



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services / Travaux**  
**publics et services gouvernementaux**  
**Kingston Procurement**  
**Des Acquisitions Kingston**  
**86 Clarence Street, 2nd floor**  
**Kingston**  
**Ontario**  
**K7L 1X3**  
**Bid Fax: (613) 545-8067**

## 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 / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Training Support For Personnel	
<b>Solicitation No. - N° de l'invitation</b> W4938-16017S/A	<b>Date</b> 2016-06-20
<b>Client Reference No. - N° de référence du client</b> W4938-16-017S	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-615-6937	
<b>File No. - N° de dossier</b> KIN-6-46035 (615)	<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 2016-08-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Denbeigh, Andrew	<b>Buyer Id - Id de l'acheteur</b> kin615
<b>Telephone No. - N° de téléphone</b> (613) 484-1586 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Military Personnel Generation P.O.BOX 17000 KINGSTON Ontario K7K7B4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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W4938-16017S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46035

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include:

Annex "A" - Statement of Work  
Annex "B" - Basis of Payment  
Annex "C" - Security Requirements Checklist  
Annex "D" - Insurance Requirements  
Annex "E" - DND 626 Task Authorization Form  
Annex "F" - Federal Contractors Program for Employment Equity – Certification

The Attachments include:

Appendix 1 to Annex A, Estimated Resource Volume  
Appendix 2 to Annex A, Courses that the Resources may be required for during the Contract  
Appendix 3 to Annex A, List of Acronyms  
Appendix 4 to Annex A, Instructor Evaluation Forms  
Appendix 1 to Annex C, Security Requirements, Security Classification Guide

## 1.2 Summary

1.2.1 The Department of National Defence (DND), Military Personnel Generation Command (MilPersGen) has a requirement for the provision of administrative services, training support, instructional support, and courseware development in relation to Canadian Armed Forces training courses Bided through MilPersGen. The services are to be delivered on an as-and-when-requested basis for the following locations: Kingston, Ontario; Toronto, Ontario; Borden, Ontario; Ottawa, Ontario; Gatineau, Quebec, Quebec City, Quebec; St. Jean Sur Richelieu, Quebec and other locations across Canada as specified in the Task Authorization.

Canada intends to award one contract. The period of the contract will be from 2016-09-01 to 2017-08-31 plus two one-year irrevocable options allowing Canada to extend the term of the contract.

1.2.2. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

1.2.4 This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

1.2.5 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.2.6 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

## 1.3 Debriefings

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

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## 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

*SACC Manual* Clause A7035T (2007-05-25), List of Proposed Subcontractors

### 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 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 fifteen (15) 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 Ontario.

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

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

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*:

The Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.



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## **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 (2 hard copies)

Section II: Financial Bid (1 hard copies)

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

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

#### **Section II: Financial Bid**

- 3.1.1** Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

- 3.1.2 Exchange Rate Fluctuation**  
*SACC Manual* Clause C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications and additional information 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

The bid must comply with the mandatory technical criteria specified below. The Bidder must provide in their proposal the necessary documentation to support and demonstrate compliance with each and all Mandatory Technical Criterion (MTC).

Bids that do not meet each and every MTC will be declared non-responsive and be disqualified. Each MTC must be addressed separately.

In the "Bidder's Response" column, the Bidder should state the page number and other information that would assist the evaluation team in locating the bidder's response to each of the MTC in their proposal.

MTC No.	Mandatory Technical Criterion	Bidder's Response
1.	<p>The bidder must have a minimum of four (4) years of experience within the last ten (10) years from date of bid closing, in providing the services of multiple personnel at one time (minimum 10 personnel) for multiple projects or contracts running simultaneously (minimum of 10 projects) for training support, as described in the Statement of Work.</p> <p>To demonstrate their experience, the bidder must provide, as a minimum, the following:</p> <p>(a) Description of the services provided, including the number of personnel, number of projects running simultaneously, type of work the personnel performed, period of time the Bidder provided the services to its clients during the month and year; and</p> <p>(b) *Contact name and information for Bidder's clients. The Bidder's clients may be contacted to confirm the information provided.</p>	

MTC No.	Mandatory Technical Criterion	Bidder's Response
2.	<p>Bidders must provide a detained management plan which must demonstrate how this requirement will be managed in accordance with Part 6 of the resulting contract and the Annexes.</p> <p>As a minimum, Bidders must provide:</p> <p>(a) An organization chart listing roles and responsibilities as it pertains to this requirement;</p> <p>(b) Invoicing process;</p> <p>(c) A plan demonstrating how the Bidder will deal with:</p> <ul style="list-style-type: none"> <li>- Management of multiple simultaneous on-going task authorizations;</li> <li>- Attracting, retaining, training and turnover of personnel to meet the volume of personnel required for Training Support needs;</li> </ul>	
3.	<p>Bidders must provide the name of one (1) primary Client Manager (CM) as specified in section 11.0 of the SOW and the names of the two (2) Regional Client Manager (RCM).</p> <p>For each Regional Client Manager (RCM) Bidders must demonstrate at a minimum:</p> <p>(a) That each has a minimum of 2 years of experience within last 5 years managing a contract with:</p> <ul style="list-style-type: none"> <li>- multiple personnel (minimum 15);</li> <li>- multiple, simultaneous projects (minimum 10 projects);</li> <li>- sourcing multiple personnel;</li> <li>- preparation of time sheets and expenditure reports; - overall monitoring of project performance.</li> </ul>	

\*For reference checks, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders within a 48 hour period using the e-mail address provided in the Bid. A Bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's e-mail was sent.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference/client directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the alternate contact to respond. Wherever information provided by a reference differs from the information supplied by the Bidder the information supplied by the reference will be the information evaluated.

A Bidder will not meet the mandatory experience requirement (as applicable) if:

1. The referenced customer states he or she is unable or unwilling to provide the information requested, or
2. The customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself).

Nor will a mandatory be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

The Bidder must provide pricing for all items in accordance with the Basis of Payment in Annex "B".

##### **4.1.2.2 Financial Evaluation**

*SACC Manual* Clause A0222T (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

To calculate the extended pricing Canada will multiply the Bidder's per diem rates for each Resource Category by the associated estimated level of usage for each pricing period. The Evaluated Price is the sum of the extended pricing for all pricing periods.

#### **4.2 Basis of Selection – Mandatory Technical Criteria**

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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

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

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

### **5.2.3 Status and Availability of Resources**

SACC Manual Clause A3005T (2010-08-16), Status and Availability of Resources

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

### **6.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Financial Capability**

SACC Manual Clause A9033T (2012-07-16), Financial Capability

### **6.3 Controlled Goods Program – Bid**

SACC Manual Clause A9130T (2014-11-27), Controlled Goods Program – Bid

### **6.4 Insurance – Proof of Availability Prior to Contract Award**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 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 the expiry of the Contract by sending a written notice to the Contractor.

#### **7.1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **7.1.2.1 Task Authorization Process**

###### **Task Authorization:**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

###### **Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.



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#### **7.1.2.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$200,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Maximum Contract Value

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

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#### 7.1.2.5 Task Authorization - Department of National Defence

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

#### 7.2 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.

##### 7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

##### 7.2.2 Supplemental General Conditions

4007 (2016-04-04), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

#### 7.3 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W4938-16-017S

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance to the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), **Public Services and Procurement Canada (PSPC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS or SECRET clearance, as required, granted or approved by CISD/ PSPC.
3. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of **Public Services and Procurement Canada (PSPC)**.
4. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/ PSPC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

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## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from 1 September 2016 to 31 August 2017 inclusive.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Andrew Denbeigh  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St. 2<sup>nd</sup> floor

Telephone: 613 484-1586  
Facsimile: 613 545-8067  
E-mail address: [Andrew.Denbeigh@pwgsc.gc.ca](mailto:Andrew.Denbeigh@pwgsc.gc.ca)

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

### **7.5.2 Technical Authority**

The Technical Authority for the Contract is: *[Information will be inserted at award of Contract]*

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

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### 7.5.3 Contractor's Representative *[Information to be inserted by the Bidder]*

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$7,000,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 Monthly Payment**

*SACC Manual* Clause H1008C (2008-05-12), Monthly Payment

### **7.7.4 Travel and Living Expenses – National Joint Council Travel Directive**

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

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

All payments are subject to government audit.

### **7.7.5 Time Verification**

*SACC Manual* clause C0711C (2008-05-12), Time Verification

## **7.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

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

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## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2016-04-04), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) Annex E, DND 626 Task Authorization Form;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated \_\_\_\_\_. *[Information will be inserted at Contract award]*

## 7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.13 Insurance Requirements

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

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.

## 7.14 Controlled Goods Program

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

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## 7.15 Canadian Forces Site Regulations

*SACC Manual* clause A9062C (2011-05-16), Canadian Forces Site Regulations

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1.0 Scope**

##### **1.1 Objective**

Provision of administrative services, instructional, training support and courseware development relating to Canadian Armed Forces training courses Bided through Military Personnel Generation (MilPersGen)

##### **1.2 Background**

The Canadian Defence Academy (CDA) was created April 1<sup>st</sup>, 2002 to promote, facilitate and harmonize common professional development for all members of the Canadian Forces, regardless of their branch of the service or occupation. On June 4<sup>th</sup>, 2015 CDA was renamed Military Personnel Generation Command (MilPersGen).

The MilPersGen Command is composed of a Headquarters, located in Kingston, Ontario, the Military Personnel Generation Training Group (MPG TG) formerly Canadian Forces Support Training Group (CFSTG)) located in Borden, but with training schools in the following locations (More information about each of the Training Establishments listed can be found on the following website: <http://www.forces.gc.ca/en/training-esblishments/index.page>). Refer to Appendix 2 to Annex A, Courses that the Resources may be required for during the Contract.

##### **1.3 Requirement**

The MilPersGen requires to have a single service provider to support CAF military instruction, training, instructional development and administrative support, while reining overall CAF military oversight. Contracted services required to support military training across Canada include the following:

- a) Stream 1 - Administrative Support;
- b) Stream 2 - Training Support;
- c) Stream 3 - Instructional Support; and
- d) Stream 4 - Instructional Design Support.

##### **1.4 Estimated Volume**

Refer to Appendix 1 to Annex A, Estimated Volume

#### **2.0 List of Acronyms**

Refer to Appendix 3 to Annex A, List of Acronyms

#### **3.0 Language Requirement**

- 3.1 The work will be conducted in either or both of Canada's two official languages (English and French), as identified on the Task Authorization form (TAF). As a result, all contracted resources must be able to communicate effectively, both orally and in writing,



in the designated language(s) identified on the TAF. Other language skills are not required.

