



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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Aircraft Structures Technician Trai	
<b>Solicitation No. - N° de l'invitation</b> W6570-16AT01/A	<b>Date</b> 2016-09-12
<b>Client Reference No. - N° de référence du client</b> W6570-16AT01	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-209-9981	
<b>File No. - N° de dossier</b> WPG-6-39020 (209)	<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 2016-09-29</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Allard, Ken	<b>Buyer Id - Id de l'acheteur</b> wpg209
<b>Telephone No. - N° de téléphone</b> (204) 229-5423 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE PO BOX 17000 STN FORCES WINNIPEG Manitoba R3J3Y5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

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

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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.

### **1.2 Summary**

- i. The Canadian Forces School of Aerospace Technology and Engineering (CFSATE), of the 2 Canadian Air Division, DND has a requirement for apprentice-level instructional services for Aircraft Structures Technicians to augment CFSATE's production capability. The language of instruction required is English or French as dictated by serial
- ii. The Aircraft Structures Technician Training Program curriculum consists of approximately 30% theory, taught in a classroom environment and includes lectures, exercises, and demonstrations. The remaining 70% is practical application of the theory conducted at the contractor's training site using the contractor's training aids and test equipment.
- iii. This training must be delivered at a contractor's Transport Canada Approved Training Organization. The contractor's training site must therefore be located within 50 km radius of a Canadian military establishment capable of supporting the number of students selected for the training.

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

**1.2.2** 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.](#)"

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### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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.

### **2.2 Submission of Bids**

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

#### **2.2.1 Workers Compensation Certification- Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

### **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 FPS, 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 FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental 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.

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## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **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 copies

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

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

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

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

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should 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.

##### **1) Technical Bid**

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.

## 2) Substantial Information

In their, Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

Bidder's location and physical training premises:

- i. classroom arrangement and capacity;
- ii. course training aids (on or off aircraft); including consumable items and materials;
- iii. ancillary services (restrooms, water, and sick room)
- iv. DND Course Director office space

### Section II: Financial Bid

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

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex F Electronic Payment Instruments, to identify which ones are accepted.

If Annex F Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 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** - Mandatory evaluation criteria as detailed in Appendix 2 to Annex A of this bid solicitation.

#### **4.1.2 Financial Evaluation**

**4.1.2.1 Financial Evaluation Criteria** - Refer to Annex B – Basis of Payment

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

### **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.

## **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) (<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.

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

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

##### **5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition**

### **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) (<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.

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## 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.

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 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

### 5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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

### **6.1 Insurance Requirements**

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 C.

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.

## **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.

#### **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**

1. The **Canadian Forces School of Aerospace Technology and Engineering (CFSATE) Department of National Defence** will provide the Contractor with a description of the task using the DND 626, Task Authorization Form as 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 bases and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 5 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 the 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.

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

The Project Authority may authorize individual task authorizations up to a limit of \$\_\_\_\_\_ (to be inserted at contract award), 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%.

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

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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. Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **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 30 calendar days after the end of the reporting period. Data must be submitted on an annual basis to the Contracting Authority.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process.

#### **For each authorized task:**

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

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**For all authorized tasks:**

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

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

The administration of the Task Authorization process will be carried out by **Canadian Forces School of Aerospace Technology and Engineering (CFSATE) Department of National Defence**. 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)(<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**

[4008](#) (2008-12-12), Personal Information apply to and form part of the Contract.

**7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to the Contract.

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ 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 (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 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

**7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ken Allard  
Supply Specialist  
Acquisitions-Winnipeg | Approvisionnement - Winnipeg  
Public Works and Government Services Canada  
Travaux publics et Services Gouvernementaux Canada  
Suite 100 - 167 Lombard Avenue, Winnipeg MB R3B 0T6  
Email - [ken.allard@pwgsc-tpsgc.gc.ca](mailto:ken.allard@pwgsc-tpsgc.gc.ca)  
Tel/Tél - (204) 229-5423  
Fax/Télé - (204) 983 7796

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 Project Authority

The Project Authority for the Contract is: *(To be inserted at contract award)*

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

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

### 7.5.3 Technical Authority

The Technical Authority for the Contract is: *(To be inserted at contract award)*

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

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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.

#### 7.5.4 Contractor's Representative

The Contractor's Representative is: *(To be inserted at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
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 – Firm Unit Price(s) or Firm Lot Price – Task Authorization

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

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

##### 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 \$ \_\_\_\_\_TBD\_\_\_\_\_. 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.

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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 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### **7.7.4 T1204 - Direct Request by Customer Department**

*SACC Manual* clause T1204 - Direct Request by Customer Department (2007-11-30).

### **7.7.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.7.6 Discretionary Audit**

*SACC Manual* clause C0100C Discretionary Audit – Commercial Goods or Services (2010-01-11).

## **7.8 Invoicing Instructions**

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.

### **7.8.1** Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed, including overtime sheet;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. all direct expenses, supported by a copy the invoice

### **7.8.2** Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract attention Canadian Forces School of Aerospace Technology and Engineering (CFSATE) for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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## **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.

### **7.9.3 SACC Manual Clauses**

A3015C Certifications – Contract (2014-06-26)  
A3060C Canadian Content Certification (2008-05-12)  
A0285C Workers Compensation (2007-05-25)  
A9113C Handling of Personal Information (2014-11-27)

### **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province as specified by the Bidder*)

### **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) 4008 Personal Information (2008-12-12);
- (c) the general conditions 2035 (2016-04-04);
- (d) Annex A, Statement of Work and its appendices;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) Annex D, the signed Task Authorizations (including all of its annexes, if any);
- (h) Annex E, to Part 5 the Federal Contractors Program for Employment Equity;
- (i) Annex F, to PART 3 of the bid solicitation - Electronic Payment Instruments
- (j) the Contractor's bid dated \_\_\_\_\_, as amended on

### **7.12 Defence Contract**

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

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### **7.13 Foreign Nationals (Canadian Contractor)**

*SACC Manual* clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

### **7.14 Insurance Requirements**

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

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

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

## **ANNEX A – STATEMENT OF WORK**

### **INSTRUCTIONAL SERVICES - AIRCRAFT STRUCTURES TECHNICIANS**

#### **1.0 BACKGROUND**

DND has a requirement for apprentice-level instructional services for Aircraft Structures Technicians to augment CFSATE's production capability. The apprentice-level job description is: "Assist under supervision." The apprentice performs parts or elements of duties and tasks only, and is under continuous supervision. This training will be provided in French or English as specified by serial number.

