractor required to support the following annual winter dive currency requirements over seven (7) serials from January 17 to March 20, 2016. The contractor must have the ability, in the event of serviceability issues with the dive boat, to provide a backup or replacement vessel to continue with the dive training.

1.2.1 Specific Dates:

Serial 1	January 17 - 23, 2016
Serial 2	January 24 - 30, 2016
Serial 3	February 7 -13, 2016
Serial 4	February 14 - 20, 2016
Serial 5	February 28 - March 5, 2016
Serial 6	March 6 -12, 2016
Serial 7	March 13 – 19, 2016

Terminology

1.3 Abbreviations:

1.3.1	<i>RD</i>	Rescue Diving
1.3.2	<i>CSRD</i>	Confined Space Rescue Diving
1.3.3	<i>Dive Sup</i>	Dive Supervisor
1.3.4	<i>AS</i>	Air Sample
1.3.5	<i>SIC (CF-led)</i>	Serial Officer Incharge. Normally a Sergeant (SGT), sometimes a Warrant Officer (WO), who is a Non-Commissioned Member (NCO) in charge of the Training being conducted
1.3.6	<i>1 CAD</i>	1 Canadian Air Division
1.3.7	<i>FOM</i>	Flight Operations Manual

SECTION 2 – APPLICABLE DOCUMENTS

- 2.1** NAUI or PADI certified dive master
- 2.2** SAR Diving currencies IAW FOM
- 2.3** B-GG-380-000/FP-006 Dive Supervisor Handbook/CAF Dive Tables

SECTION 3 – REQUIREMENTS

3.1 Tasks

3.1.1. The Contractor must provide the following “**Mandatory**” requirements:

- 3.1.1.1. Contractor must provide a copy and be in possession of a certified standby diver or dive master and boat operator;
- 3.1.1.2. Services provided to be in accordance with Canadian Forces (CF) dive safety regulations for Search and Rescue Technicians contained in Air Division Orders;
- 3.1.1.3. Open Water Currency Diving: Conducted in 1 week serials, five total days of diving Monday to Friday, consisting of the use of a dive charter vessel with captain (operator), a dive master and 2 tanks (per person per dive) for up to 20 divers morning or afternoon diving (per day);
- 3.1.1.4. In the event of a maintenance issue with the dive vessel that cannot continue with the training, the contractor must provide a backup or replacement vessel to continue with the CF led training;
- 3.1.1.5. The all-inclusive services per day which include transport from the dive center site to the dive site and return, the provision of fuel for the vessel, all required tanks (min 80cu) per diver, all safety equipment (i.e ship to shore marine radio, fire extinguisher, safety dingy, flares etc..) mandatory for sea going vessels by Florida State law, enough space for up to 20 divers with dive equipment;
- 3.1.1.6. Quality assurance: All deliverables outlined in the Statement of Work must be met at all times by the Contractor. Discrepancies in the provision of services that do not meet the required standard will be addressed by the Contracting Authority (article 6.5.1);
- 3.1.1.7. Contractor Point of Contact Identification: The contractor will provide a point of contact to liaise with the CAF Technical Authority (TA) concerning the services provided;
- 3.1.1.8. Contractor must provide an air sample (AS) in accordance that meets Canadian CBA standards, or as a minimum US Navy/NAVSEA CBA standards one month prior to the start of exercise;
- 3.1.1.9. Contractor must prove that its equipment maintenance program is in line with the maintenance standard set out by the TA ie (yearly visuals, 5 yr hydrostatic inspections and routine compressor maintenance);
- 3.1.1.10. Contractor must have provided services in the industry for up to 10-15 yrs, or demonstrated 10-15 yrs experience with another reputable dive charter (preferably in Key West); and
- 3.1.1.11. Provide a variety of diving sites typical to what is provided on regular scheduled charters to the paying public, adhering to number of dives (2-4) per day and following approved CAF dive tables (IAW Section 2 para 2.3)

3.2 CAF Responsibilities

- 3.2.1. AS, for the compressor that is in service use to provide 2 tanks per diver for morning and afternoon dives up to 16 divers per day will be provided by CAF to take the sample for testing;
- 3.2.2. CAF Point of Contact Identification: CAF will provide a point of contact to liaise with the contractor to provide updates to any delays or extensions to each serial arrival and any change to number of divers on each serial;
- 3.2.3. OPI for each serial that is overall in charge of all CAF divers regarding conduct and safety of each dive.

SECTION 4 - DELIVERABLES

4.1. The following are deliverables which are due as specified. Contractor must provide:

- 4.1.1.** Suitable dive locations (2 separate dive sites/day) to conduct open water dive training with the goals of the serial OPI that meet the training requirements, transport from the dive center to the dive sites and return;
- 4.1.2.** Dive charter vessel that meet USCG safety standards, with captain (operator) and certified dive master (standby), equipped with restroom facilities, emergency equipment to deal with dive injuries;
- 4.1.3.** 2 dive tanks, min 80 cu singles per diver for morning or afternoon dives, up to 20 divers, per day;
- 4.1.4.** Provide detailed dive briefing of each dive site to include, bottom time, description of the dive site, signals for unforeseen circumstances like "surface now" for each dive conducted;
- 4.1.5.** Demonstrate dive emergency plan, acceptable to the CAF TA, plan that includes locations of hospitals, recompression chamber (within 4 hrs), phone numbers, and transport details to include vehicle and route; Provided to the serial officer in charge on day 1 for each serial.
- 4.1.6.** Dive charter vessel must provide enough seating for all passengers that provide shelter from the elements to and from the dive site and during the dive;
- 4.1.7.** Provide variety of 2-5 lb pouch compatible soft weights for buoyancy compensators;
- 4.1.8.** Provide the ability on board to fresh water rinse prior and post dive;
- 4.1.9.** Provide a method of identifying each diver as part of the contractor dive boat team, such as bracelets or tank tags;
- 4.1.10.** Contractor must be equipped to properly execute deep diving (non-decompression) operations. Weighted shot lines, spare air and attachment line to the bottom must be provided;
- 4.1.11.** Provide suitable area for rinsing and drying of equipment at the dive center;
- 4.1.12.** Provide same services for all serials as laid out in section 3.1