#### **4.0 Applicable Documents**

All contracted resources work must be done at all times in accordance with the following:

Canada Labour Code: <http://www.labour.gc.ca/eng/home.shtml>

Local Base Standing Orders: To be provided upon issuance of a TA.

Local Standing Operating Procedures: To be provided upon issuance of a TA.

CFITES - Canadian Forces Individual Training and Education System

#### **5.0 Availability of Contracted Resources**

- 5.1 Contracted resources must be available on an “as-and-when-requested” basis throughout the duration of the Contract. The Contractor must have the resource(s) available within thirty (30) calendar days of an approved TAF.

#### **6.0 Work Environment**

- 6.1 Tasks will be performed within an office, classroom setting, temporary shelters (i.e. tents), and the outdoors. Contracted resources will typically be required for a period of 7.5 hours each day. Normal required hours will fall between 0700 -1800 each day, Monday through Friday. Work outside of normal required hours and statutory holidays may be required depending on the training schedule.

#### **7.0 Detailed Description of Services**

- 7.1 For all the resource categories listed below, the work to be performed and produced on an "as and when requested" basis includes any or all of the following:

##### **7.2 STREAM 1: ADMINISTRATIVE SUPPORT**

###### **7.2.1 GENERAL OFFICE CLERK**

- 7.2.1.1 Tasks may include but are not limited to the following:

- a) Providing general administration, office services and related clerical skills in support of student training;
- b) Receiving, registering, compiling and distributing documents, correspondence and fax and electronic mail;
- c) Providing support for arrival and departure routine for students;
- d) Using word processing, spreadsheet, database software (MS Office Suite) and Human Resource Management System (HRMS) applications;
- e) Maintaining and updating student records;
- f) Maintaining a database for course listing and scheduling and responding to related inquiries;

- g) Assisting with course set up including generating schedules, creating student files, obtaining course resources, and booking course resources;
- h) Processing travel claims and responding to claims inquiries from students and using the claims management system (ClaimsX);

#### **7.2.1.2 Mandatory Requirement of TAF**

- a) A resume of proposed resource must be submitted prior to approval of TAF.
- b) Contractor to ensure proposed resource(s) meets the physical standard below at paragraph 7.2.1.4

#### **7.2.1.3 Occupational Minimum Mandatory Requirements of TAF**

No.	Description of Criteria
<b>M.1</b>	Minimum two (2) years' experience providing administrative support within the last five (5) years from date of issuance of draft TAF.
<b>M.2</b>	Experience in HRMS. Must have a minimum of six (6) months experience from issuance of TAF.

#### **7.2.1.4 Physical Standards**

Contractor to ensure that each proposed resource must be physically capable of doing the following:

- a) Unassisted by mechanical or other means, vertically lift a minimum weight of 10 kg to a minimum height of 90 cm;
- b) Unassisted by mechanical or other means, manually carry a minimum weight of 10 kg over a level surface for a minimum distance of 3 meters;
- c) Endure periods of standing or sitting in excess of one hour; and
- d) Work in interior environmental conditions that may be subject to limited climate control.

### **7.3 STREAM 2: TRAINING SUPPORT**

#### **7.3.1 ROLE-PLAYER**

7.3.1.1 Tasks may include but are not limited to the following:

- a) Enacting scripted scenarios, often in costume, pertaining to human distress, safety, security or other factors intended to prompt an appropriate response from CF trainees as directed by Military staff;
- b) Operating a standard commercial vehicle not exceeding a three-ton load capacity;
- c) Communicating with portable communication devices (DND will provide necessary instruction);

- d) Providing specified labour tasks such as set up and dismantling equipment for scenarios and cleaning weapons and costumes related to scenarios;
- e) Operating and carrying pyrotechnics, noisemakers, and other simulations. (DND will provide the necessary instruction.)
- f) Operating and carrying a replica firearm; and
- g) Providing immediate first aid to students and unit personnel in the event of emergency.

#### **7.3.1.2 Mandatory Requirement of TAF**

- a) A resume of proposed resource must be submitted prior to approval of TAF.

#### **7.3.1.3 Occupational Minimum Mandatory Requirements of TAF**

No.	Description of Criteria
<b>M.3</b>	Completed WHMIS training within the past two years from date of issuance of draft TAF.
<b>M.4</b>	Hold a valid Standard First Aid certification.
<b>M.5</b>	Where the service calls for operating a motor vehicle: Must hold a valid provincial license for the vehicle to be operated.

#### **7.3.1.4 Contractor Responsibilities**

The contractor's resource must:

- a) Supply their own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- b) Provide costumes, make-up and other resources required to support the role within the given scenarios as defined in the TA. Simulated or real military equipment will be provided by DND.

#### **7.3.1.5 Work Environment**

Work outside in all seasons and all weather conditions typical of the region are required. The work will be conducted 24 hours a day, five days a week, Monday through Friday. Normal required hours will be 8 to 10 hours during a 24 hour period. The required hours may be during the day, evening or night-time depending on the training schedule.

Role-players will be primarily involved in exercises in support of basic military training and primary leadership qualification training. They will be expected to perform a broad spectrum of roles to include: casualties, civilians in the battle space (CIB), partisans, suspicious persons, hostages, prisoners of war, friendly combatants, or enemy combatants. The nature of the work requires contracted resources to set hostile scenes to evoke particular actions on the part of trainees. All scenes will be controlled by DND staff. There are often loud noises and a high level of physically demand activity for a

short period of time that resembles realistic military activity. Safety is a priority and no violent contact (striking or hitting) is permitted. Role-players can expect that they may be:

- a) Required to use exercise munitions;
- b) Required to carry and use exercise weapons with blank ammunition;
- c) Handcuffed or bound;
- d) Required to lay or sit on the ground for an extended period of time (approximate average period of time is 1 hour);
- e) Staged in a crowd within a confined area;
- f) Handled roughly;
- g) Aimed at through an inert weapon system (i.e. rifle with blank ammunition);
- h) Ordered about;
- i) Exposed to simulated verbal abuse or foul language.

DND will provide the required direction, training, and safety supervision for all scenarios.

### 7.3.2 TRAINING SUPPORT SUPERVISOR

7.3.2.1 Tasks may include but are not limited to the following:

- a) Supervising other contracted resources role-player activities (listed under Role-Player tasks);
- b) Developing and maintaining a training support schedule;
- c) Managing equipment resources for training support;
- d) Communicating with portable communication devices (DND will provide necessary instruction);
- e) Using word processing, spreadsheet, and database software (MS Office Suite);
- f) Providing specified administrative tasks including completing work reports, drafting memoranda related to training support activities and scheduling work teams;
- g) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency; and
- h) Operating a standard commercial vehicle not exceeding a three-ton load capacity.

#### 7.3.2.2 Occupational Minimum Mandatory Requirements of TAF

No.	Description of Criteria
M.6	Minimum one (1) year experience providing direct or general supervision of training support services within the last three (3) years from date of issuance of draft TAF.

<b>M.7</b>	Hold a valid Standard First Aid certification
<b>M.8</b>	Completed WHMIS training within the past two (2) years from the date of the draft TAF issuance.
<b>M.9</b>	Where the service calls for operating a motor vehicle: Must hold a valid provincial license for the vehicle to be operated.

### **7.3.2.3 Contractor Responsibilities**

The contractor's resource must:

- a) Provide reports and feedback to military authorities on tasks identified in a TAF as per section 13.0 - Reporting;
- b) Wear regulated safety equipment as mandated by provincial law;
- c) Supply own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- d) Ensure each resource can meet the physical requirements prior to proposing a resource.

### **7.3.2.4 Physical Standards for Role Player and Training Support Supervisor**

Contracted resources must be physically capable of doing the following:

- a) Unassisted by mechanical or other means, vertically lift a minimum weight of 23 kg to a minimum height of 90 cm;
- b) Unassisted by mechanical or other means, manually carry a minimum weight of 23 kg over a level surface for a minimum distance of 3 meters;
- c) Endure long periods of standing, laying or sitting in excess of one hour;
- d) Participate in continuous moderately strenuous activity for a period of 45 minutes at a time, 5 to 6 times a day;
- e) Walk over rough, uneven terrain and through thickly forested areas during both day or in twilight hours;
- f) Run 100 metres over level ground without a break carrying up to 15 kg of properly slung military equipment; and
- g) Work in all exterior environmental conditions associated with that region.

## **7.4. STREAM 3: INSTRUCTIONAL SUPPORT**

### **7.4.1 MILITARY OCCUPATION INSTRUCTOR**

7.4.1.1 Tasks may include but are not limited to the following:

- a) Providing instruction in the knowledge and skills needed to perform the duties of a specified military occupation; e.g., supply clerk, driver, or administrative clerk;
- b) Using word processing, spreadsheet, and database software (MS Office Suite);

- c) Preparing lesson plans;
- d) Operate training simulators, tools, and/or other equipment used in the occupation being instructed or by the institution providing the training;
- e) Assisting other instructors in training activities requiring more than one instructor;
- f) Counselling students on their progress;
- g) Maintaining and updating student files;
- h) Performing student assessments;
- i) Assisting DND by making recommendations and changes to existing curriculum; and
- j) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency.

#### **7.4.1.2 Occupational Minimum Mandatory Requirements of TAF**

##### **A. Junior Military Occupation Instructor**

- a) A resume of proposed resource must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criteria</b>
<b>M.10</b>	Minimum one (1) year experience instructing in the content area related to the task from the date of draft TAF issuance
<b>M.11</b>	Minimum two (2) years' experience working (not as an instructor) in the content area as indicated on the TAF from the date of draft TAF issuance.
<b>M.12</b>	Hold a valid Standard First Aid certification
<b>M.13</b>	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

##### **B. Senior Military Occupation Instructor**

A resume of proposed resource must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.14</b>	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
<b>M.15</b>	Minimum five (5) years' experience working (not as an instructor) in the content area related to the task from the date of draft TAF issuance.
<b>M.16</b>	Hold a valid Standard First Aid certification
<b>M.17</b>	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

## 7.4.2 INSTRUCTOR - GENERAL SUBJECTS

7.4.2.1 Tasks may include but are not limited to the following:

- a) Providing instruction as indicated in the TA in the knowledge and/or skills needed to effectively perform duties of a CF member;
- b) Using word processing, spreadsheet, and database software (MS Office Suite);
- c) Preparing lesson plans;
- d) Assisting other instructors in training activities requiring more than one instructor;
- e) Counselling students on their progress;
- f) Maintaining and updating student files;
- g) Performing student assessments;
- h) Assisting DND by making recommendations and changes to the existing curriculum; and
- i) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency.