#### **1.1 APPICABLE DOCUMENTS**

The following document forms part of this SOW and is specifically referenced. Unless otherwise specified, the version of documents will be that in effect on the Solicitation closing date. In the event of a conflict between the documents referenced herein and the contents of the SOW, the contents of the SOW shall take precedence:

AKDM – Aircraft Structures Technician Qualification Standard dated 18 December 2015

#### **2.0 REQUIREMENT**

To supplement CFSATE's production ability, the Department of National Defence (DND) requires instructional services for apprentice-level Aircraft Structures Technicians. This training will be delivered at a contractor's Transport Canada Approved Training Organization. The language of instruction required is English or French as dictated by serial.

The students, being members of the Canadian Armed Forces, must maintain a high standard of military ethos, physical fitness and discipline. In addition, the students must have access to administrative, medical, dental and other support services that are unique to the military environment.

#### **2.1 COURSE LOCATION**

DND apprentice-level instructional services for Aircraft Structures Technicians will be delivered at the contractor's training site which must be located within 50 km radius of the following Canadian Forces Base military establishment capable of supporting the number of students selected for the training:

- |                                |                             |
|--------------------------------|-----------------------------|
| i. St. Hubert, PQ              | xiv. Portage La Prairie, MB |
| ii. St. Jean sur Richelieu, PQ | xv. Winnipeg, MB            |
| iii. Cold Lake, AB             | xvi. Gagetown, NB           |
| iv. Edmonton, AB               | xvii. Valcartier, PQ        |
| v. Gander, NFLD                | xviii. Comox, BC            |
| vi. Trenton, ON                | xix. Pat Bay, BC            |
| vii. Borden, ON                |                             |
| viii. North Bay, ON            |                             |
| ix. Kingston, ON               |                             |
| x. Petawawa, ON                |                             |
| xi. Shearwater, NS             |                             |
| xii. Greenwood, NS             |                             |
| xiii. Moose Jaw, SK            |                             |

## 2.2 AIRCRAFT STRUCTURES TECHNICIAN TRAINING PROGRAM CONTENT

The Canadian Forces Aircraft Structures Technician Training Program consists of three (3) distinct yet interrelated components.

**Part 1:** Must have been completed by students prior to ACS contracted course and delivered by DND.

**Part 2:** Can be completed both prior to or following the contracted course and delivered by DND.

**Part 3:** Will be delivered by the contractor at the contractor's facilities.

### 2.2.1 Part 1: Common Core Enhanced Training– Responsibility of DND

Upon graduation from Basic Military Training (Recruit School) and prior to commencing the Aircraft Structures Technician Training curriculum, all students undergo a 40 day program known as the Common Core Enhanced package. This program introduces the student to training in shop practices, safety, and topics unique to the Air Force environment. A listing of the Performance Objectives (PO) associated with this training Objectives is contained in Appendix 1 of this Annex:

The subject matter relative to the Common Core Enhanced training will remain the responsibility of DND and will be delivered prior to training at the contractor's facility

<b>PO#</b>	<b>Days</b>	<b>Performance Objective</b>
401		Utilize Tools and Test / Support Equipment During Aircraft Maintenance Activities
402		Manage Aviation Fluids
403		Complete Aircraft and Support Equipment Maintenance Forms and Records
404		Carry Out Common Servicing Duties
405		Perform Basic Electrical Maintenance Activities
<b>Total</b>	<b>40</b>	

### 2.2.2 Part 2: Life Support Equipment – Responsibility of DND

Part 2 consists of subjects considered material specific to the Royal Canadian Air Force for Life Support Equipment. A listing of the Performance Objectives associated with this training is contained in Appendix 1 of this Annex:

The subject matter relative to Life Support Equipment will remain the responsibility of DND and may be delivered prior to or after training delivered at the contractor's facility.

<b>PO#</b>	<b>Days</b>	<b>Performance Objective</b>
401	6	Maintain Oxygen Systems
402	2	Maintain Ejection Systems
403	2	Maintain Fire Suppression Systems
406	10	Perform Armament Activities for Non-Kill Stores Fleets
416	26	Maintain Personal and Emergency Equipment
<b>Total</b>	<b>36</b>	

**2.2.3 Part 3: Aircraft Structures Training – Contractor**

The contractor's component will meet or exceed the requirements identified in Qualification Standard for AKDM - Aircraft Structures Technician Qualification Standard at Appendix 1 of this Annex. This is currently 160 training days as delivered at CFSATE, Borden which includes time for administration and physical fitness. The following is a list of Performance Objectives that the contract is required to teach and the days are a representation of the days currently spent on each topic. This schedule is presented as representation of current timelines but will not impact the Point Based assessment.

<b>PO#</b>	<b>Days</b>	<b>Performance Objective - Contractor's training component</b>
404	6	Maintain Aircraft Personnel Doors and Escape Hatches (non-hydraulically actuated)
405	6	Maintain Aircraft Windscreens and Windows
407	35	Perform Facility Level Activities
408	7	Maintain Aircraft Lines
409	28	Perform Aircraft Structural Repair
410	5	Perform Corrosion Control
411	26	Maintain Protective Coatings and Markings
412	2	Utilize Adhesives/Sealants
413	11	Maintain Textile Components
414	10	Maintain Plastics and Transparencies
415	24	Repair Composite Components
<b>Total</b>	<b>160</b>	

**2.3 TERMINOLOGY – Acronyms and Definitions**

1 Cdn Air Div	1 Canadian Air Division
2 Cdn Air Div	2 Canadian Air Division
AF AETT	Air Force Aerospace Engineering Technical Training
ACS	Aircraft Structures
AKDM	Canadian Forces Specialty Specification (SS) Code
ATO	Approved Training Organization (Transport Canada)
CD	Course Director
CAF	Canadian Armed Forces
CFSATE	Canadian Forces School of Aerospace Technology and Engineering
DND	Department of National Defence
MOSID	Military Occupation Structure Identification Code
NCM	Non-Commissioned Member [of the Canadian Armed Forces]
PO	Performance Objective
QS	Qualification Standard
Serial	One complete training course with a specified number of students
SRB	Student Record Book
TA	Task Authorization Form (DND 626)
TP	Training Plan

### 3.0 AIRCRAFT STRUCTURES TECHNICIAN TRAINING PROGRAM STRUCTURE

The contractor, for the purpose of curriculum delivery, will be part of the military training process. The Aircraft Structures Technician Training Program curriculum. Course delivery, for each student consists of approximately 30% theory, taught in a classroom environment and includes lectures, exercises, and demonstrations. The remaining 70% of a student's time on course is spent completing practical application of the theory.

