



**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**

<b>Title - Sujet</b> Rock Climbing Activities	
<b>Solicitation No. - N° de l'invitation</b> W4295-16C004/A	<b>Date</b> 2016-02-25
<b>Client Reference No. - N° de référence du client</b> W4295-16C004	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-249-6940	
<b>File No. - N° de dossier</b> VIC-5-38235 (249)	<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 2016-04-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Cress, Christine	<b>Buyer Id - Id de l'acheteur</b> vic249
<b>Telephone No. - N° de téléphone</b> (250) 363-8442 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> WCSTC 45 Fireweed Drive Whitehorse Yukon Y1A 5T8 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 - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<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>

## TABLE OF CONTENTS

### PART 1 – GENERAL INFORMATION

- 1.1 Security Requirements
- 1.2 Statement of Work
- 1.3 Debriefings
- 1.4 Trade Agreements

### PART 2 – BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries – Bid Solicitation
- 2.5 Applicable Laws

### PART 3 – BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

### PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### PART 5 – CERTIFICATIONS

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

### PART 6 – RESULTING CONTRACT CLAUSES

- 6.1 Security Requirements
- 6.2 Statement of Work
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Proactive Disclosure of Contracts with Former Public Servants
- 6.7 Payment
- 6.8 Invoicing Instructions
- 6.9 Certifications
- 6.10 Applicable Laws
- 6.11 Priority of Documents
- 6.12 Insurance Requirements
- 6.13 SACC Manual Clauses

### LIST OF ANNEXES

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Insurance Requirements

## **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><b>Experience:</b></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"> <li>- Brief description of work;</li> <li>- Contact information for Client (name, address, telephone number, email address);</li> <li>- 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;</li> <li>- Age range of participants;</li> <li>- Project dates and duration of trips;</li> <li>- Locations of trips; and</li> <li>- Total dollar value.</li> </ul>			
2	<p><b>Instructor Requirements:</b></p> <p>2.1. All instructors must have valid Vulnerable Sector Screening (working with youth aged 12-18 yrs), Police Records Check and be familiar with <u>Adventure Training Safety Orders (A-CR-CCP-951/PT-002)</u>.</p> <p>2.2. At least one instructor per site must be Wilderness First Aid qualified as Standard First Aid.</p> <p>2.3. Provide confirmation that climbing instructors currently hold a valid Membership with the Association of Canadian Mountain Guides (ACMG) plus one of the following ACMG-recognized certifications:</p> <p>2.3.1. Rock Guide; or</p> <p>2.3.2. Alpine Guide; or</p> <p>2.3.3. Apprentice Rock Guide (See restriction below**); or</p> <p>2.3.4. Apprentice Alpine Guide (See restriction below**); or</p> <p>2.3.5. Top Rope Climbing Instructor (See restriction below**).</p> <p>** When Apprentice Rock Guides, Apprentice Alpine Guides, or Top Rope Climbing Instructors are employed, they must work under the supervision of a Rock Guide, an Alpine Guide, or a Mountain Guide. The supervisor (Rock Guide, Alpine Guide, or Mountain Guide) shall determine the level of supervision required, whether direct, local, or remote.</p>			

#### 4.1.1 Financial Evaluation

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

The Bidder's Firm Lot Prices for both firm requirement and optional requirement in Annex "B" Basis of Payment will be added together to reach a total 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](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 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before 01 July 2017 by sending a written notice to the Contractor.

## 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 lot 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 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**

### **ROCK CLIMBING ACTIVITIES**

#### **WHITEHORSE CADET TRAINING CENTRE**

#### **1. Title and Date**

Whitehorse Cadet Summer Training Centre (WCSTC) – Rock Climbing Activities – 27 July and 4 August 2016 (inclusive), with an optional requirement under the same conditions and at the prices and/or rates stated in the Contract to be exercised at any time before 01 July 2017. Future year dates are to be determined, but will be within the same general timeframe.

#### **2. Supporting Documentation:**

The following documents are included and form part of this solicitation:

A-CR-CCP-951/PT-002 Adventure Training Safety Standards (Copy available on request); and

APPENDIX 1 TO ANNEX "A" - MANDATORY TECHNICAL CRITERIA.

#### **3. Background**

3.1. The purpose of WCSTC 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 WCSTC 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.

3.2. Co-located with Regional Cadet Support Unit (Northern) at Boyle Barracks, 20km south of Whitehorse, YT; WCSTC is the only Cadet Summer 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.

3.3. The aim of rock climbing activity is to develop self-confidence and self-reliance by exposing and challenging cadets.

#### **4. Objective**

This requirement is for the provision of instructors to plan, conduct and supervise top rope rock climbing. All activities will occur between 27 July and 4 August 2016 (inclusive). Future year dates are to be determined, but will be within the same general timeframe.

#### **5. Scope of Work**

5.1. The Contractor must provide instructors to instruct and supervise the technical and safety aspects of the rock climbing activities as below and in accordance with A-CR-CCP-951/PT-002 Adventure Training Safety Standards. The cadets will be 14-16 years old with no climbing experience.

5.2.

<b>Rock Climbing Activites- WCSTC 2016</b>						
<b>Activity</b>	<b>Date (2016)</b>	<b>Time Start (Hrs)</b>	<b>Time End (Hrs)</b>	<b>Group</b>	<b># of Students</b>	<b>Instr Req'd</b>
A	27 Jul	0800	1700	1	22 (climbing as teams of 11)	4
B	1 Aug	0800	1700	3	22 (climbing as teams of 11)	4
C	4-Aug	0800	1700	2	22 (climbing as teams of 11)	4

5.3. The Contractor will select routes on the “Rock Gardens” located in Whitehorse which will have 2 single pitch top rope climbing lanes running at a time. The routes shall be pre-scouted and pre-climbed.