### 7.4.2.2 Occupational Minimum Mandatory Requirements of TAF

#### A. Junior Instructor – General Subjects

- a) Example subjects (but limited to):
  - i. First aid;
  - ii. Basic firefighting techniques; or
  - iii. General safety.

A resume of proposed resource must be submitted prior to approval of TAF.

No.	Description of Criterion
M.18	Minimum one (1) year experience instructing in the content area related to the task from the date of draft TAF issuance.
M.19	Minimum of two (2) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.20	Hold a valid Standard First Aid certification
M.21	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

## **B. Senior Instructor – General Subjects**

- a) Example subjects
  - i. Basic Military History, Heritage and Traditions;
  - ii. Chemical, Biological, Radiological and Nuclear Defence;
  - iii. General Military Training – Instructional Techniques

A resume of proposed resource must be submitted prior to approval of TAF.

No.	Description of Criterion
<b>M.22</b>	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
<b>M.23</b>	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
<b>M.24</b>	Hold a valid Standard First Aid certification
<b>M.25</b>	<u>Where the service calls for operating a motor vehicle:</u> Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

## **C. Specialist Instructor– Professional Subjects/Programmes**

- a) Example subjects:
  - i. Training Development;
  - ii. Finance and Accounting;
  - iii. Human Resource Management;
  - iv. Logistics Management;
  - v. Executive Leadership Programme; and
  - vi. Canadian Security Studies Programme

A resume of proposed resource must be submitted prior to approval of TAF.

No.	Description of Criterion
<b>M.26</b>	Minimum of a Bachelor's degree OR post graduate diploma/certificate in the content area related to the TA.
<b>M.27</b>	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
<b>M.28</b>	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
<b>M.29</b>	Hold a valid Standard First Aid certification.

Or



No.	Description of Criterion
M.30	Minimum of a university degree OR college diploma/certificate in the content area related to the task from the date of draft TAF issuance.
M.31	Minimum three (3) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.32	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.33	Hold a valid Standard First Aid certification.

Or

No.	Description of Criterion
M.34	Minimum of a secondary school graduate diploma/certificate.
M.35	Minimum four (4) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.36	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.37	Hold a valid Standard First Aid certification.

### 7.4.3 EXAM/TEST INVIGILATOR

7.4.3.1 Tasks may include but are not limited to the following:

- Performing exam/test invigilator tasks in accordance with the CAF testing policy (provided by DND);
- Conducting tests and exams;
- Correcting standard exams, using marking guides provided by the DND. No content knowledge is required;
- Maintaining and updating student files; and
- Documenting and reporting issues raised by the students during testing or about the test to the Technical Authority.

#### 7.4.3.2 Occupational Minimum Mandatory Requirements of TAF

A resume of proposed resource must be submitted prior to approval of TAF.

No.	Description of Criterion
M.38	Minimum of six (6) months experience from the date of draft TAF issuance. Experience must be a combination of one (1) or more of the following: <ol style="list-style-type: none"><li>development and/or delivery of training</li><li>maintaining and/or updating files/records</li><li>correcting exams/tests using marking guidelines</li><li>conducting and/or evaluating exams/test</li></ol>

#### 7.4.3.3 Physical Standards for all Resources in Stream 3

Contracted resources must be considered physically capable:

- a) Endure periods of standing or sitting in excess of one hour.

#### 7.4.3.4 Contractor Responsibilities

The contractor's resource must:

- a) Provide reports and feedback to military authorities on tasks identified in a TA as per section 13.0 – Reporting;
- b) Wear regulated safety equipment as mandated by Range Safety Regulations;
- c) Supply own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- d) Ensure contracted resources meet the physical standard.

#### 7.4.3.5 Work Environment

Tasks will be performed within a classroom or similar setting. Typically contracted resources will be required for a period of 7.5 hours each day. Normal required hours will fall between 0700 -1800 each day, Monday through Friday. Work outside normal required hours may be required depending on the training schedule.

Contracted exam/test invigilators instructors will be employed in support of basic military training.

### 7.5 **SUBJECT MATTER EXPERTS**

**7.5.1** Tasks and Deliverables may include but are not limited to the following:

- a) work with instructors to review course material and standards;
- b) assist in the delivery of material;
- c) provide mentorship to students; and
- d) guest-speaker on content area.

#### 7.5.2 **Occupational Minimum Mandatory Requirements of TAF**

A resume of proposed resource must be submitted prior to approval of TAF.

No.	Description of Criterion
M.39	Must have minimum one (1) experience in content area from the date of draft TAF issuance.

## **7.6 STREAM 4: COURSEWARE DEVELOPMENT SUPPORT**

### **7.6.1 INSTRUCTIONAL DESIGNER**

7.6.1.1 Tasks and Deliverables may include but are not limited to the following:

- a) conducting needs assessments in order to examine human performance issues in accordance with (IAW) CFITES vol 2 or equivalent systems approach to training (ie. Analysis, Design Development, Implementation, Evaluation (ADDIE) model);
- b) assisting in specifying the required training and education outcomes in terms of essential on-job performance IAW CFITES vol 3 or equivalent systems approach to training (i.e. ADDIE model);
- c) describing and/or selecting an instructional program IAW CFITES vol 4 and 7 and Defence Learning Network Courseware Development Guidelines or equivalent systems approach to training (ie. ADDIE model);
- d) producing effective Learning instructional materials IAW CFITES vol 5, and Defence Learning Network Courseware Development Guidelines or equivalent systems approach to training (i.e. ADDIE model);
- e) evaluating instructional material for possibility of conversion to eLearning in whole or in part IAW Defence Learning Network Courseware Development Guidelines;
- f) provide training to the instructing body;
- g) needs assessment report;
- h) Qualification Standard;
- i) Training Plan (TP) or curriculum;
- j) Design Guidance Document;
- k) final Scripted storyboards;
- l) style guides;
- m) learning instructional materials; and
- n) evaluation reports.

### **7.6.2 Occupational Minimum Mandatory Requirements of TAF**

Junior Instructional Designer

A resume of proposed resource must be submitted prior to approval of TAF.

No.	Description of Criterion
M.40	Must have an undergraduate university degree (in any field)
M.41	Must have a minimum of one (1) year experience in instructional design from date of draft TAF issuance.
M.42	If eLearning is part of the requirement, must have a minimum of six (6) months experience in the instructional design of eLearning product(s).

**Or**

<b>No.</b>	<b>Description of Criterion</b>
M.43	Must have a college degree (in any field).
M.44	Must have a minimum of three (3) years' experience in instructional design.
M.45	If eLearning is part of the requirement, must have a minimum of six (6) months experience in the instructional design of eLearning product(s)

**Senior Instructional Designer**

A resume of proposed resource must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
M.46	Must have an undergraduate university degree with a Major in one of the following: Education, Adult Learning, Distance Learning or eLearning
M47	Must have a minimum of one (1) year experience in instructional design from the date of draft TAF issuance.

**Or**

<b>No.</b>	<b>Description of Criterion</b>
M.48	Must have a college diploma (in any field) or university degree (in any field)
M.49	Must have a minimum of three (3) year experience in instructional design from the date of draft TAF issuance.

## **7.7 E-LEARNING DEVELOPER**

7.7.1 Tasks and Deliverables may include but are not limited to the following:

- a) creating multimedia animation using images, sound and video, implementation and evaluation of eLearning courseware;
- b) using authoring software to assemble eLearning content and publish the course in accordance with the Instructional Design Documents;
- c) designing and creating interactions that are packaged in rapid eLearning software;
- d) troubleshooting and resolving online course interactions that are not publishing correctly or reporting correctly to a Learning Management system;
- e) working with instructional designers to develop the content based on storyboards;
- f) providing advice on the suitable interaction and also on the limits of certain applications;
- g) creating reusable online content; and
- h) providing maintenance guide(s) that provide detailed information on maintenance and modifications of eLearning products.

## **7.7.2 Occupational Minimum Mandatory Requirements of TAF**

### **Junior eLearning Product Programmer**

A resume of proposed resource must be submitted prior to approval of TAF.

No.	Description of Criterion
M.50	Must have a minimum of Secondary School Diploma
M.51	Must have at least three (3) years' experience in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Contribute, HTML, CSS, Adobe Flash, Articulate by Technsmith) from date of issuance of draft TA.

### **Senior eLearning Product Programmer**

A resume of proposed resource must be submitted prior to approval of TAF.

No.	Description of Criterion
M.52	Must have a University degree or College diploma (in any field).
M.53	Must have at least two (2) years' experience in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Contribute, HTML, CSS, Adobe Flash, Articulate by Technsmith) from date of issuance of draft TA.

## **7.7.3 STANDARDS SUPPORT DESIGNER**

Tasks and Deliverables. Responsible for supporting the design, develop, and maintenance of the course(s).

7.7.3.1 The following tasks but not limited to the following:

- preparing and maintaining Training Plans (TPs) by: holding the Master Copy; recommending changes; liaising with instructors; and rewriting, amending and updating the information as indicated;
- reviewing productive hours and instructor calculations submitted by training Squadrons to ensure conformity with current TPs and School Work Instructions;
- writing multiple choice items and maintain question banks to create Supporting Knowledge Exams (SKE);
- developing assessment plans for SKEs;
- generating examinations from assessment plans;
- generating Performance Checks (PCs) from the Job Based Occupational Specification (JBOS) and Qualification Standard;
- invigilating SKEs & PCs;
- correcting and scoring examinations and having examination analysis worksheets completed.
- analyzing examinations and provide feedback from SKEs/PCs to training staff and trainees;
- performing statistical and item analyses to determine and/or validate SKEs/PCs;
- monitoring PCs to confirm standard set in TP is being realistically achieved;
- generating and maintaining student study manuals; and

- m) actioning feedback for continuous improvement of the implementation of training and/or development of ideas for training/learning aids.

### **7.7.3.2 Occupational Minimum Mandatory Requirements of TAF**

#### Junior Standards Support Designer

A resume of proposed resource must be submitted prior to approval of TAF

No.	Description of Criterion
M.54	Must have a minimum of five (5) years' experience in the conduct of training and education evaluation (both student and programme evaluation)

#### Senior Standards Support Designer

A resume of proposed resource must be submitted prior to approval of TAF

No.	Description of Criterion
M.55	Must have a minimum undergraduate degree in these areas: Education, Adult Learning, Distance Learning, or eLearning;
M.56	Must have a minimum of five (5) years' experience in the conduct of training and education evaluation (both student and programme evaluation)

### **Contractor Responsibilities**

The contractor's resource must:

- Provide reports and feedback to military authorities on tasks identified in a TA as per section 13.0 - Reporting;
- Ensure contracted resources meet the physical standard.

