



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet ACTIVITÉS EN VÉLO	
Solicitation No. - N° de l'invitation W4295-16C003/A	Date 2016-02-24
Client Reference No. - N° de référence du client W4295-16C003	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-249-6936	
File No. - N° de dossier VIC-5-38236 (249)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-08	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Cress, Christine	Buyer Id - Id de l'acheteur vic249
Telephone No. - N° de téléphone (250) 363-8442 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: WCSTC 45 Fireweed Drive Whitehorse Yukon Y1A 5T8 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

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PART 1 – GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the Agreement on Internal Trade (AIT).

1.4 Canadian Content

The requirement is limited to Canadian goods and/or services.

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.

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment 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 seven (7) 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 British Columbia.

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.

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.

Bidders must demonstrate their compliance with the Mandatory Technical Criteria described at 4.1.1.1. of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or 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 - PRIOR TO AWARD

These condition requirements must be met prior to award. If your documentation is not enclosed with your tender at solicitation closing, the documents that support your bid must be received within three (3) business days of a request by the Contracting Authority. Bids which do not meet or exceed all of the Mandatory Technical Criteria listed below will be deemed non-responsive and given no further consideration.

Item	Mandatory Technical Criterion	MET	NOT MET	FOR EACH CRITERIA, Provide Reference no. or Page no. where supporting documentation or substantial information in your bid can be found.
1	<p>Experience:</p> <p>Bidder must have experience performing services similar to what is contained in the Statement of Work in Annex A.</p> <p>Experience must be demonstrated by providing details of at least two (2) projects within the last five (5) years of similar size, scope and complexity to the requirement described in the Statement of Work.</p> <p>For <u>each</u> project, the Bidder must provide the following information, at a minimum:</p> <ul style="list-style-type: none">- Brief description of work;- Contact information for Client (name, address,			

	<p>telephone number, email address);</p> <ul style="list-style-type: none"> - Volume of work that includes: number of trips, number of instructors, number of participants i.e. 20 trips with 15-20 participants and 2 instructors each trip; - Age range of participants; - Project dates and duration of trips; - Locations of trips; and - Total dollar value. 			
2	<p>Instructor Requirements:</p> <p>2.1. All instructors must have valid Vulnerable Sector Screening (working with youth aged 12-18 yrs) and Police Records Check and be familiar with the enclosed performance and enabling objectives, and A-CR-CCP-951/PT-002 Adventure Training Safety Orders.</p> <p>2.2. All instructors must meet the minimum acceptable level of qualifications from a recognized organization in mountain biking or outdoor guiding, or a standard "intermediate level" certification common to all of below, or an acceptable combination of education, training and/or experience. Recognized organizations include: CANBIKE, Association of Canadian Mountain Guides, International Mountain Bike Guides Association of Canada, Professional Mountain Bike Instructor Association.</p> <p>2.3. For all instructors for activities (Section 10) A-G, provide confirmation that instructors:</p> <ul style="list-style-type: none"> a. Currently hold a valid certification in Standard First Aid or equivalent in Yukon; b. Have experience in instructing groups, preferably youth groups; c. Have experience in the field of repair and maintenance of bikes; and d. Possess demonstrated skill in biking to an intermediate level. <p>2.4 For Instructors for the five-day trips (Section 10,</p>			

	Activities H-J) , provide confirmation that instructors: <ul style="list-style-type: none">a. Currently hold a valid certification as a Wilderness First Responder;b. Are thoroughly familiar with the route;c. Have experience acting as a leader or assistant leader on similar routes that meet the minimum instructor-to-cadet ratio;d. Have experience in the field of repair and maintenance of bikes; ande. Possess demonstrated skill in biking to an intermediate level.			
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4.1.1 Financial Evaluation

The evaluated price on an aggregate basis will be calculated as follows:

- 1) For each period, the Bidder's Firm Lot Prices for each Activity A to J indicated in Annex "B" Basis of Payment will be added together to create a total evaluated price .
- 2) The extended prices for the Contract Period and Option Year will then be added together to reach a final aggregate evaluated price.

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

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

This procurement is limited to Canadian services.

The Bidder certifies that:

(_____) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.2.3.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

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

There is no security requirement applicable to this Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 date of contract to 31 August 2016 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one-year period from 01 September 2016 to 31 August 2017 under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christine Cress
Public Works and Government Services Canada
Pacific Region, Acquisitions
401 – 1230 Government Street
Victoria, BC V8W 3X4
Telephone: (250) 363-8442
Facsimile: (250) 363-0395
Email address: christine.cress@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:

Department of National Defence
Whitehorse Cadet Training Centre (WCTC)
45 Fireweed Drive
Whitehorse, YT Y1A 5T8

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 (*Bidder to complete the following.*)

Name: _____

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B - Basis of Payment, for a cost of \$_____.
(to be inserted at contract award). 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

SACC Manual Clause C6000C (2011-05-16), Limitation of Price

6.7.3 Method of Payment

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

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

6.9.1.1 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

6.10 Applicable Laws

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

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 Requirements;
- f) the Contractor's bid dated _____.