The practical phases of the training are integrated with the lecture phase and will be conducted at the contractor's training site using the contractor's training aids and test equipment. The course content is detailed in the Qualification Standard at Appendix 1 of this Annex.

A DND Course Director (CD) from CFSATE will be the point of contact between the contractor and DND.

#### 3.1 PROGRAM THROUGH-PUT

The contractor will be required to train between 14 and 16 students per serial for three serials commencing in January of 2017. The training serials in 2017 will be provided per the table below.

All course start dates will be confirmed by the Technical Authority 90 days prior to the scheduled serial.

<b>Start Date</b>	<b>Language of Instruction</b>	<b>Location</b>
9 January 2017	French	<i>TBD</i>
30 January 2017	English	<i>TBD</i>
27 Mar 2017	French	<i>TBD</i>
Jul 17 (optional serial)	<i>TBD</i>	<i>TBD</i>
Fall 17 (optional serial)	<i>TBD</i>	<i>TBD</i>
2018 (optional serial)	<i>TBD</i>	<i>TBD</i>
2018 (optional serial)	<i>TBD</i>	<i>TBD</i>
2019 (optional serial)	<i>TBD</i>	<i>TBD</i>
2019 (optional serial)	<i>TBD</i>	<i>TBD</i>

All serials following the initial three between January and March 2017 will be provided on an "as and when requested" basis an approved Task Authorization. Each optional serial and the language of instruction will be confirmed by the contracting authority 90 days prior to the start of the serial.

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## 3.2 CONTRACTOR'S TRAINING SITE

The contractor must provide the necessary training facilities and the academic and professional expertise to conduct the equivalent of the required phases, as specified herein, of the Canadian Forces Aircraft Structures Technician Training Program, in both French and English language as directed by the Technical Authority.

### 3.2.1 Educational Staff

Contractor's training staff must meet and maintain the required qualifications and skill set. They should hold AME licence or have equivalent specialized experience. Other instructors for specialty subjects may be appropriate in a limited context if they are restricted to presentation in their respective discipline. All staff should receive professional development training on instructional techniques.

### 3.2.2 Staff Code of Conduct

The contractor's must adhere to an Employee Code of Conduct in the workplace, including the following:

- i. Relationships with students
- ii. Confidentiality
- iii. Conflict of Interest
- iv. Harassment and Discrimination

### 3.2.3 Detailed Training Program - Contractor Requirements

The contractor must provide the following for each serial of training:

- a) Training in accordance with the given Qualification Standard and Training Plan;
- b) A proper training environment at a Transport Canada Approved Training Organization.

These facilities must be as follows:

- a. modern and conducive to the learning process;
  - b. located within the contractor's site, except as otherwise approved,
  - c. facility security system,
  - d. furnished adequately, access to break-out rooms,
  - e. ancillary services (restrooms, water, and sick room)
- c) Training aids to meet the qualification standard as required for practical exercises, located at the contractor's site. These training aids must be geared towards aircraft related repair but may be on or off aircraft in order to meet the specified performance objective. The training aid shall allow for exercises to demonstrate the student's ability to follow the scope of the task from inspection, diagnosis/troubleshooting, removal/installation, repairs and functional checks.
- d) A detailed introductory briefing to the students at the beginning of each serial. This briefing must include:
- i. safety and administrative topics unique to the contractor's site, (e.g. a map of the training site, site activities, a site calendar)
  - ii. summary of the organization's training capabilities, experience; and the trainer(s) qualifications, and
  - iii. an outline of the course schedule, objectives and the training methodologies of used in the course delivery;

- 
- iv. participants responsibilities, including attendance, assignments, and code of conduct
  - v. 60 minute allotted time for the DND CD CFSATE Commandant, CFSATE School Chief Warrant Officer or their representatives to address the course.
- e) All necessary textbooks and course material in the applicable English or French language. All course study material must be available to the student during study hours, in and outside of the classroom;
- f) All necessary consumable items and materials for the contractor's delivery, and the students' receipt, of the training program. This must include resins, plastics, composites, metal and fabric stock, fasteners and hardware, consumable tools (bits, blades) paints, solvents, chemical solutions, and similar items required to carry out the instruction. The contractor must provide all student PPE including safety glasses, gloves, protective coveralls and rubber boots for painting;
- g) All required contractor personnel for oversight of students during the practical exercises. The contractor must provide a minimum of 4:1 student to instructor ratio for all practical training. This ratio may be further impacted dependant on the safety risks involved given the type of training aid used, the difficulty of the task being completed and the number and of training aid being used;
- h) Tutorial assistance, in addition to regular class time on an as-required basis determined by a mutually agreed upon time between the DND CD and the contractor. Students will attend these tutorials when so directed by the DND CD. The contractor's personnel, in consultation with the DND CD, will identify students requiring assistance;
- i) Oversight of absenteeism, tardiness or other disciplinary problems. This information must then be provided to the CD within 24 hours;
- j) Complete Student Record books for each student including results from each Performance objectives. Students must also be debriefed on their performance. The Technical Authority will ensure the contractor has the required DND assessment forms and a detailed briefing and instructions on how the assessment forms are to be used and completed. The contractor will provide a copy of the assessment forms, immediately upon completion, to the DND CD;
- k) Detailed written reports on student failures must be provided to the Course Director. Notice of any academic, disciplinary or administrative problems encountered by individual students shall be provided within 24 hours. Attendance and satisfactory performance are mandatory for DND sponsored students. The contractor must advise the DND CD of all cases of absenteeism, tardiness, or other disciplinary problems on a daily basis;
- l) The contractor must ensure the DND sponsored students have access to all normal student services provided by the contractor at no additional cost to the students.