### **8.0 Physical Standards (for all categories in Stream 4)**

Contractor to ensure that each proposed resource must be physically capable of doing the following:

- Endure periods of standing or sitting in excess of one hour;
- Endure long periods looking computer screen; and
- Work in interior environmental conditions that may be subject to limited climate control.

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## **9.0 Work Environment (for all categories in Stream 4)**

Tasks will be performed within an office type setting. Typically contracted resources will be required for a period of 7.5 hours each day. Normal required hours will fall between 07:30 - 1700 each day, Monday through Friday.

## **10.0 General Requirements/Client Support**

10.1 The following requirements, information, materials, and assistance apply to all work streams/ resource categories:

a) **DND 404 Licensing:** All contracted resources required to drive DND vehicles in the performance of their tasks must have a DND 404 license. Prior to being eligible for the DND 404 license, contracted resources must have a valid provincial license for the type of vehicle to be driven. DND will provide DND 404 training as required. Training will consume 2 to 20 days depending on the work requirement and level of experience.

**OR**

The Contractor's resources may use a rental vehicle(s) where they are required to drive a vehicle in the performance of their tasks, provided the resources have a valid provincial license for the vehicle to be driven.

b) **Transportation:** All contracted resources will be responsible for ensuring that they report to the required worksite at the designated time. Transportation to the work site is not a DND responsibility. Transportation for contracted resources participating in exercises or DND related activities where civilian vehicles are prohibited will be a DND responsibility.

c) **Meals & Accommodations:** Contracted resources are responsible for their own meals and accommodations. The exception is that when contracted resources are required to work in the field or in an exercise environment, they will be provided meals by DND which are aligned with the meals provided to DND staff. If the work is extended well beyond the normal work period in a given day while contracted resources are in the field or exercise environment, DND will make suitable arrangements for accommodations that will be similar to that provided for DND staff.

d) **Statuary Holidays:** In some cases, the training schedule will require that contracted resources work during statutory holidays. This will be specifically identified in the TAF.

e) **Equipment, Information Technology (IT), Supplies, and Facilities:** Subject to the approval of the Technical Authority, arrangements will be made for contracted resources to use DND IT, office equipment and supplies in the performance of their tasks within designated DND facilities. Supplies and equipment used by the contractor for the purposes of the contractor's business are to be supplied by the contractor. Storage of Contractor-owned equipment and supplies is the responsibility of the Contractor.



f) **Communications Training:** DND will provide training for portable radio communications devices as required. This training will consume one 7.5 hour period.

g) **Personal Protective Equipment (PPE) (Safety Equipment) and Special Costumes:** Normal personal protective equipment (e.g. work boots, gloves, hard hats, ear defenders, protective eye wear) will be noted in the TAF and is to be provided by the contractor at no cost to DND. Where required, PPE must be in accordance with provincial regulations.

Where special costumes or make up are required to role-playing functions, it will be identified in the TAF and coordinated by DND with the contractor 60 days prior to the date of TAF. Such costumes are to be provided by the contractor at a direct cost to DND. Costumes will remain the property of DND and may be disposed of at the discretion of DND.

h) **Direct Expenses:** Specific military PPE will be provided by DND where required. Where there is a special requirement for safety equipment that is not normally required in the performance of the work but is commercially available (e.g. ballistic eyewear), the Contractor is responsible to provide the equipment at direct cost to DND. This requirement will be identified in the TAF and coordinated by DND with the contractor 30 days prior to the date of TAF. The Contractor will be reimbursed its direct expenses reasonably and properly incurred in the performance of the Work, for providing specific PPE and special clothing identified in a TAF in accordance with the Statement of Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipts. The procured items will remain the property of DND and may be disposed of at the discretion of DND.

The Contractor must get a minimum of 3 quotes from companies and select the company that provided the "lowest cost". These quotes must be submitted along with the receipt vouchers in the statement above.

i) **Clothing:** All contracted resources must be dressed appropriately. Clothing is to be clean and in good repair throughout the duration of the contract. All contracted resources are required to wear a top or other uniform means of identifying the individual as contracted status (i.e. such as a shirt or t-shirt with the company logo) during the performance of the work. The exception is for role-players who will be required to wear various types of clothing to support their roles. This will normally involve using general civilian attire. Nothing in this requirement precludes the wearing of personal environmental outerwear suitable to the conditions.

j) **Training:** DND will provide all formal training mentioned in Article 10.1 a) and f) for the initial contracted resources provided for each TAF and training time will be billable time. Additional training provided by DND for replacement resources or training failures will be considered as non-billable time. Orientation, and on-site training required, which is a normal part of becoming familiar with the environment, will be represented as billable time.



10.2 All instructional services will be subject to evaluation. A copy of the form is attached as Appendix 4 to Annex "A". This form is purely to evaluate the quality of instruction provided to ensure that it meets the CF standard and is part of CF Training and Education Evaluation. The evaluation will be conducted by either the Chief Standards Officer or the Chief Instructor or a delegated representative. Instructors subject to evaluation will be required to provide a lesson plan for the lesson to be evaluated.

10.3 The Contractor will be provided the evaluation results and must immediately follow up with the instructors as part of ongoing quality assurance process. Instructors must satisfy the requirements identified in the form. The Technical Authority has the right to refuse any instructor who receives an unsatisfactory rating on two successive evaluations. The Contractor must immediately replace the instructor upon request.

## **11.0 Management of the Contract**

11.1 The Contractor will be required to appoint one (1) Client Manager and two (2) Regional Client Representative (Ontario & Quebec). The Client Manager will be required to actively participate in the overall management of all activities related to this SOW, primary point of contact to receive TAFs, and coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.

11.2 Regional Client Representatives are required for the following two (2) regions:

- (1) Quebec Region - RMCC St Jean, CFLS, & CFLRS
- (2) Ontario Region - MilPersGenHQ, RMCC Kingston, CFSMI Kingston, CFB Borden (includes MPGTG (includes TE, lodger units, CFSMet Winnipeg), CF Health Svcs)

The Regional Client Manager is the 1st point of contact for issues that might arise (i.e. conflicts between tasked resource and students, identifying if task/deliverable is within scope of contract, advise TE if resource is unable to fulfill task, provide advice on new requirements) and must participate in meetings and responsible to review timesheets)

11.3 The Regional Client Representative in the Quebec Region must have at a minimum BBB language profile in written comprehension, written expression and oral proficiency as prescribed by the Public Service Commission.

## **12.0 Meetings**

12.1 The Client Manager(s) must attend all meetings and be available to address any problems identified by the Technical Authority (TA). The Client Regional Representatives must participate in meetings as required.

12.2 The Contractor will not be reimbursed for any costs incurred by the Contractor for these activities.

### **12.3 Kick-off Meeting**

- (a) A Kick-off meeting chaired by the Contracting Authority (CA) will be held at MPG HQ Kingston, Ontario with the Contractor, within approximately fifteen (15) days from the date of Contract award. The time and location of the kick-off meeting will be provided upon contract award.
- (b) The purpose of the kick-off meeting will be as a minimum to:
  - i. Review the contractual requirements;
  - ii. Review and clarify, if required, the respective roles and responsibilities of the Contracting Authority (CA), the Technical Authority, and the Contractor, to ensure common understanding.

### **12.4 Progress Review Meeting**

- (a) A progress review meeting (PRM) may be held at least once per year. The Technical Authority's office will be considered as the prime location for PRM's, however, meetings may be held at other locations as mutually agreed. The purpose of the meeting will be to:
  - i. Review present and future resource requirements;
  - ii. Review the progress made to date;
  - iii. Discuss, as applicable, problem areas and issues, and how to resolve and or address any problems/issues.
- (b) The Technical Authority will be responsible for the co-ordination of the Progress Review meeting between DND, the Contracting Authority, and the Contractor.
- (c) The Contractor must develop an agenda in collaboration with the Technical Authority. The proposed agenda must be submitted within fifteen (15) calendar days before the review meeting.
- (d) The Contractor must prepare and submit the minutes of the meeting within fifteen (15) calendar days to the Technical Authority for concurrence and or approval. The minutes of the meeting will provide the names of all attendees, a record of discussions and decisions made. Any required changes will be discussed between the Technical Authority and the Contractor.
- (e) The Technical Authority will distribute the approved minutes to all parties.

(f) Additional Progress review meetings (PRM) may be requested at any time by the Contracting Authority, Technical Authority or the Contractor, as and when required, to discuss operational, administrative, or contractual problems.

- i. Agendas for these meetings will vary according to the reason for the meeting and will be made available by the requestor of the meeting (to all parties), at least seven (7) calendar days before the meeting;
- ii. The time and location of the PRM will be determined and mutually agreed upon by all parties;
- iii. The Contractor must prepare and submit the minutes of the meeting within seven (7) calendar days to the Technical Authority for concurrence/approval. The minutes of the meeting will provide the names of all attendees, a record of discussions and decisions made. Any required changes will be discussed between the Technical Authority and the Contractor.
- iv. The Technical Authority will distribute the approved minutes to all parties.

## **12.5 Meetings - Contracted Resources**

12.5.1 Contracted Resources must make all necessary preparations in order to actively participate in any meeting convened by the Training Establishment (TE). Technical Authority.

## **13.0 Reporting**

13.1 The Contractor must prepare monthly progress reports of the work performed tasked by the Technical Authority (TA) to be attached to each Invoice. As a minimum, monthly progress reports must include the following information:

- a) Activities performed by each resource under each task during the period covered by the invoice;
- b) Status of all action/decision items originating from each task, as well as a list of outstanding activities;
- c) A description of any problems encountered which are likely to require attention by the Technical Authority;
- d) Any recommendations relating to the conduct of the work;
- e) Total number of days charged against each task for each resource during the covered period;
- f) Provide additional information with respect to direct cost and/or travel; and
- g) Cumulative number of days charged against each task for each resource category since approved task authorization awarded

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Note: Monthly reports are not required for any month in which services were not provided.