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

Solicitation No. - N° de l'invitation

W4295-15C003/A

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

W4295-15C003

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-5-38236

Buyer ID - Id de l'acheteur

VIC249

CCC No./N° CCC - FMS No./N° VME

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.

6.13 SACC Manual Clauses

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

ANNEX A - STATEMENT OF WORK

MOUNTAIN BIKE ACTIVITIES

WHITEHORSE CADET TRAINING CENTRE

1. Title and Date

- 1.1 Mountain Bike Activities -Whitehorse Cadet Training Centre (WCTC)
- 1.2 Period of the Contract: From date of contract to 31 August 2016, with an option to extend for one (1) additional one-year period from 01 September 2016 to 31 August 2017.

2. Background

2.1 The purpose of WCTC operations is to further the objectives of the Canadian Cadet Movement, for youth aged 12 to 18, by providing leadership and skills training for cadets to use at their home units. Training at WCTC ranges from basic indoctrination for new cadets to leadership, team building and instructional techniques training for second and third year cadets, and on the job training for fourth and fifth year cadets. Training is carried out during July and August of each year.

2.2 Located at Boyle Barracks, 20km south of Whitehorse, YT, WCTC is the only Cadet Training Centre "North of 60". 40% of the course cadets come from the Territories. Our area of operations covers an area of the Yukon Territory consisting of the Robert Campbell Highway to the north, the South Canol Road to the east, Tagish to the south and Kusawa Lake to the west.

2.3 All training offered at WCTC is in order to meet the requirements of each performance and enabling objective (relevant versions enclosed) which is the reference document for all activities. Training is also focused on expedition activities which aim to develop leadership skills while enhancing individual self-concepts such as self-confidence, self-reliance, self-esteem and self-discipline.

2.4 Safety Standards for all bike activities are as per A-CR-CCP-951/PT-002 Adventure Training Safety Standards (relevant version enclosed).

2.5 Each group undergoing training will be directly supervised by a Canadian Armed Forces (CAF) Member or Regional Cadet Support Unit (NW) Employee. This person will participate in all activities but does not count towards the instructor to student ratio.

2.6 The courses offered at WCTC that are relevant have the following aims:

- 2.6.1. The Expedition Instructor (EI) Course is a 40 day long course to develop a specialist with the skills and subject matter knowledge required to be an instructor of expedition subjects and a team leader during an expedition. These cadets will generally be 14 to 15 years of age.
- 2.6.2. The Basic Expedition (BE) course is a 19 day long course to initiate cadets to the outdoors while integrating field training into an expedition setting. These cadets will generally be 13 to 14 years of age.

2.7 The objectives of bike activities are:

- 2.7.1. To encourage outdoor physical activity; and
- 2.7.2. To enable personnel to safely bike the roads and trails of this country.

2.8 Bike activities can be broken down in two main categories: training and tripping.

- 2.8.1. Training refers to an activity limited to a single location usually a day or less in length. Most training activities will have performance and enabling objectives and performance checks (PC) for the instructor to teach and evaluate.
- 2.8.2. Tripping is an activity that moves from one point to another usually overnight for the day.

3. Objectives

3.1. This requirement is for the provision of instructors to conduct and supervise mountain bike training, one two-day trip, and three five-day overnight trips in the Yukon Territory. All activities will occur between 12 July 2016 and 20 August 2016.

4. Scope of Work

4.1 The Contractor will be required to provide instruction, supervision, technical expertise, navigation in mountain biking and camping during training sessions, a two-day long trip, and three five-day long trips in an isolated environment in order to meet the Performance and Enabling Objectives (as detailed below in Section 8 and in attachments) and in accordance with the Adventure Training Safety Standards, and under the direction of a CAF Member or Regional Cadet Support Unit (NW) Employee. This plan is subject to change with respect to the order and layout of training, but not subject matter, without prior consultation between the Training Authority and the Contractor. The schedule of work with remarks is included in Section 8.