### 3.3 TRAINING PROGRAM MANAGEMENT – Contractor's Responsibility

The Contractor will provide DND administration assistance in order to ensure the successful coordination of training and student reporting. This will require:

1. At least one (1) lockable office space, complete with adequate furnishings, for the DND CD for the duration of the training. The contractor will ensure the office spaces are available for DND's exclusive use. The office spaces must be located in an area where students will have easy

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access to the DND Course Director (CD). Adequate office furnishings and support as a minimum:

- a. one (1) office size desk and one (1) ergonomic chair;
  - b. one (1) four (4) drawer, lockable, legal size filing cabinet;
  - c. window coverings;
  - d. two (2) guest chair;
  - e. one (1) telephone per office space;
  - f. one high speed internet ports;
  - g. necessary lighting, heating, air conditioning, and electricity;
  - h. access to washroom facilities, and
  - i. one (1) parking space for DND CD.
2. Coordination of the start and end dates with the CD technical and the contracting authorities. The contractor must provide the Technical Authority with a detailed presentation, outlining all courses and scheduling specifics, 30 days prior to the commencement of the first serial.
  3. Facilitation of the completion of the contractor's right-of-access documentation for all students and provide them to the CD;
  4. Coordination with the CD for all training content and instructor delivery monitoring. The contractor will provide access to DND to monitor if given 24 hour notice;
  5. Assignment of a contractor representative for all discussions with the DND Technical Authority. The contractor's representative will attend all Progress Review meetings and must have sufficient authority to make curriculum and program decisions on behalf of the contractor. The contractor will provide agenda items, be represented, and promulgate the meeting's record of decisions within seven (7) days of adjournment; and
  6. Direction of the students to the CD for all other student DND administration.

### **3.4 TRAINING PROGRAM MANAGEMENT – DND Responsibility**

The DND Course Director will consist of a minimum of one non-commissioned member.

DND CD responsibilities are as follows:

- a) Coordinate with the contractor for all start and end dates and student posting messages;
- b) The CD will collect all of the right-of-access forms to allow DND access to students' individual academic records;
- c) Oversee all issues related to student conduct. This includes all absenteeism, tardiness or other disciplinary problems. If student conduct is not satisfactory the student may be removed from training. This will require liaison and reporting requirements from the training facility faculty;
- d) Review Student Record Books for each student. Following the completion of the course, complete final DND course reports and ensure certificates. The CD will collect this information to be stored at CFSATE;
- e) Review all student failures and initiate any necessary DND boards or associated paperwork. The contractor will report any academic failures within 24 hours. The CD will assist in the decision to academically fail a student off the course.
- f) Coordinate with the contractor for all training content and instructor delivery monitoring. They will ensure the contractor is given 24 hour notice prior to this monitoring;

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- g) Coordinate contract progress review meetings with the technical authority and the contractor if necessary; and
  - h) Assist with all other student DND administration including leave, posting, medical and other concerns.

### **3.4 OTHER REQUIREMENTS**

All contractor supplied student facilities, training equipment, and consumable supplies and materials, as specified in the SOW, must be available prior to the start of the first training serial.

The contractor must not request or direct DND students to undertake any activities that may be construed as bringing discredit to the Canadian Armed Forces. If the contractor is in doubt, the contractor must contact the DND CD.

DND will reserve the right to remove any DND sponsored student found, by appropriate DND authority, to display progress or conduct not satisfactory to DND.

DND students must comply with the contractor's safety regulations and student conduct guidelines.

The contractor will immediately inform the Contracting Authority (PWGSC) of concerns to damages to the contractor's training facility and/or equipment. PWGSC will investigate and immediately address the situation.

Changes, additions or deletions of any facility, program support function, set forth by the Contractor in satisfaction of the requirements of this SOW, shall not occur without prior written consent from the Technical Authority. Any proposed changes to the contractual agreement shall be forwarded to the Technical Authority through the Contracting Authority.

## Appendix 1 to Annex A

### A.) CHAPTER 3 – EVALUATION OF COURSE MEMBERS

#### Introduction

1. This chapter provides specific direction to the TE for evaluation and related administration of course members during the conduct of training.

#### Course Member Evaluation

2. Course members shall be evaluated throughout the course IAW the following:

- a. Overall Performance Requirements - course members **must** meet standards specified for standard of conduct;
- b. Specific Safety Requirements - The Performance Objectives in Chapter 4 of this QS will be conducted IAW the following safety standards:
  - (1) Airworthiness Policy;
  - (2) Flight Safety Policy;
  - (3) General Safety Policy;
  - (4) Workplace Hazardous Material Information System (WHMIS)
  - (5) Hazardous Materials (HAZMAT)/Environmental Policies; and
  - (6) AF9000 Plus.
- c. Other Specific Requirements - Throughout the course, course members are required to positively demonstrate the following attitudes and/or attributes:
  - (1) Safety;
  - (2) Situational Awareness;
  - (3) Communication/Teamwork;
  - (4) Confidence;
  - (5) Work Habits/Cleanliness/Neatness;
  - (6) Attention to Detail; and
  - (7) Judgement.
- d. Aircraft Maintenance Requirements - Prior to and subsequent to all aircraft servicing, elementary tasks and maintenance related activities, a number of ancillary tasks are performed to prepare the aircraft, system or uninstalled assembly/component for maintenance and to close-out activities after maintenance. Examples include: verifying documentation and references, opening work orders, physically inspecting the system to ensure condition, configuration or safety, signing out/in tools, performing Closing FOD Checks, completing all paperwork, etc. These attitudes/procedures/work habits are an integral part of being an aerospace maintenance technician and therefore the technician is always required to incorporate these ancillary tasks into every aerospace task and is continually assessed on these ancillary activities. POs that are not related to aerospace maintenance may contain their own specific ancillary activities, which will be listed in that PO. For aircraft servicing, elementary tasks and maintenance related POs such "ancillary activities" are defined as the **Responsibilities of Maintenance** which are based directly upon the P-Series definition: "Servicing, Elementary Work and Maintenance Responsibilities";
- e. **Responsibilities of Maintenance** - When performing servicing, elementary tasks or maintenance either individually or in a group environment, as necessitated by the scope of the activity, the individual is accountable for and shall ensure, by applying the requisite level of skill from the planning to the completion of the activity, while ensuring full