#### **14.0 Travel and Living Expenses**

- 14.1 Canada will only accept any travel and living expenses when the requirement is for a resource to travel to CAF Bases in Canada to conduct the training (i.e. Hazardous Material, Aboriginal Cultural Awareness, Northern Aboriginal Cultural Awareness training which otherwise would have been conducted at a TE at CFB Borden or accompanying students to an alternate TE (i.e. Traffic Technician course travels from CFB Borden to CFB Trenton)
- 14.2 Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

#### **15.0 Limitations and Constraints**

- (a) All documents and procedures developed and (or) updated by the contracted resources must be submitted for review, approval, and signature (where required) by the Technical Authority.
- (b) The Contractor must ensure that its personnel do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner may lead others to perceive Contractor personnel as being an employee of Canada.

#### **16.0 Task Authorizations Process**

The DND 626 Task Authorization Form is the only form that may be used for this purpose.

Upon receipt of a draft DND 626 TA from the DND primary representative (MilPersGen J4 rep) a TA at one of the TE's and review to determine if the requirement is in accordance with terms and conditions of contract.

Client Manager to provide DND upon acceptance of the draft TA the following:

- resume(s) of resource(s)
- Certificates such as but not limited to: first aid, hazardous material, education (College/University diploma), provincial driver's license, WHMIS, or security clearance.

Physical Standard

- certification that resource meets physical standard

Security clearances

- Verify individual resource has appropriate security clearances

## Appendix 1 to Annex A, Estimated Resource Volume

The volume of resources required is estimated to be approximately the same for each period of the Contract. Canada reserves the right to request additional resources through Task Authorizations in all categories throughout period of contract and option years even though no estimates are provided at the time of RFP.

### – RMCC and CFLRS St. Jean, QC

– Resource Categories	Estimated Number of Resources	Estimated Level of Effort (days) Contract Term
Stream 1 – General Office Clerk - Junior	6	997
Stream 2 - Role-Player	10	50
Stream 2 - Training Support Supervisor	2	155
Stream 2 - Junior Instructor General Subjects	1	50
Stream 3 – Senior Instructor General Subjects	1	50
Stream 2 - Junior Military Occupation Instructor	8	1190
Stream 2 - Senior Military Occupation Instructor	2	44
Stream 3 – Specialist Instructor	5	40
Stream 3 - Subject Matter Expert	10	60
Stream 3 – Exam / Test Invigilator	3	534
Stream 4- Junior Instructional Developer	1	120
Stream 4 - Senior Instructional Developer	2	60
Stream 4 - Junior E-Learning Developer	1	30
Stream 4 - Senior E-Learning Developer	1	30
Stream 4 - Junior Standards Support Designer	1	100
Stream 4 - Senior Standards Support Designer	1	100

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**– Toronto (CFC)**

– Resource Categories	Estimated Number of Resources	Estimated Level of Effort (days) Contract Term
Stream 1 – General Office Clerk - Junior		
Stream 2 – Role-Player		
Stream 2 – Training Support Supervisor		
Stream 3 – Junior Instructor General Subjects		
Stream 3 – Senior Instructor General Subjects		
Stream 3 - Junior Military Occupation Instructor		
Stream 3 - Senior Military Occupation Instructor		
Stream 3 - Specialist Instructor	10	
Stream 3 - Subject Matter Expert	15	30
Stream 3 – Exam / Test Invigilator		
Stream 4- Junior Instructional Developer		
Stream 4 - Senior Instructional Developer	1	120
Stream 4 - Junior E-Learning Developer		
Stream 4 - Senior E-Learning Developer	1	120
Stream 4 - Junior Standards Support Designer		
Stream 4 - Senior Standards Support Designer		

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**– Borden, ON (CFLTC, CFCHSC, CFFCA, CFTDC, CF H Svc)**

Core Services – Resource Categories	Estimated Number of Resources	Estimated Level of Effort (days) Contract Term
Stream 1 – General Office Clerk	1	150
Stream 2 – Role Player	8	10
Stream 2 – Training Support Supervisor		
Stream 3 – Junior Military Occupation Instructor	15	4278
Stream 3 - Senior Military Occupation Instructor	15	2918
Stream 3 – Junior Instructor General Subjects	1	41
Stream 3 – Senior Instructor General Subjects	1 (SIM Trg)	55
Exam/Test Invigilator		
Stream 3 – Specialist Instructor		
Stream 3 - Subject Matter Expert		
Stream 4- Junior Instructional Developer	1	375
Stream 4- Senior Instructional Developer	1	120
Stream 4 - Junior E-Learning Developer	2	375
Stream 4 - Senior E-Learning Developer	1	120
Stream 4 - Junior Standards Support	1	225
Stream 4 - Senior Standards Support	1	60

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**– Kingston, ON (RMCC, CFSMI, CAC, CFMLC, MPG HQ)**

Core Services – Resource Categories	Estimated Number of Resources	Estimated Level of Effort (days) Contract Term
Stream 1 - General Office Clerk	1	60
Stream 2 – Role-Player	20	150
Stream 2 – Training Support Supervisor	2	20
Stream 2 - Junior Military Occupation Instructor		
Stream 2 - Senior Military Occupation Instructor		
Stream 2 - Junior Instructor General Subjects		
Stream 3 – Senior Instructor General Subjects	5	100
Stream 3 – Exam/Test Invigilator	2	100
Stream 3 - Specialist Instructor	2	100
Stream 3 - Subject Matter Expert	5	15
Stream 4- Junior Instructional Developer	1	64
Stream 4 - Senior Instructional Developer	1	64
Stream 4 - Junior E-Learning Developer	2	64
Stream 4 - Senior E-Learning Developer		
Stream 4 - Junior Standards Support Designer		
Stream 4 - Senior Standards Support		



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**-Winnipeg (CFSMET) - TA's will be issued from CFB Borden**

Core Services – Resource Categories	Estimated Number of Resources	Estimated Level of Effort (days) Contract Term
Stream 2 – Role-Player		
Stream 2 – Training Support Supervisor	2	20
Stream 2 - Junior Military Occupation Instructor		
Stream 2 - Senior Military Occupation Instructor		
Stream 2 - Junior Instructor General Subjects		
Stream 3 – Senior Instructor General Subjects	5	100
Stream 3 – Exam/Test Invigilator	2	100
Stream 3 - Specialist Instructor	4	300
Stream 3 - Subject Matter Expert/Mentor	5	5
Stream 4 - Junior Instructional Developer	1	60
Stream 4 - Senior Instructional Developer		
Stream 4 Junior E-Learning Developer		
Stream 4 Senior E-Learning Developer		
Stream 4 - Junior Standards Support Designer		
Stream 4 - Senior Standards Support Designer		

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**-National Capital Region (CFSMM, CFLS)**

– Resource Categories	Estimated Number of Resources	Estimated Level of Effort (days) Contract Term
Stream 1 – General Office Clerk - Junior		
Stream 2 – Role-Player	2	15
Stream 2 – Training Support Supervisor		
Stream 3 – Junior Instructor General Subjects		
Stream 3 – Senior Instructor General Subjects		
Stream 3 - Junior Military Occupation Instructor		
Stream 3 - Senior Military Occupation Instructor		
Stream 3 - Specialist Instructor		
Stream 3 - Subject Matter Expert		
Stream 3 – Exam / Test Invigilator		
Stream 4- Junior Instructional Developer		
Stream 4 - Senior Instructional Developer		
Stream 4 - Junior E-Learning Developer		
Stream 4 - Senior E-Learning Developer		
Stream 4 - Junior Standards Support Designer		
Stream 4 - Senior Standards Support Designer		

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## **Appendix 2 to Annex A, Courses that the Resources may be required for during the Contract**

Link to Military Personnel Generation Training Establishments and example of some courses that may be required during the contract.

### MILITARY PERSONNEL GENERATION TRAINING GROUP (FORMERLY CANADIAN FORCES SUPPORT TRAINING GROUP)

<http://www.forces.gc.ca/en/training-establishments/index.page>

#### Canadian Forces Fire and CBRN Academy (CFFCA)

Responsible to train personnel from the following occupations: Fire Fighter, CBRN (Chemical, Biological, Radiological and Nuclear warfare) Operator, CBRN Common. CFFCA conducts 23 unique courses, and is scheduled to conduct 32 serials of these courses in FY 16/17.

- CBRN Defence Advisor
- Advanced CBRN Defence Officer
- Unit CBRN Defence Officer
- QL3, QL 6, QL6A & B Fire Fighter Training
- Operator Vehicles

#### Canadian Forces Chaplain School and Centre (CFChSC)

Responsible to train personnel as Military Chaplains. CFChSC conducts 12 unique courses, and is scheduled to conduct 15 serials of these courses in FY 16/17.

- Basic Military Officer Qualification – Chaplain (BMOQ-Ch)
- Chaplain – Basic Occupation Qualification (Ch-BOQ)
- Ethics
- Intermediate Pastoral Counselling

#### Canadian Forces Logistics Training Centre (CFLTC) Headquarters

Responsible to train personnel from the following occupations: Music, Musician, Logistics, Cook, Postal Clerk, Supply Technician, Ammunition Officer, Traffic Technician, Mobile Support Equipment Operator, Resource Management Clerk. CFLTC conducts 98 unique courses, and is scheduled to conduct 235 serials of these courses in FY 16/17.

- QL3
- QL5
- QL6 (Supply, Administration/Finance, Traffic Technician, Cook, Ammunition Technician Course)
- Cashier Services Course
- Non-Public Funds Administrator Course
- Compliance Inspection Course, Quartermaster Course

#### Canadian Forces Training Development Centre (CFTDC)

Responsible to train personnel from the following occupations: Personnel Selection, Training Development, Recruiting, IT&E Courses, and Fitness Related. CFTDC conducts 47 unique courses, and is scheduled to conduct 114 serials of these courses in FY 16/17.

- Training Development Officer (TDO) Basic Qualification Course (BQC)
- Personnel Selection Officer Basic Qualification Course (PSEL BQC)

#### Canadian Forces School of Military Intelligence (CFSMI)

Responsible to train personnel from the following occupations: Intelligence and Intelligence Officer. CFSMI conducts 24 unique courses, and is scheduled to conduct 39 serials of these courses in FY 16/17.

- Intelligence Courses

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#### Canadian Forces School of Meteorology (CFS Met)

Responsible to train Meteorological Technicians. CFSMet conducts 6 unique courses, and is scheduled to conduct 7 serials of these courses in FY 16/17.