5. Responsibilities

5.1 The Contractor is responsible for:

- 5.1.1. Providing qualified personnel in accordance with the instructor requirements detailed in section 5.
- 5.1.2. Providing all clothing, camping equipment, transportation and rations for Contractor personnel.
- 5.1.3. The conduct and supervision of all technical and safety aspects of the activity in accordance with Adventure Training Safety Standards, and QSPs;
- 5.1.4. Providing navigation during tripping;
- 5.1.5. Being thoroughly familiar with routes, possible campsites, and water points;
- 5.1.6. Familiarising instructors and selecting routes and areas for training at Mary Lake with the objective of accomplishing the enabling objectives with minimal risk;
- 5.1.7. Providing interpretive information along tripping routes of historical or natural significance and assist with camping routine;
- 5.1.8. Being alert for and reacting to teachable moments to reinforce basic tripping and camping skills;
- 5.1.9. Ensuring the minimal number of instructors are ready to instruct the activities assigned prior to the start times listed herein;
- 5.1.10. Performing, or supervising, the field maintenance or repair of bikes with DND supplied parts and equipment during activities;
- 5.1.11. Providing personal clothing, navigation equipment and maps, communications equipment, camping equipment, transportation, bikes, helmets, and rations for all instructors attending all activities;
- 5.1.12. Assisting in planning of emergency procedures for the Trips;
- 5.1.13. Participating in briefings and debriefings with the Officer in Charge and Students;
- 5.1.14. Providing first aid to all on all activities;
- 5.1.15. Providing first aid kits suitable, and sufficiently stocked including backboard, for the Activity and the instructor's qualification in accordance with Adventure Training Safety Standards;
- 5.1.16. Appointing a liaison person to be on call (24–7) during activities and during regular office hours while an activity is not being conducted;
- 5.1.17. Conducting themselves in accordance with the following rules and policies:
 - 5.1.17.1. Smoking during instruction or transportation is prohibited;
 - 5.1.17.2. The selling or giving of tobacco products to cadets is prohibited;
 - 5.1.17.3. Refraining from smoking in the presence of cadets;
 - 5.1.17.4. Smoking will only occur in designated areas separate and away from cadets;
 - 5.1.17.5. No drug use unless the individual is authorised to use the drug by a qualified medical or dental practitioner for the purposes of medical treatment or dental care or the drug is contained in a non-prescription medication used by the individual in accordance with the instructions accompanying the medication;

5.1.17.6. To not introduce, possess, consume, or be under the influence of alcohol within eight hours of expected contact with cadets, while working with cadets, or in transport with cadets; and

5.1.17.7. Relationships with cadets of an emotional, romantic, or sexual nature are not permitted. Reporting disciplinary problems to the Officer in Charge; and

5.1.18. Provision of reports as per Section 7.

5.2 DND is responsible for:

- 5.2.1. Appointing an Expedition Coordinator and Safety Officer who will coordinate details with the contractor;
- 5.2.2. Arranging and paying for all permits or rights of access to training areas, camping spots, or other locations including those covered under the Comprehensive Land Claim Agreements;
- 5.2.3. Appointing an Officer in Charge for each activity who will oversee each activity;
- 5.2.4. Providing direction to contractor during activities within the scope of this contract;
- 5.2.5. Ensuring discipline amongst the group;
- 5.2.6. Providing personal clothing, camping equipment, transportation of cadets and equipment, bikes, helmets, and rations for all cadet and CAF personnel attending all activities;
- 5.2.7. Providing parts, materials, and tools needed for the field repair of mountain bikes
- 5.2.8. Paying any third party costs associated with emergency procedures or communications device use;
- 5.2.9. Providing communications devices for emergency and administrative use;
- 5.2.10. Providing emergency plans and support for activities.

6. Language of Work

6.1 The language of work, reports, and deliverables will be English.

7. Reports and Deliverables

7.1 Written interim and final reports must be provided to the Project Authority before the completion of project work i.e. monthly reports indicating any issues and resolutions, and a final report to summarize achievement of objectives including any observed strengths and weaknesses in aspects of the training and make recommendations for improvement, including any equipment or support deficiencies.