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compliance with the applicable authorized technical publication(s) (including specific references), that:

- (1) the MRS – Servicing Set or other applicable maintenance record is reviewed prior to starting work and that:
  - (a) the aircraft or uninstalled assembly/component is safe for the performance of the planned maintenance activity; and
  - (b) if a defect is determined to be a repeat failure for a specific tail number or uninstalled assembly/component, it is brought to the attention of a Maintenance Releaser, Weapon System Releaser or manager;
- (2) the aircraft or uninstalled assembly/component is inspected to the extent necessary to ensure that:
  - (a) all applicable ground safety devices are installed (including Ground Signage), and electrical switches, circuit-breakers and selector handles are correctly positioned; and
  - (b) any hazardous condition is rectified prior to commencing the maintenance activity;
- (3) apply HPMA principles during all aspects of the maintenance activity to ensure that the member(s) is/are ready to react appropriately to all likely emergency situations;
- (4) the currently approved methods, techniques, practices and quality system procedures are adhered to in the performance of the maintenance activity (E.G.: AF9000 Plus, FOD Control, Corrosion Control, Flight Safety, General Safety, Tool Control, HAZMAT, WHMIS, etc.). Safety is paramount; applicable procedures and precautions shall be adhered to at all times (including not working alone);
- (5) an initial functional check is carried out to confirm the actual aircraft system or uninstalled assembly/component fault condition (serviceability/fault confirmation);
- (6) only approved parts and materials that have been verified as serviceable are used;
- (7) only tools, equipment, measuring devices, test equipment and test apparatus specified in the approved maintenance program are employed in compliance with Tool Control;
- (8) the calibration of all tools, equipment, measuring devices, test equipment and test apparatus utilized is current and valid;
- (9) the critical juncture(s) of a task is verified by a Maintenance Releaser (Level A) before continuing;
- (10) all required data recording for the task is completed in the applicable MRS, assembly/component records, and/or on local maintenance forms. This includes the requirement for an independent check, or advising that an amendment to the weight and balance is required;
- (11) the technical reference to which a rectification was performed or verified is clearly stated;

NOTE - The specific reference shall be stated in the "Rectification" block of the applicable MRS, assembly/component record, and/or on the local maintenance form. This reference may be amplified when the complexity of the task so

- 
- warrants (e.g., functional test, calibration procedure, order of assembly, rigging, etc.).
- (12) unserviceable components are clearly and immediately identified as such and disposed of in accordance with their individual procedures;
  - (13) a final functional check is carried out to confirm the actual aircraft system or assembly/component condition (serviceability confirmation);
  - (14) any outstanding work related to the task performed is documented in the MRS-Servicing Set, assembly/component records, and/or on local maintenance forms;
  - (15) a closing FOD check is carried out, and
  - (16) good housekeeping is essential throughout the entire servicing, elementary task or maintenance activity.
- f. Performance Checks (PCs) - A course member must successfully complete all POs detailed in [Chapter 4](#) of this QS to be granted this qualification. The TE shall design an evaluation plan in the TEP to include all PCs and their supporting Enabling Checks (ECs) required to assess each course member's ability to meet the standards described in the [Chapter 4](#) POs; and
- g. Failure to meet requirements - Failure to meet any of the requirements specified above will result in Progress Review activities and possible course failure IAW unit processes

### **Aircraft System/Sub-system Maintenance**

3. For the purpose of this QS, when a technician is required to "Maintain" an aircraft system/sub-system as specified in the JTAR, the word "maintain" is understood to include the following six skills:
- a. inspecting the system, to include Electrical Wiring Interconnection System (EWIS) inspections;
  - b. removing/installing the system and system components (including electrical components);
  - c. performing functional checks on the system or system components;
  - d. troubleshooting the system, including electrical diagnostics to confirm system condition (voltage checks and continuity checks only);
  - e. repairing the system excluding EWIS, electrical indication, and electrical control; and
  - f. mechanically rigging, aligning, and/or adjusting the system.

NOTE - These skills shall form the basis of all maintenance performance objectives contained within the subsequently developed Training Plan(s) Progress Monitoring.

### **Progress Monitoring**

4. Monitoring Course Member Progress the TE shall monitor course members' progress by administering periodic evaluations, in the form of ECs. ECs may be in the form of written tests, practical exercises, etc. Continuous monitoring of the course member's progress is required to provide:
- a. Constructive feedback to the course member - Members must receive formal indication of their progress during the course. Members who experience difficulty are to be informed of the consequences of a marginal assessment, the consequences of further failure(s), and the disposition options available;
  - b. Early warning of difficulty - Early recognition of difficulty and intervention may allow the avoidance of more serious problems through focused effort;
  - c. Feedback on the effectiveness of training; and
  - d. A record of individual progress - This information is essential for Progress Review procedures and to support decisions related to future disposition, course reporting, and granting of qualifications

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5. Unsatisfactory Progress - unsatisfactory progress is normally indicated by:
- a. failure of ECs;
  - b. failure of any PC;
  - c. failure to meet overall and specific requirements detailed above in Ch 3, para 2;
  - d. behaviour indicating a negative attitude toward required program activities and/or personnel;
  - e. administrative problems that interfere with attendance and/or completion of program requirements; and/or
  - f. inability to maintain/sustain the minimum required level of performance to progress on the course.
6. Supplemental Assessment – Maximum Entitlement - a course member will normally be permitted one repeat PC on any failed PO to a maximum of two POs if the conditions specified in para 28 of the reference are met.
7. Progress Review - All Progress Review processes shall be conducted IAW unit processes.
8. Removal from Training - The Cmdt, unit processes, may direct that a course member be removed from training:
- a. when the member's progress is below the minimum standard and there is no likelihood that the required standard will be attained;
  - b. when the member's continued presence on the training program is adversely affecting the training, safety and/or morale of the other members; and/or
  - c. for administrative or disciplinary reasons.

### **Documenting Course Member Progress**

9. The following documentation shall be completed for each course member:
- a. Course Member Training File - Record files shall be maintained for each course member;
  - b. CF377 Course Report – All course members who successfully complete all course requirements shall receive a CF377; and
  - c. CF289 Certificate of Military Achievement - All course members who successfully complete all course requirements shall receive a CF289.