- Met Tech - Tactical Weather Specialist - QI3
- Met Tech - Meteorological Forecaster
- Met Tech - Met Office IC Crse
- Met Tech - Met Inspector Crse

#### Canadian Forces Health Services Training Centre (CF H Svc TC)

Responsible to train personnel from the following occupations: Medical Technicians, Dental Technicians, Health Services Officer, Physician Assistants, Physicians, Dentists, and Pharmacists. CF H Svcs TC conducts 31 courses, and is scheduled to conduct 54 serials of these courses in FY 16/17.

#### Canadian Forces Military Police Academy (CFMPA)

Responsible to train personnel from the following occupations: Military Police and Military Police Officer. CFMPA conducts 12 unique courses, and is scheduled to conduct 26 serials of these courses in FY 16/17.

#### CANADIAN FORCES BASE KINGSTON

##### Canadian Armed Forces Military Law Centre

Responsible to Military Legal Officers. CFMLC conducts 3 unique courses, and is scheduled to conduct 50 serials of these courses in FY 16/17.

<http://www.forces.gc.ca/en/training-establishments/law-centre.page>

- Canadian Forces Military Law Centre (CFMLC) Legal Officer Qualification Course (LOQC)
- Canadian Forces Military Law Centre (CFMLC) Presiding Officer Certification Training (POCT)

##### Conduct After Capture Training Centre (No link available at this time)

Responsible to train personnel from a variety of military occupations. CAC TC conducts 2 unique courses, and is scheduled to conduct 14 serial of these courses in FY 16/17.

##### Royal Military College of Canada

The Royal Military College of Canada Degrees Act, 1959," passed by the 25th Ontario Legislature and given Royal Assent on March 26, 1959, empowers the College to confer degrees to Canadian Armed Forces members, Foreign Military (through an exchange program) in Arts, Science, and Engineering. RMC now Bids a wide variety of programmes in these three areas, at both the undergraduate and graduate levels Bided both on site through traditional studies and by distance learning through the Division of Continuing Studies (DCS).

<http://www.rmcc-cmrc.ca/en>

#### NATIONAL CAPITAL REGION (OTTAWA/GATINEAU)

##### Canadian Forces Language School

Responsible to train personnel in different types of language training including both of Canada's official languages as well as a variety of foreign languages. CFLRS conducts 134 unique courses, and is scheduled to conduct 225 serial of these courses in FY 16/17.

<http://www.forces.gc.ca/en/training-establishments/language-school.page>

##### Canadian Forces School of Military Mapping (CFSMM)

Responsible to train Geomatics Technicians. CFSMM conducts 8 unique courses, and is scheduled to conduct 7 serials of these courses in FY 16/17.

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## ST JEAN, QUEBEC

### Canadian Forces Leadership and Recruit School

<http://www.forces.gc.ca/en/training-establishments/recruit-school.page>

Canadian Forces Leadership and Recruit School (CFLRS) – Responsible to provide basic training for all individuals joining the Canadian Armed Forces (CAF). CFLRS conducts 13 unique courses, and is scheduled to conduct 52 serials of these courses in FY 16/17.

- Basic Military Qualifications (BMQ)
- Basic Military Officer Qualification (BMOQ)
- Primary Leadership Qualifications Distance Learning (PLQ DL)
- Canadian Armed Forces Junior Officer Development Program (CAFJOD)
- Canadian Forces Aboriginal Entry Program (CFAEP)
- General Military Training Instructor (GMTI)
- First Aid
- Canadian Armed Forces Safety Policies

### Royal Military College Saint-Jean

Prepares officer cadets for entry into the Royal Military College by providing college-level and first-year university programs in Science and Social Studies. Each program is Bided in the first official language of the candidate and includes the Preparatory Year and First Year.

The CAF generally provides training using military personnel as instructors, training support, and most administrative support. There are insufficient military or expert resources for the MilPersGen to adequately fill all the roles necessary to conduct basic military qualification (BMQ) primary leadership qualification (PLQ) training, occupational, specialty and operational training.

[www.cmrsj-rmcsj.forces.gc.ca/di-b/di-b-eng.asp](http://www.cmrsj-rmcsj.forces.gc.ca/di-b/di-b-eng.asp)

On behalf of CFLRS, two organizations (Naval Reserve Headquarters (Quebec City) and Canadian Forces Naval Operations School) may require training support should there be an increase in recruiting for both Regular Force and Reserve Force.

## TORONTO, ONTARIO

### Canadian Forces College

Created as the Royal Canadian Air Force War Staff College in 1943, the Canadian Forces College (CFC) has undergone several stages of reorganization that reflect the evolution of the professional development of military officers. Today, the College is undeniably the cornerstone in the development of the Canadian Forces' senior officer cadre.

<http://www.cfc.forces.gc.ca/200-eng.html>

- Joint Command and Staff Programme (JCSP)
- National Security Programmed (NSP)
- Joint Command and Staff Programme Distance Learning (JCSP DL)
- Joint Staff Operations Programme (JSOP)
- Canadian Security Studies Programme (CSSP)
- Executive Leaders' Programme (ELP)

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### Appendix 3 to Annex A, List of Acronyms

BMQ	-	Basic Military Qualification
CA	-	Contract Authority
CACTC	-	Conduct After Capture Training Centre
CAF	-	Canadian Armed Forces
CBRN-	-	Chemical, Biological, Radiological and Nuclear
CDA	-	Canadian Defence Academy
CFB	-	Canadian Forces Base
CFC	-	Canadian Forces College
CFChSc	-	Canadian Forces Chaplain School and Centre
CFFCA	-	Canadian Forces Fire and CBRN Academy
CF H Svc TC-	-	Canadian Forces Health Services Training Centre
CFITES	-	Canadian Forces Individual Training & Education System
CFLRS	-	Canadian Forces Leadership and Recruit School
CFLS	-	Canadian Forces Language School
CFLTTC	-	Canadian Forces Logistics Training Centre
CFMLC	-	Canadian Forces Military Law Centre
CFRG	-	Canadian Forces Recruit Centre
CFSMet	-	Canadian Forces School of Meteorology
CFSMI	-	Canadian Forces School of Military Intelligence
CFSMM	-	Canadian Forces School of Military mapping
CFSTG	-	Canadian Forces Support and Training Group
CFTDC	-	Canadian Forces Training and Development Centre
DCS	-	Division of Continuing Studies (DCS).
DND	-	Department of National Defence
FTE	-	Full Time Equivalent
FY	-	Fiscal Year
IT	-	Information Technology
IT&E	-	Individual Training & Education
MilPersGen	-	Military Personnel Generation
MPG TG	-	Military Personnel Generation Training Group
NCR	-	National Capital Region
PLQ	-	Primary Leadership Qualification
PPE	-	Personnel Protection Equipment
RMCC	-	Royal Military College of Canada
SKE	-	Supporting Knowledge Exams
TA	-	Technical Authority
TAF	-	Task Authorization Form
TP	-	Training Plan

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## Appendix 4 to Annex A, Instructor Evaluation Forms

**INSTRUCTION MONITORING – Knowledge Lesson**

Instructor: \_\_\_\_\_

Monitor: \_\_\_\_\_

Date: \_\_\_\_\_

Instruction Monitoring				
Activity	Yes			Comments
	1	2	3	
INTRODUCTION				
1. What the trainees (TEs) will learn				
2. Where does it fit/apply				
3. Why it is important				
4. Approach and stages				
5. Control statement				
6. Test statement				
BODY				
STAGES	1	2	3	
7. Identifies teaching points (TPts)				
8. Voice is used effectively				
9. Verbal SUPPORT is effective				
10. Visual CONTACT is maintained				
11. Body gestures are precise/appropriate				
12. Visual aids quality				
13. Emphasizes TPts				
14. Explanations are clear & precise				
15. Timings are appropriate				
TRAINEE PARTICIPATION				
16. Develops TPts				
17. Question procedures are adequate				
18. TE's question handling				
CONFIRMATION				
19. Confirms learning by stages				
20. Confirms TPts as per lesson objectives				
21. Re-teaches weak areas				
22. Final summary				
TEST				
23. Tests all TEs as per lesson objectives	Yes/No			
24. Tests all TPts				
25. Informs TEs of results				
26. Weak areas are reviewed				
CONCLUSION				
27. Reviews main points				
28. Re-motivates TEs				

Lesson Planning		
	Elements	Comments
A.	<b>Introduction</b> - what, where, why, approach, control and test statements	
B.	<b>Stage Introduction</b>	
C.	<b>Developing Question - 1 per Tpt</b>	
D.	Verbal Aid - 1 per Tpt	
E.	Visual Aid - 1 per Tpt	
F.	Stage confirmation - IAW lesson objective	
G.	Questions to the class (QTC) - 1 per Tpt	
H.	QTC - more than yes/no answer	
I.	QTC - relevant to Tpt	
J.	QTC - clearly worded	
K.	Action Column	
L.	Timing Column	
M.	<b>Final Confirmation - address all TPTs</b>	
N.	Final Confirmation - relevant to TPTs	
O.	Final Confirmation - more than yes / no answers	
P.	Final Confirmation - clearly worded	
Q.	Final Summary	
R.	<b>Conclusion</b> - restate critical elements	
S.	<b>Conclusion</b> - remotivation statement	
T.	<b>Lesson Plan</b> - adhered to lesson spec	
U.	Legible	
<b>Classroom Setup</b>		
A.	<b>Visual aid</b> are unobstructed and easily viewed by the entire class	
B.	<b>Training aids</b> are deployed effectively	
C.	Sufficient <b>learning aids</b> are available	



**DEBRIEF / COUNSEL INSTRUCTORS**  
**PREPARATION AND INTERVIEW ASSESSMENT GUIDE**

1. Put instructor at ease
2. State the purpose (to help improve instruction)
3. Inform instructor you will take notes (for accuracy)
4. Lead-off question to open discussion (something that went well)

**Strengths** (tie in to the Concepts of Instruction)

*I C E P A C*

#1		
#2		
#3		

**Areas for improvement with Plan of Action** (Tie to the Concepts of Instruction)

	Occurrence #1	Occurrence #2	Occurrence #3
<b>Fact</b> (State what needs improvement)			
<b>Plan of Action Solution(s)</b>			

	Summarize Discussion - Area of Improvement	Action to be taken – as agreed above
#1		
#2		
#3		

**Summary of strengths** (general comments by the Instructional Supervisor)

**Follow-up** (if needed, inform the instructor of your next visit)

**Monitor:**

Name and Signature

Date:

**Instructor:** *"I have been debriefed on the result of the monitoring session"*

Date:

Signature:

Instructional Monitoring Form – Knowledge Lesson

Instructor: \_\_\_\_\_

Session #: \_\_\_\_\_

Monitor: \_\_\_\_\_

Lesson Title: \_\_\_\_\_

Date/Time: \_\_\_\_\_

ELEMENTS		YES (✓)	COMMENTS			TIME		
INTRODUCTION								
1.	What the trainees (TEs) will learn							
2.	Where does it fit/apply							
3.	Why it is important							
4.	Approach and stages							
5.	Control statement							
6.	Test statement							
BODY								
STAGES		1					2	3
7.	Identifies teaching points (TPs)							
8.	Voice is used effectively							
9.	Verbal SUPPORT is effective							
10.	Visual CONTACT is maintained							
11.	Body gestures are precise/appropriate							
12.	Visual aids quality							
13.	Emphasizes TPIs							
14.	Explanations are clear & precise							
15.	Timings are appropriate							
TRAINEE PARTICIPATION								
16.	Develops TPs							
17.	Question procedures are adequate							
18.	TE's question handling							
CONFIRMATION								
19.	Confirms learning by stages							
20.	Confirms TPIs as per lesson objectives							
21.	Re-teaches weak areas							
22.	Final summary							
TEST								
23.	Tests all TEs as per lesson objectives							
24.	Tests all TPIs							
25.	Informs TEs of results							
26.	Weak areas are reviewed							
CONCLUSION								
27.	Reviews main points							
28.	Re-motivates TEs							
29.	Timings overall							
50 MINUTES					TIMINGS			

**INSTRUCTION MONITORING – Skill Lesson**

Instructor: \_\_\_\_\_

Monitor: \_\_\_\_\_

Date: \_\_\_\_\_

Lesson Planning		
	Elements	Comments
A.	<b>Introduction</b> - what	
B.	<b>Introduction</b> - silent demo or finished product	
C.	<b>Introduction</b> - where, why, approach, control and test statements	
D.	<b>Introduction</b> - SAFETY STATEMENT	
E.	<b>Stage Introduction</b>	
F.	<b>Explanation Demonstration</b>	
G.	<b>Imitation Supervision</b>	
H.	<b>Stage Practice</b>	
I.	<b>Action Column</b>	
J.	<b>Timing Column</b>	
K.	<b>Total Practice Under Test Conditions</b>	
L.	<b>Final Confirmation</b>	
M.	<b>Conclusion</b> - restate critical elements	
N.	<b>Conclusion</b> - Remotivation statement	
<b>Presentation Skills</b>		
A.	<b>Non Verbal - Eye Contact</b> - direct, impartial, inclusive	
B.	<b>Gestures</b> - natural spontaneous, expressive, enhanced lesson	
C.	<b>Body Movement</b> - purposeful, relaxed, integrated with content	
D.	<b>Professional Appearance</b> - confident posture, neat, correct	
E.	<b>Verbal</b> - Volume, Rate, Pitch, Tone	
F.	<b>Verbal - Word Choice</b> - proper grammar, variety, no profanity	
G.	<b>Clarity</b> - minimal pauses, good mix of rate, pitch and volume	
H.	<b>Appearance</b> - well prepared, rehearsed	
I.	<b>Displayed enthusiasm</b> , energy, positive attitude towards subject	
J.	<b>Maintained motivation</b> throughout lesson	
<b>Classroom Setup</b>		
A.	<b>Visual aids</b> are unobstructed and easily viewed by the entire class	
B.	<b>Training aids</b> are deployed effectively	
C.	Sufficient <b>learning aids</b> are available	

Instruction Monitoring				
Activity	Yes	Comments		
INTRODUCTION				
1. What trainees (TEs) will learn to do				
2. Silent Demo - FINAL PRODUCT				
3. Where does it fit/apply				
4. Why it is important				
5. Approach and stages				
6. Control statement				
7. Safety precautions				
8. Test statement				
BODY	1	2	3	
9. Explanation - Demonstration (E-D)				
10. Imitation - Supervision (I-S)				
11. Meaningful practice				
12. Sufficient practice				
13. Supervision is effective				
14. Control of class				
15. Practice by stages including total practice				
16. Voice is used effectively				
17. Visual contact is maintained				
18. Body gestures are precise/appropriate				
19. Timings are appropriate				
20. Total practice under test conditions				
TEST	YES/NO			
21. Tests all TEs as per lesson objectives				
22. Informs TEs of results				
23. Weak areas are reviewed				
CONCLUSION				
24. Reviews important elements				
25. Re-motivates TEs				
26. Lesson timings are appropriate				

Additional Comments:  
Additional Comments:

**DEBRIEF / COUNSEL INSTRUCTORS**

**PREPARATION AND INTERVIEW ASSESSMENT GUIDE**

1. Put instructor at ease
2. State the purpose (to help improve instruction)
3. Inform instructor you will take notes (for accuracy)
4. Lead-off question to open discussion (something that went well)

**Strengths** (tie in to the Concepts of Instruction)

*I C E P A C*

#1		
#2		
#3		

**Areas for improvement with Plan of Action** (Tie to the Concepts of Instruction)

	Occurrence #1	Occurrence #2	Occurrence #3
<b>Fact</b> (State what needs improvement)			
<b>Plan of Action Solution(s)</b>			

	Summarize Discussion - Area of Improvement	Action to be taken – as agreed above
#1		
#2		
#3		

**Summary of strengths** (general comments by the Instructional Supervisor)

**Follow-up** (if needed, inform the instructor of your next visit)

**Monitor:**

Name and Signature

**Instructor:** *"I have been debriefed on the result of the monitoring session"*

Signature:

Date:

Date:

Instructional Monitoring Form – Skill Lesson

Instructor: \_\_\_\_\_

Session #: \_\_\_\_\_

Monitor: \_\_\_\_\_

Lesson Title: \_\_\_\_\_

Date/Time: \_\_\_\_\_

ELEMENTS		YES (✓)	COMMENTS			TIME
<b>INTRODUCTION</b>						
1.	What trainees (TEs) will learn to do					
2.	Silent Demo – Final Product					
3.	Where does it fit/apply					
4.	Why it is important					
5.	Approach and stages					
6.	Control statement					
7.	Safety precautions					
8.	Test statement					
<b>BODY</b>						
<b>STAGES</b>		<b>1</b>	<b>2</b>	<b>3</b>		
9.	Explanation - Demonstration (E-D)					
10.	Imitation - Supervision (I-S)					
11.	Meaningful practice					
12.	Sufficient practice					
13.	Supervision is effective					
14.	Control of class					
15.	Practice by stages including total practice					
16.	Voice is used effectively					
17.	Visual contact is maintained					
18.	Body gestures are precise/appropriate					
19.	Timings are appropriate					
20.	Total practice under test conditions					
<b>TEST</b>						
21.	Tests all TEs as per lesson objectives					
22.	Informs TEs of results					
23.	Weak areas are reviewed					
<b>CONCLUSION</b>						
24.	Reviews important elements				50 MINUTES	TIMINGS
25.	Re-motivates TEs					
26.	Lesson timings are appropriate					

Instructeur / Instructor	NM / SN	Moniteur / Monitor	Division & PL / Pon	Numéro de cours / Course number	Efficace / Effective
Leçon / Lesson					
			Heure / Timing	Date	
Intérêt Interest	Compréhension Comprehension	Emphase Emphasis	Participation Participation	Accomplissement Accomplishment	Confirmation Confirmation
Points forts / Strengths :					
Points a améliorer / Area for improvements :					
Remarques du moniteur / Monitor's remarks					
PI suivi / TP followed?	PLMI suivi / MLP followed?	Bons outils entraînement / Proper teaching aid?	Ratio Instr./Étud. / Instr./Stud. Ratio?	Fluidité du plan de leçon / Overall lesson flow?	Évaluation formelle / Formal evaluation?
					*Tous les points critiques sont atteints / *All critical points are achieved
Assistant Instr. 1 & NM 3 dernier / SN last 3 :		Assistant Instr. 2 & NM 3 dernier / SN last 3 :		Assistant Instr. 3 & NM 3 dernier / SN last 3 :	
Signatures:		Instructeur / Instructor: _____			#id / ID #
		Moniteur / Monitor: _____			
					Date: _____

EXERCICE ÉLÉMENTAIRE / DRILL									
ITEMS		E / I		Commentaires / Comments					
Révision de l'exercice approprié / Review the appropriate lesson									
Faire adopter la formation appropriée / Order the squad into a suitable formation									
Exposer l'exercice à être enseigné et le but / State the movement to be taught and the reason									
Indiquer qu'il y aura un contrôle de rendement / State that there will be a PO check at the end of the lesson									
Placer l'escouade au repos pour la démonstration / Place the squad in the stand easy position for the demo									
* Démontrer tous les mouvements en comptant la mesure / * Demonstrate all movements calling out the time									
* A. Démontrer le mouvement par étape / * A. Demonstrate by squads									
B. Expliquer le mouvement par étape / B. Explanation by squads									
C. Demander s'il y a des questions / C. Ask for questions									
D. Pratiquer l'escouade collectivement / D. Practice squad collectively									
E. Pratiquer l'escouade individuellement / E. Practice squad individually									
F. Pratiquer l'escouade collectivement / F. Practice squad collectively									
G. Faire une démonstration du mouvement en combinant les escouades / G. Demonstrate the movement combining the squads									
Répéter tous les mouvements l'instructeur comptant la mesure / Practice all movements instructor calling the time									
Répéter tous les mouvements l'escouade comptant la mesure / Practice all movements squad calling the time									
Répéter tous les mouvements l'escouade calculant la mesure / Practice all movements squad judging the time									
* Faire passer le test / * Perform check of lesson									
Décrire de nouveau le mouvement et le but / Restate movement and the reason for teaching it									
Indiquer le degré de succès atteint / State level of achievement									
Indiquer la leçon suivante / State next lesson									
Escouades des mouvements / Squads movement									
	1	2	3	4	5	6	7	8	
A									
B									
C									
D									
E									
F									
G									



Instructeur / Instructor	NM / SN	Moniteur / Monitor	Division & PL / Pon	Numéro de cours / Course number	Efficace / Effective
Leçon / Lesson					
			Heure / Timing	Date	
Intérêt Interest	Compréhension Comprehension	Emphase Emphasis	Participation Participation	Accomplissement Accomplishment	Confirmation Confirmation
Points forts / Strengths :					
Points à améliorer / Area for improvements :					
Remarques du moniteur / Monitor's remarks					
PI suivi / TP followed?	PLMI suivi / MLP followed?	Bons outils entraînement / Proper teaching aid?	Ratio Instr./Étud. / Instr./Stud. Ratio?	Fluidité du plan de leçon / Overall lesson flow?	Évaluation formelle / Formal evaluation?
					*Tous les points critiques sont atteints / *All critical points are achieved
Assistant Instr. 1 & NM 3 dernier / SN last 3 :		Assistant Instr. 2 & NM 3 dernier / SN last 3 :		Assistant Instr. 3 & NM 3 dernier / SN last 3 :	
Signatures:		Instructeur / Instructor: _____			#id / ID #
		Moniteur / Monitor: _____			
					Date: _____