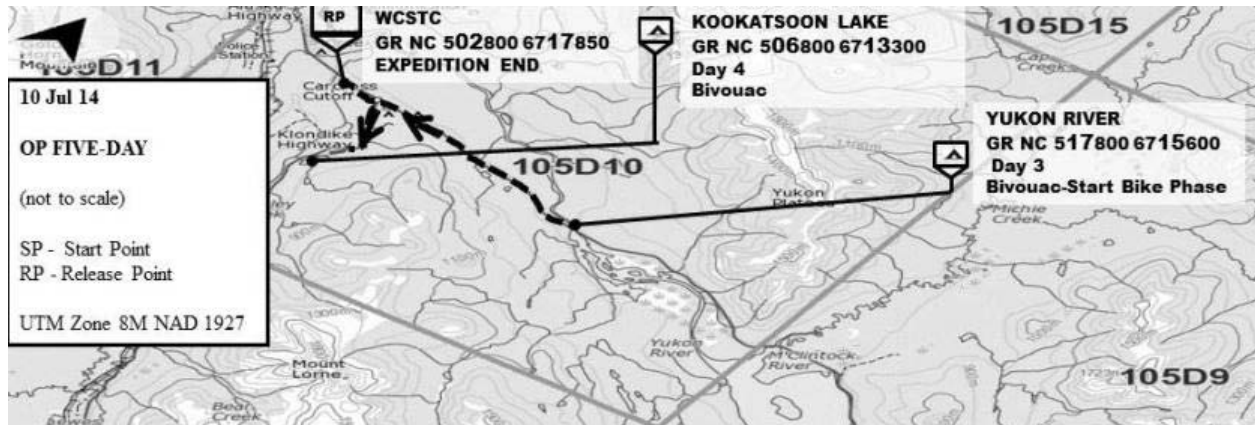
8. Schedule of Work

Activity	Start Date (2016)	Time Start Start Time (Hrs)	End Date (2016)	End Time (Hrs)	Group	Activity	Location	# of Personnel Participating	# of Students under Instructor to Student Ratio	Instr Req'd (addn'l instr permitted)	EOs	Remarks
A	12 Jul	1020	12 Jul	1630	EI	Training	WCTC	35	31	3	S351.01 to S351.03	Subdivided into three groups. Slight overnumber of students is authorised.
B	15 Jul	0800	15 Jul	1700	EI	Training	WCTC	35	31	3	S351.01 to S351.04	Subdivided into three groups. Slight overnumber of students is authorised.
C	20 Jul	0830	20 Jul	1630	BE	Training	Mary Lake	36	34	3	S251.03	Subdivided into three groups. Slight overnumber of students is authorised.
D	19 Jul	0800	19 Jul	1000	EI	Training	WCTC	35	31	3	S351.04	Subdivided into three groups. Slight overnumber of students is authorised.
E	20 Jul	0800	20-Jul	1700	EI	Training	Mary Lake	35	31	3	S352.01 & S352.02	Subdivided into three groups. Slight overnumber of students is authorised.
F	21 Jul	0800	21 Jul	1700	EI	Training	Mary Lake	35	31	3	S352.01 & S352.02	Subdivided into three groups. Slight overnumber of students is authorised.
G	24 Jul	0800	25 Jul	1700	BE	Tripping	Marsh Lake to Kookatsoon Lake to WCTC	36	34	4	S226.04& S251PC	Subdivided into three groups. Route map at Section 11. Slight overnumber of students is authorised.