## B.) CHAPTER 4 – PERFORMANCE OBJECTIVES

### Use of a Performance Objective (PO)

1. This chapter describes work performed by an individual holding this qualification. The TE will design performance-oriented training to meet this requirement. The POs in this chapter contain the following information:

- a. Performance Statement - This states what an individual must be able to do on the job;
- b. Conditions Statement - This describes the environment surrounding the individual on the job that will assist, hinder, or impact their performance. Training must prepare a course member for this environment and PCs should be conducted in, or simulate this environment;
- c. Standard Statement - This defines successful completion of the performance on the job. It describes an end-product, process, or both in measurable and observable detail which establishes the benchmark for successful course completion. This description is used to design and develop appropriate course content and PCs. It is also used to conduct PLAR assessments;
- d. Remarks - This paragraph is used to provide additional details or background information that will assist the TE design training.

## PO 409 – Perform Facility Level Activities

1. **Performance:** Perform facility level activities.
2. **Conditions:**
  - a. **Given:**
    - (1) approved references;
    - (2) applicable equipment records;
    - (3) facilities and support equipment;
    - (4) associated test equipment;
    - (5) tools;
    - (6) assistance;
    - (7) supervision; and
    - (8) PPE.
  - b. **Denied:** Nil; and
  - c. **Environment:**
    - (1) day or night;
    - (2) static and/or mobile maintenance environment;
    - (3) indoors or outdoors; and
    - (4) in all approved weather conditions.
3. **Standard:** The technician [shall be capable of](#) performing facility level activities to include all requirements and responsibilities outlined in Chapter 3 and IAW the reference by:
  - a. preparing/comprehending shop sketches;
  - b. performing precision layouts (including executing precision measurements with applicable tools such as vernier height gauge, micrometers, optical micrometers, callipers and gauge blocks);
  - c. performing workbench operations including use of hand and/or power tools to perform:
    - (1) buffing;
    - (2) filing;
    - (3) sanding;
    - (4) grinding;
    - (5) drilling;
    - (6) cutting;
    - (7) forming; and
    - (8) precision bending.
  - d. performing Internal and external thread cutting operations by hand; and
  - e. performing heat treatment procedures on ferrous and non-ferrous metals by:
    - (1) performing heat treatment of aluminum alloys and steel to specifications;
    - (2) performing stress relief of ferrous and non-ferrous metals; and
    - (3) performing hardness testing of ferrous and non-ferrous metals.
4. **Remarks:** The following critical issues relate to this PO:
  - a. During the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the [Responsibilities of Maintenance](#); and
  - b. Review math dealing directly with metric vs. SAE measurement systems.

## PO 410 – Maintain Bushings and Bearings

1. **Performance:** Maintain bushings and bearings.

2. **Conditions:**

a. **Given:**

- (1) aircraft structures and/or components;
- (2) approved references;
- (3) aircraft and equipment records;
- (4) facilities and support equipment;
- (5) test equipment and tools;
- (6) assistance;
- (7) supervision;
- (8) PPE; and
- (9) spare parts (including approved raw materials);

b. **Denied:** Nil; and

c. **Environment:**

- (1) day and/or night;
- (2) static and/or mobile maintenance environment;
- (3) indoors and/or outdoors; and
- (4) in all approved weather conditions.

3. **Standard:** The technician shall be capable of maintaining bushings and bearings by:

a. maintaining bushings by:

- (1) inspecting:
  - (a) visually; and
  - (b) axial and radial precision measuring (e.g. ball gauge);
- (2) removing/installing;
- (3) repairing including:
  - (a) deburring; and
  - (b) reaming, etc.;
- (4) manufacturing by:
  - (a) performing lathe operations on ferrous/non-Ferrous components/materials; and
  - (b) performing hand tool operations including:
    - 1) Inline drilling; and
    - 2) Inline reaming;

b. maintaining bearings by:

- (1) inspecting:
  - (a) visually; and
  - (b) axial and radial precision measuring (e.g. ball gauge);
- (2) removing/installing; and
- (3) repairing including:
  - (a) swaging; and

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- (b) staking; and
  - c. manufacturing special tools (e.g. pushers, pullers, drill bushings, etc.).

4. **Remarks:** The following critical issues relate to this PO:

- a. during the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the **Responsibilities of Maintenance**;
- b. the gap between this introduction to machining PO and the Advanced Machining course should likely be filled with a Basic Machining course; and
- c. safety practices and policies of working on lathes shall be emphasised.

**PO 411 – Maintain Aircraft Lines**

1. **Performance:** Maintain aircraft lines.

2. **Conditions:**

- a. **Given:**
  - (1) aircraft;
  - (2) references;
  - (3) aircraft and equipment records;
  - (4) facilities and support equipment;
  - (5) test equipment and tools;
  - (6) assistance;
  - (7) supervision;
  - (8) PPE; and
  - (9) Spare parts;
- b. **Denied:** Nil; and
- c. **Environment:**
  - (1) day and/or night;
  - (2) static and/or mobile maintenance environment;
  - (3) indoors and/or outdoors; and
  - (4) in all approved weather conditions.

3. **Standard:** The technician **shall be capable of** maintaining aircraft lines by:

- a. inspecting flexible lines;
- b. maintaining rigid lines by:
  - (1) inspecting;
  - (2) manufacturing;
  - (3) repairing;
  - (4) testing;
  - (5) cleaning;
  - (6) labelling; and
  - (7) packaging; and
- c. maintaining oxygen lines by:
  - (1) inspecting;
  - (2) manufacturing rigid lines;
  - (3) labelling; and
  - (4) packaging.

4. **Remarks:** The following critical issues relate to this PO:

- a. during the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the **Responsibilities of Maintenance**;
- b. manufacturing flexible lines is contained in a separate qualification course;
- c. references include TRs and TPs as well as welding processes text book. C-49-007-001/AF-000 TODD's welding techniques; and
- d. ensure that information is included WRT cleaning/packaging O2 lines IAW ref C-22-TBD (NOC).

**PO 412 – Maintain Aircraft Metal Structures**

1. **Performance:** Maintain aircraft metal structures.