SECTION 5 – CONSTRAINTS

5.1 Contractor must prove that it meets air quality standards as listed above and that its equipment maintenance program is in line with the maintenance standards expected by the divers TA as listed in para 3.1. Contractor must provide a secure area for drying of equipment. Contractor must be flexible to meet team goals on each serial. Contractor must allow members to dive based on previous logged professional experience and accreditation gained from the divers technical and certification authority.

COMPLIANCE MATRIX

INSTRUCTIONS

To be considered responsive, a bid must meet all of the mandatory criteria specified below. Bidder must provide the necessary documentation to support compliance with this requirement.

Bidders are advised to address each area in sufficient depth to show compliance. Each mandatory technical criterion should be addressed separately.

If complete supporting documentation is not submitted as requested, the Contracting Authority may so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Bidder is to cross-reference where this supporting documentation is indicated in their proposal.

Bids which fail to meet the mandatory criteria will be declared non-responsive.

Compliance Matrix – Mandatory Criteria

Item	Description	Meets or Not Meets	Bidder's Cross Reference and/or Response
1.	Must demonstrate possession of a certified standby diver or dive master and boat operator		
2.	Must demonstrate having provided services in the industry for up to 10-15 yrs, or demonstrate 10-15 yrs experience with another reputable dive charter (preferably in Key West). Provide resumes and/or descriptive summary of previous contracts.		
3.	Demonstrate dive charter vessel meets USCG safety standards, with captain (operator) and certified dive master (standby), equipped with restroom facilities, emergency equipment to deal with dive injuries. i.e. charter vessel certification, provide details.		
4.	Dive charter vessel must provide enough seating for all passengers that provide shelter from the elements to and from the dive site and during the dive. Provide photos, brochures, written description, etc.		

ANNEX "B"

BASES OF PAYMENT

It is mandatory that Bidders submit firm lot prices for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Rates quoted must remain firm for the period of the Contract. Pricing must be firm lot price including all costs associated with providing the requirement in accordance with the Statement of Work, Annex A.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

SERIAL 1 JANUARY 17 - 23, 2016

Item	Description	Qty	Unit of Issue	Unit Price Indicate if bid is in CAD or USD
1	Dive Charter in accordance with the mandatory performance specifications detailed in Annex A - Compliance Matrix. All inclusive pricing	1	lot	\$

SERIAL 2 JANUARY 24 - 30, 2016

Item	Description	Qty	Unit of Issue	Unit Price Indicate if bid is in CAD or USD
1	Dive Charter in accordance with the mandatory performance specifications detailed in Annex A - Compliance Matrix. All inclusive pricing	1	lot	\$

SERIAL 3 FEBRUARY 7 -13, 2016

Item	Description	Qty	Unit of Issue	Unit Price Indicate if bid is in CAD or USD
1	Dive Charter in accordance with the mandatory performance specifications detailed in Annex A - Compliance Matrix. All inclusive pricing	1	lot	\$

SERIAL 4 FEBRUARY 14 - 20, 2016

Item	Description	Qty	Unit of Issue	Unit Price Indicate if bid is in CAD or USD
1	Dive Charter in accordance with the mandatory performance specifications detailed in Annex A - Compliance Matrix. All inclusive pricing	1	lot	\$

SERIAL 5 FEBRUARY 28 - MARCH 5, 2016

Item	Description	Qty	Unit of Issue	Unit Price Indicate if bid is in CAD or USD
1	Dive Charter in accordance with the mandatory performance specifications detailed in Annex A - Compliance Matrix. All inclusive pricing	1	lot	\$

SERIAL 6 MARCH 6 -12, 2016

Item	Description	Qty	Unit of Issue	Unit Price Indicate if bid is in CAD or USD
1	Dive Charter in accordance with the mandatory performance specifications detailed in Annex A - Compliance Matrix. All inclusive pricing	1	lot	\$

Solicitation No. - N° de l'invitation

W3999-155071/A

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

W3999-155071

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-5-38187

Buyer ID - Id de l'acheteur

wpg016

CCC No./N° CCC - FMS No./N° VME

SERIAL 7

MARCH 13 – 19, 2016

Item	Description	Qty	Unit of Issue	Unit Price Indicate if bid is in CAD or USD
1	Dive Charter in accordance with the mandatory performance specifications detailed in Annex A - Compliance Matrix. All inclusive pricing	1	lot	\$

ANNEX "C"

INSURANCE – SPECIFIC REQUIREMENTS

Marine Liability Insurance

1. The Contractor must obtain Protection & Indemnity (P&I) insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the Marine Liability Act, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain Worker's Compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the Territory or Province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The Protection and Indemnity insurance 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - c. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - d. 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.