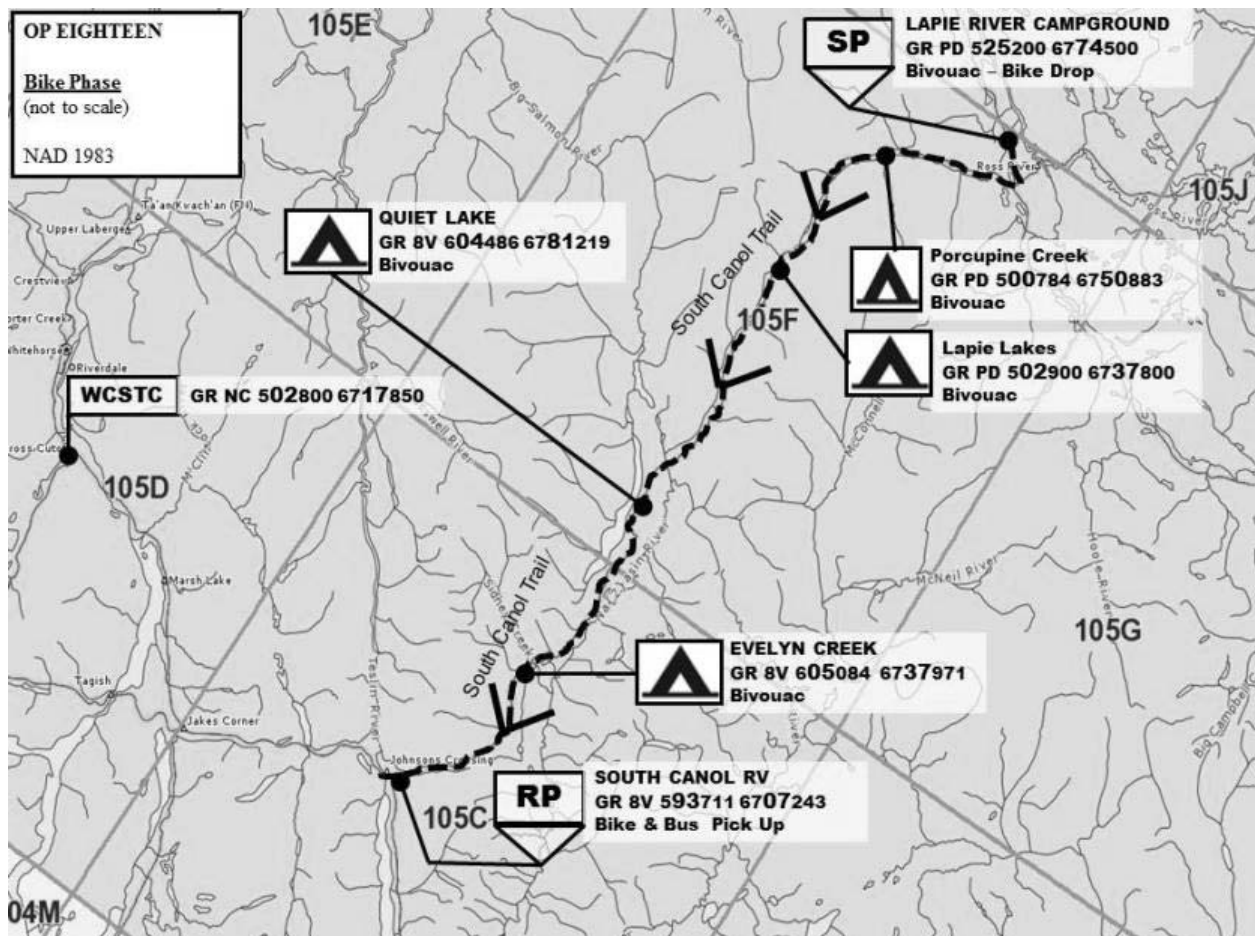
Activity	Start Date (2016)	Time Start Start Time (Hrs)	End Date (2016)	End Time (Hrs)	Group	Activity	Location	# of Personnel Participating	# of Students under Instructor to Student Ratio	Instr Req'd (addn'l instr permitted)	EOs	Remarks
H	28 Jul	0800	1 Aug	1700	EI	Tripping	Lapie Canyon Campground to Teslin River along South Canol Trail	22	20	2	S355.04D	Subdivided into two teams. Route map at Section 11.
I	30 Aug	0800	7 Aug	1700	EI	Tripping	Lapie Canyon Campground to Teslin River along South Canol Trail	22	20	2	S355.04D	Subdivided into two teams. Route map at Section 11.
J	9 Aug	0800	13 Aug	1700	EI	Tripping	Lapie Canyon Campground to Teslin River along South Canol Trail	22	20	2	S355.04D	Subdivided into two teams. Route map at Section 11.

9. Routes

9.1 Activity G



9.2 Activity H-J



ANNEX B - BASIS OF PAYMENT

BASIS OF PRICING:

- Firm Lot Prices are quoted in Canadian Dollars, GST or HST excluded. The GST/HST will be applied as a separate line item to any invoice issued as a result of a Contract.
- The quoted prices are all inclusive Firm Lot Prices per Activity and includes all labour, material, tools, equipment, profit, overhead, transportation costs, and travel and living expenses required to do the Work. No other charges will be allowed.
- The number of instructors offered must meet or exceed the ratios specified for each activity in Annex A.

		Contract Period – From date of contract to 31 August 2016)	Option Year - From 01 September 2016 to 31 August 2017 (CANADA OPTION)
Activity	Number of Instructors	Total all-inclusive Lot Price	Total all-inclusive Lot Price
A	_____	\$ _____	\$ _____
B	_____	\$ _____	\$ _____
C	_____	\$ _____	\$ _____
D	_____	\$ _____	\$ _____
E	_____	\$ _____	\$ _____
F	_____	\$ _____	\$ _____
G	_____	\$ _____	\$ _____
H	_____	\$ _____	\$ _____
I	_____	\$ _____	\$ _____
J	_____	\$ _____	\$ _____
Totals per year (A-J):		\$ _____ (1)	\$ _____ (2)

Evaluated Price:

Item	Period	Total (A to J)
1	Contract Period (from date of contract to 31 Aug 2016):	\$ _____
2	Option Year (from 01 September 2016 to 31 August 2017) (CANADA OPTION):	\$ _____
Total Aggregate Evaluated Price:		\$ _____

ANNEX C - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.