2. **Conditions:**

- a. **Given:**
  - (1) aircraft structures and/or components;
  - (2) references;
  - (3) aircraft and equipment records;
  - (4) facilities and support equipment;
  - (5) test equipment and tools;
  - (6) assistance;
  - (7) supervision;
  - (8) PPE; and
  - (9) spare parts (including approved raw materials, e.g. sheet metal, blank stock, rivets, etc.);
- b. **Denied:** Nil; and
- c. **Environment:**
  - (1) day and/or night;
  - (2) static and/or mobile maintenance environment;
  - (3) indoors and/or outdoors; and
  - (4) in all approved weather conditions.

3. **Standard:** The technician **shall be capable of** maintaining aircraft metal structures by:

- a. removing/installing aircraft fasteners including:
  - (1) solid rivets;
  - (2) blind rivets;
  - (3) quick release fasteners;
  - (4) studs;
  - (5) special inserts (e.g. helicoil, potted); and
  - (6) high strength structural fasteners (e.g. visulocks, hilocks, etc.);
- b. repairing aircraft structural damage by:
  - (1) assessing aircraft structural damage including:
    - (a) primary, secondary, and tertiary; and
    - (b) pressurized and non-pressurized;
  - (2) removing/installing aircraft structure/components;
  - (3) incorporating modifications to aircraft structure/components;

- 
- (4) repairing aircraft structure/components, including:
    - (a) repairing aircraft doors and hatches;
    - (b) fabricating aircraft structure/components; and
    - (c) maintaining aircraft skin;
  - (5) trimming and fitting (e.g. panels, goors, etc.);
  - (6) maintaining aircraft seals (e.g. doors, hatches, canopies, firewalls, etc.), by:
    - (a) inspecting;
    - (b) repairing; and
    - (c) removing/installing; and
  - (7) maintaining aircraft sealants (including "form-in-place") by:
    - (a) inspecting;
    - (b) repairing; and
    - (c) removing/installing; and
- c. applying adhesives (e.g. metal to metal bonding, etc.).
4. **Remarks:** The following critical issues relate to this PO:
- a. during the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the **Responsibilities of Maintenance**; and
  - b. because structure/components include fuel structures, strong emphasis on safety shall be enforced when working on, in or around fuel structures.

#### PO 413 – Maintain Protective Coatings and Markings

1. **Performance:** Maintain protective coatings and markings.

2. **Conditions:**

a. **Given:**

- (1) aircraft and/or Components;
- (2) references;
- (3) aircraft and equipment records;
- (4) facilities and support equipment;
- (5) test equipment and tools;
- (6) assistance;
- (7) supervision;
- (8) PPE; and
- (9) spare parts;

b. **Denied:** Nil; and

c. **Environment:**

- (1) day and/or night;
- (2) static and/or mobile maintenance environment;
- (3) indoors and/or outdoors; and
- (4) in all approved weather conditions.

3. **Standard:** The technician shall be capable of maintaining protective coatings and markings by:

- a. visually inspecting aircraft surfaces and/or components for condition (e.g. blistering, corrosion, peeling, etc.);

- b. performing corrosion control by:
  - (1) inspecting by:
    - (a) identifying;
    - (b) classifying; and
    - (c) mapping corrosion;
  - (2) removing by:
    - (a) mechanical; and
    - (b) chemical methods; and
  - (3) treating by chemical conversion;
- c. refinishing/repairing aircraft surfaces and/or components by:
  - (1) removing protective coatings by:
    - (a) mechanical; and
    - (b) chemical methods;
  - (2) preparing surfaces by:
    - (a) cleaning;
    - (b) etching (including water break testing), alodining, plating, anodizing, etc.; and
    - (c) taping/masking, etc.;
  - (3) applying protective coatings including:
    - (a) mixing;
    - (b) priming; and
    - (c) painting; and
  - (4) testing surfaces for:
    - (a) adherence;
    - (b) gloss; and
    - (c) thickness, etc.;
- d. manufacturing/applying aircraft and/or component markings by:
  - (1) designing and manufacturing stencils and decals by:
    - (a) hand; and
    - (b) computer assisted (CAD);
  - (2) removing markings and decals by:
    - (a) mechanical; and
    - (b) chemical methods; and
  - (3) applying markings and decals by:
    - (a) painting; and
    - (b) adhesion methods; and
- e. maintaining protective tapes by:
  - (1) inspecting;
  - (2) repairing;
  - (3) removing; and
  - (4) applying.

4. **Remarks:** The following critical issues relate to this PO:

- 
- a. during the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the **Responsibilities of Maintenance**;
  - b. the corrosion control and refinishing portions of this PO are considered to be two halves of a whole, where the purpose is to protect the component;
  - c. while individual safety and PPE are inherent in these processes, the safety of others shall be emphasised (fumes – specifically wrt areas not *designed* for painting/coating);
  - d. this PO introduces refinishing procedures and processes, but the capability of performing large/complete "Aircraft Refinishing" should be covered in a Aircraft Refinishing Specialty Course (to be developed); and
  - e. legacy ACS are exempt this PO by virtue of prior training.

### **PO 414 – Maintain Aircraft Composite and Plastic Structures**

1. **Performance:** Maintain aircraft composite and plastic structures.

2. **Conditions:**

a. **Given:**

- (1) aircraft structures and/or components;
- (2) references;
- (3) aircraft and equipment records;
- (4) facilities and support equipment;
- (5) test equipment and tools;
- (6) assistance;
- (7) supervision;
- (8) PPE; and
- (9) spare parts (including approved raw materials, e.g. composite materials, resins/adhesives, fasteners, etc.);

b. **Denied:** Nil; and

c. **Environment:**

- (1) day and/or night;
- (2) static and/or mobile maintenance environment;
- (3) indoors and/or outdoors; and
- (4) in all approved weather conditions.

3. **Standard:** The technician **shall be capable of** maintaining aircraft composite structures by:

a. maintaining plastics and transparencies by:

- (1) inspecting;
- (2) manufacturing components by forming thermal plastics including designing and manufacturing moulds; and
- (3) repairing windscreens, windows, domes and bubbles (including glass), by:
  - (a) buffing/polishing transparencies to optical quality (e.g. windows, canopies); and
  - (b) fitting; and

b. maintaining composite components/structures (e.g. graphite's, kevlar's, honeycombs, etc.) including main/tail rotor blades, by:

- (1) inspecting;
- (2) assessing;

- 
- (3) repairing (skin and core variations);
  - (4) designing and manufacturing moulds; and
  - (5) manufacturing composite components.