LEÇON THÉORIQUE / KNOWLEDGE		Commentaires / Comments	
Introduction	E / I		
Révision / Review			
Quoi / What			
Pourquoi / Why			
Où / Where			
Division / Stages			
Examen / Test			
Contrôle de la leçon / Control Statement			
Corps / Body	E / I		
Début et maintien un niveau de compréhension / Starts and maintain level of understanding			
Identifie les points d'enseignements / Identifies teaching points			
Met l'emphasis sur les points d'enseignements / Emphasizes teaching points			
Donne des explications claires / Gives clear explanations			
Utilise les supports verbaux efficacement / Uses verbal support effectively			
Utilise les supports visuels efficacement / Uses visual support effectively			
* Développer tous les points d'enseignement selon la description de la leçon / * Develop all teaching points as per lesson specification			
Utilise sa voix efficacement / Uses voice effectively			
Maintien un bon contrôle / Maintained positive control			
Participation / Trainee Participation	E / I		
Développe les points à enseigner / Develops teaching points			
Utilise les techniques de questions appropriées / Uses proper questioning techniques			
Répond aux questions des stagiaires / handles trainees' questions			
Confirmation	E / I		
Confirme l'apprentissage à chaque étape / Confirms learning by stages			
Re-enseigne les points faibles et importants de la leçon/ re-teaches weak and important areas			
Évaluation / Test	E / I		
Évalue tous les stagiaires selon le plan de leçon / Test all trainees as per lesson specification			
Informe les stagiaires de leur résultats / Inform trainees of results			
Conclusion	E / I		
Résume la leçon / Summarizes the lesson			
Remotive les stagiaires / Re-motivates trainees			
Respecte les temps de la leçon / Overall lesson timings / +/- 1 minute +/- 1-3 minutes +/- 3-5 minutes +/- 5 minutes			

## ANNEX "B"

### BASIS OF PAYMENT

**1.0** During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) and Travel/Living Expenses are extra, if applicable.

**1.1 Pricing Periods**

Year 1 (Contract): Sept 1, 2016 - 31 Aug 2017

Year 2 (Optional): Sept 1, 2017 - 31 Aug 2018

Year 3 (Optional): Sept 1, 2018 - 31 Aug 2019

**2.0** The Contractor will be paid a firm all-inclusive price per diem in accordance with the following tables:

**2.1 LOCATIONS**

**Region 1 – St. Jean, QC (includes CFLRS and RMCC St Jean)**

Core Services – Resource Categories	Estimated Number of Resources per Contract Period Term	Estimated Level of Effort (days) Contract Term	Year 1 Per diem rate	Year 2 Per diem rate	Year 3 Per diem rate
<b>CLERICAL TRAINING SUPPORT</b>					
Stream 1 - General Office Clerk - Junior	6	997	\$	\$	\$
<b>TRAINING SUPPORT</b>					
Stream 2 - Role-Player	10	50	\$	\$	\$
Stream 2 - Training Support Supervisor	2	155	\$	\$	\$
<b>INSTRUCTIONAL SUPPORT</b>					
Stream 3 - Junior Instructor General Subjects	1	50	\$	\$	\$
Stream 3 - Senior Instructor General Subjects	1	50	\$	\$	\$
Stream 3 - Junior Military Occupation	8	1190	\$	\$	\$
Stream 3 - Senior Military Occupation Instructor	2	44	\$	\$	\$
Stream 3 - Specialist Instructor	5	40	\$	\$	\$
Stream 3 - Subject Matter Expert	10	60	\$	\$	\$
Stream 3 - Exam / Test Invigilator	3	534	\$	\$	\$
<b>COURSEWARE DEVELOPMENT SUPPORT</b>					
Stream 4 - Junior Instructional Designer	1	120	\$	\$	\$
Stream 4 - Senior Instructional Designer	2	60	\$	\$	\$
Stream 4 - Junior E-Learning Developer	1	30	\$	\$	\$
Stream 4 - Senior E-Learning Developer	1	30	\$	\$	\$
Stream 4 - Junior Standards Support Designer	1	100	\$	\$	\$
Stream 4 - Senior Standards Support Designer	1	100	\$	\$	\$

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**Region 2 –Ontario (NCR, Kingston, Toronto, Borden (includes MPG TG courses conducted across Canada)**

<b>Core Services – Resource Categories</b>	<b>Estimated Number of Resources per Contract Period Term</b>	<b>Estimated Level of Effort (days) Contract Term</b>	<b>Year 1 Per diem rate</b>	<b>Year 2 Per diem rate</b>	<b>Year 3 Per diem rate</b>
<b>CLERICAL TRAINING SUPPORT</b>					
Stream 1 - General Office Clerk	1	150	\$	\$	\$
<b>TRAINING SUPPORT</b>					
Stream 2 - Role Player	30	175	\$	\$	\$
Stream 2 - Training Support Supervisor	4	40	\$	\$	\$
<b>INSTRUCTIONAL SUPPORT</b>					
Stream 3 - Junior Military Occupation Instructor	19	4278	\$	\$	\$
Stream 3 - Senior Military Occupation Instructor	15	2928	\$	\$	\$
Stream 3 - Junior Instructor General Subjects	1	41	\$	\$	\$
Stream 3 - Senior Instructor General Subjects	6	100	\$	\$	\$
Stream 3 - Specialist Instructor -	16	230	\$	\$	\$
Stream 3 - Subject Matter Expert	25	50	\$	\$	\$
Stream 3- Exam/Test Invigilator	4	100	\$	\$	\$
<b>COURSEWARE DEVELOPMENT SUPPORT</b>					
Stream 4 - Junior Instructional Developer	3	499	\$	\$	\$
Stream 4 - Senior Instructional Developer	3	304	\$	\$	\$
Stream 4 - Junior E-Learning Developer	4	439	\$	\$	\$
Stream 4 - Senior E-Learning Developer	2	240	\$	\$	\$
Stream 4 - Junior Standards Support Designer	1	225	\$	\$	\$
Stream 4 - Senior Standards Support Designer	1	60	\$	\$	\$

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

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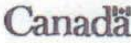
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 <b>Government of Canada</b> Gouvernement du Canada		<b>RECEIVED</b> MAY 17 2016		Contract Number / Numéro du contrat <b>W4938-16-017S</b>	
				Security Classification / Classification de sécurité <b>UNCLAS</b>	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>					
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>					
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Department of National Defence</b>			2. Branch or Directorate / Direction générale ou Direction <b>Canadian Defence Academy</b>		
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail <b>Training support of Canadian Armed Forces (CAF) members.</b>					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui					
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui					
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO SECRET / NATO SECRET <input type="checkbox"/>		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>				TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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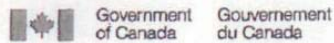




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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ ☐ CONFIDENTIAL  
CONFIDENTIEL ☒ SECRET  
SECRET ☐ TOP SECRET  
TRÈS SECRET ☐ TOP SECRET  
TRÈS SECRET ☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET ☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : most contracted resources will only require reliability status (see attached SRCL supplemental guide)

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

TBS/SCT 350-103(2004/12)

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UNCLAS


Canada



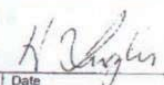


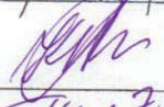
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		Security Classification / Classification de sécurité UNCLAS	

<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Major J.H. Inglis		Title - Titre J4 Logistics MPGTG	Signature 
Telephone No. - N° de téléphone 705-424-1200 ext 2149	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Hal.Inglis@forces.gc.ca	Date 11 May 2016
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic Senior Security Analyst Tel: 613-996-0286		Title - Titre DDSO - Industrial Security	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date 2016 - May 17
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Margaret Tebbutt		Title - Titre FORMATION CONTRACT MANAGEMENT OFFICER	Signature 
Telephone No. - N° de téléphone 613-541-5010 x 3964	Facsimile No. - N° de télécopieur 613-541-6908	E-mail address - Adresse courriel margaret.tebbutt@forces.gc.ca	Date 11 May 2016
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division		Title - Titre	Signature 
Telephone No. - N° de téléphone Tel/Tél: 613-57-1258	Facsimile No. - N° de télécopieur Fax/Télec: 613-954-4171	E-mail address - Adresse courriel	Date June 7, 2016

TBS/SCT 350-103(2004/12)	Security Classification / Classification de sécurité UNCLAS	
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46035

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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### Appendix 1 to Annex C, Security Requirements, Security Classification Guide

The individual contracted resources require the following security clearance.

<b>Resource</b>	<b>Minimum Required Security Level</b>
General Clerk	<b>Reliability Status</b>
Role-Player	<b>Reliability Status</b>
Training Support Supervisor	<b>Reliability Status</b>
Military Occupations Instructor (St. Jean, Borden)	<b>Reliability Status</b>
Military Occupations Instructor (Kingston)	<b>Reliability Status but up to Level II - Secret</b>
Instructor – General Subjects	<b>Reliability Status</b>
Specialist Instructors – Professional Subjects	<b>Reliability Status</b>
Exam/Test Invigilator	<b>Reliability Status</b>
Subject Matter Expert/Mentor	<b>Reliability Status</b>
Instructional Developer	<b>Reliability Status</b>
E-Learning Developer	<b>Reliability Status</b>
Standards Support Designer	<b>Reliability Status</b>

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**ANNEX "D"**

**INSURANCE REQUIREMENTS**

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

- m. 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.

## **2. 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.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
  - f. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
  - g. OPCF/SEF/NBEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles.

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kin615  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E"**

**DND 626 TASK AUTHORIZATION FORM**

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

DND 626 (01-05)  
7530-21-877-1058



Solicitation No. - N° de l'invitation  
W4938-16017S/A  
Client Ref. No. - N° de réf. du client  
W4938-16017S

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Buyer ID - Id de l'acheteur  
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**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

for the Department of National Defence  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in Services.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expédiez à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Note :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

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**ANNEX "F" to PART 5 OF THE BID SOLICITATION**

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

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
  - ☐ A2. The Bidder certifies being a public sector employer.
  - ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
  - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
  - A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
    - ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

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