5.4. The Contractor will also provide all the equipment and climbing shoes required to conduct the activity in accordance with Adventure Training Safety Standards.

5.5. The Contractor will start each day’s activity by briefing the group on the following:

- 5.5.1. the objectives and importance of the activity/day;
- 5.5.2. the resources that may be required to perform the activity; and
- 5.5.3. any safety guidelines that must be followed while performing the activity.

5.6. The Contractor will end each day’s activity by debriefing the group on the following:

- 4.5.1. how they felt about the activity;
- 4.5.2. what they felt they accomplished; and
- 4.5.3. what they would try to improve on if given the chance to complete the activity again.

## 6. **Contactor Responsibilities**

The Contractor is responsible for:

- 6.1. The planning, conduct and supervision of all technical and safety aspects of the activity being conducted in accordance with Adventure Training Safety Orders, and other orders.
- 6.2. Ensuring the minimal number of instructors are ready to instruct the activities assigned prior to the start times listed herein.
- 6.3. Providing personal clothing, emergency equipment, communications equipment, transportation, and rations for all instructors attending all activities.
- 6.4. Assisting in planning of emergency procedures for the Activity.
- 6.5. Providing satellite phones or other suitable communications device for each activity. The Officer in Charge of each may use this device on a daily basis to communicate administrative details to headquarters.
- 6.6. Providing instructors with first aid kit suitable for the Activity and the Instructor's qualification.
- 6.7. Appointing a liaison person to be on call (24 – 7) during activities and during regular office hours while an activity is not being conducted.
- 6.8. Conducting themselves in accordance with Cadet Program regulations: no alcohol during activities or around cadets, no personal relationships, and discrete smoking.
- 6.9. Providing and transporting all technical and safety equipment, including a selection of climbing shoes, required for the Activity IAW Adventure Training Safety Orders.
- 6.10. Providing an emergency plan for each site.

## 7. **WCSTC Responsibilities**

WCSTC is responsible for:

- 7.1. Appointing an Expedition Coordinator and Safety Officer who will coordinate details with the contractor.
- 7.2. Appointing an Officer in Charge for each activity who will oversee each activity.
- 7.3. Providing personal clothing, transportation and rations for all cadet and CF personnel attending all activities.
- 7.4. Paying any third party costs associated with emergency procedures or communications device use.
- 7.5. Providing copies of Adventure Training Safety Orders, teaching points, and other relevant documents.
- 7.6. Providing copies of relevant timetables and references.

## 8. **Language of Work**

The language of work will be English.

## 9. **Reports and Deliverables**

- 9.1 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.
10. Emergency plan including relevant phone numbers.

**APPENDIX 1 TO ANNEX "A" -  
MANDATORY TECHNICAL CRITERIA**

<b>Mandatory Technical Criterion</b>	
<b>1</b>	<p><b>Experience:</b></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"> <li>- Brief description of work;</li> <li>- Contact information for Client (name, address, telephone number, email address);</li> <li>- 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;</li> <li>- Age range of participants;</li> <li>- Project dates and duration of trips;</li> <li>- Locations of trips; and</li> <li>- Total dollar value.</li> </ul>
<b>2</b>	<p><b>Instructor Requirements:</b></p> <p>2.4. All instructors must have valid Vulnerable Sector Screening (working with youth aged 12-18 yrs), Police Records Check and be familiar with DND publication <u>Adventure Training Safety Orders (A-CR-CCP-951/PT-002)</u>.</p> <p>2.5. At least one instructor per site must be Wilderness First Aid qualified as Standard First Aid.</p> <p>2.6. Provide confirmation that climbing instructors currently hold a valid Membership with the Association of Canadian Mountain Guides (ACMG) plus one of the following ACMG-recognized certifications:</p> <p>2.3.6. Rock Guide; or</p> <p>2.3.7. Alpine Guide; or</p> <p>2.3.8. Apprentice Rock Guide (See restriction below**); or</p> <p>2.3.9. Apprentice Alpine Guide (See restriction below**); or</p> <p>2.3.10. Top Rope Climbing Instructor (See restriction below**).</p> <p>** When Apprentice Rock Guides, Apprentice Alpine Guides, or Top Rope Climbing Instructors are employed, they must work under the supervision of a Rock Guide, an Alpine Guide, or a Mountain Guide. The supervisor (Rock Guide, Alpine Guide, or Mountain Guide) shall determine the level of supervision required, whether direct, local, or remote.</p>

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.  
**VIC249**  
 File No. - N° du dossier  
**VIC-5-38236**

Buyer ID - Id de l'acheteur  
**VIC249**  
 CCC No./N° CCC - FMS No./N° VME

**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. No rental charges shall be paid for tools or equipment incidental to the trade.

Description	FIRM LOT PRICE Firm Requirement – From 27 July 2016 to 31 August 2016  A	FIRM LOT PRICE Optional Requirement (CANADA OPTION)  B	Extended Price  (A + B)
All-inclusive course fee, conforming to the Statement of Work in Annex "A":	\$ _____	\$ _____	\$ _____
<b>Total Aggregate Evaluation Price (A + B), GST/HST extra:</b>			\$ _____

## 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.