4. **Remarks:** The following critical issues relate to this PO:

- a. during the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the **Responsibilities of Maintenance**;
- b. the common tasks of installing fasteners, trimming, fitting, etc. are covered in the "Maintain Aircraft Metal Structures" PO and only the differences need to be covered here;
- c. safety practices and policies of working with all composite materials must be enforced; and
- d. legacy ACS are exempt this PO by virtue of prior training.

**PO 415 – Maintain Textile Components**

1. **Performance:** Maintain textile components.

2. **Conditions:**

- a. **Given:**
  - (1) aircraft structures and/or components;
  - (2) references;
  - (3) aircraft and equipment records;
  - (4) facilities and support equipment;
  - (5) test equipment and tools;
  - (6) assistance;
  - (7) supervision;
  - (8) PPE; and
  - (9) spare parts (including approved raw materials);
- b. **Denied:** Nil; and
- c. **Environment:**
  - (1) day and/or night;
  - (2) static and/or mobile maintenance environment;
  - (3) indoors and/or outdoors; and
  - (4) in all approved weather conditions.

3. **Standard:** The technician shall be capable of maintaining textile components by:

- a. maintaining aircraft protective covers by:
  - (1) inspecting;
  - (2) removing/installing; and
  - (3) repairing/manufacturing/modifying by:
    - (a) laying out patterns;
    - (b) machine sewing fabrics;
    - (c) hand sewing fabrics (including baseball stitch, tacking etc.); and
    - (d) installing hardware/components (e.g. grommets, slide-fasteners, parachute cones, hook & pile tape, etc.);
- b. maintaining aircraft textile furnishings by:
  - (1) inspecting;
  - (2) removing/installing; and

- 
- (3) repairing by:
    - (a) re-upholstering;
    - (b) manufacturing; and
    - (c) modifying;
  - c. maintaining aircraft safety harnesses (e.g. lap belts, shoulder harnesses, etc.) by:
    - (1) inspecting;
    - (2) removing/installing;
    - (3) cleaning;
  
    - (4) manufacturing; and
    - (5) confirming tensile strength (tensile testing); and
  - d. maintaining non-flight control cable assemblies by:
    - (1) inspecting;
    - (2) removing/installing; and
    - (3) disposal.

4. **Remarks:** The following critical issues relate to this PO:

- a. during the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the **Responsibilities of Maintenance**;
- b. hand sewing of parachute cones will be introduced here but needs to be reinforced on the AHTI course.

**PO 416 – Maintain Aircraft Personnel Doors and Escape Hatches (non-hydraulically actuated)**

- 1. **Performance:** Maintain aircraft personnel doors and escape hatches.
- 2. **Conditions:**
  - a. **Given:**
    - (1) aircraft or uninstalled assembly/component;
    - (2) approved references;
    - (3) applicable aircraft and equipment records;
    - (4) facilities and support equipment;
    - (5) associated test equipment;
    - (6) tools;
    - (7) assistance;
    - (8) supervision;
    - (9) spare parts; and
    - (10) PPE.
  - b. **Denied:** Nil; and
  - c. **Environment:**
    - (1) day or night;
    - (2) static and/or mobile maintenance environment;
    - (3) indoors or outdoors; and
    - (4) in all approved weather conditions.
- 3. **Standard:** The technician [shall be capable of](#) maintaining aircraft personnel doors and escape hatches to include all requirements and responsibilities outlined in Chapter 3 by:

- 
- a. maintaining personnel access doors;
  - b. maintaining escape hatches; and
  - c. maintaining emergency exits.

4. **Remarks:** The following critical issues relate to this PO:

- a. during the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the **Responsibilities of Maintenance**;
- b. reminder that these tasks involve aircraft systems and therefore "Maintaining" includes all 6 of the following:
  - (1) inspecting the system, to include Electrical Wiring Interconnection System (EWIS) inspections;
  - (2) removing/installing the system and system components (including electrical components);
  - (3) performing functional checks on the system or system components;
  - (4) troubleshooting the system, including electrical diagnostics to confirm system condition (voltage checks and continuity checks only);
  - (5) repairing the system excluding EWIS, electrical indication, and electrical control; and
  - (6) mechanically rigging, aligning, and/or adjusting the system.

**PO 417 – Maintain Aircraft Windscreens and Windows**

5. **Performance:** Maintain aircraft windscreens and windows.

6. **Conditions:**

- a. **Given:**
  - (1) aircraft or uninstalled assembly/component;
  - (2) approved references;
  - (3) applicable aircraft and equipment records;
  - (4) facilities and support equipment;
  - (5) associated test equipment;
  - (6) tools;
  - (7) assistance;
  - (8) supervision;
  - (9) spare parts; and
  - (10) PPE.
- b. **Denied:** Nil; and
- c. **Environment:**
  - (1) day or night;
  - (2) static and/or mobile maintenance environment;
  - (3) indoors or outdoors; and
  - (4) in all approved weather conditions.

7. **Standard:** The technician [shall be capable of](#) maintaining aircraft windscreens and windows to include all requirements and responsibilities outlined in Chapter 3 and IAW the reference(s) by:

- a. maintaining windscreens; and

b. maintaining cabin windows.

8. **Remarks:** The following critical issues relate to this PO:

- a. during the performance of all aircraft servicing, elementary tasks and maintenance related activities, the member is required to incorporate all applicable aspects of the **Responsibilities of Maintenance**;
- b. reminder that these tasks involve aircraft systems and therefore "Maintaining" includes all 6 of the following:
  - (1) inspecting the system, to include Electrical Wiring Interconnection System (EWIS) inspections;
  - (2) removing/installing the system and system components (including electrical components);
  - (3) performing functional checks on the system or system components;
  - (4) troubleshooting the system, including electrical diagnostics to confirm system condition (voltage checks and continuity checks only);
  - (5) repairing the system excluding EWIS, electrical indication, and electrical control; and
  - (6) mechanically rigging, aligning, and/or adjusting the system.

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## Appendix 2 to Annex A

### Mandatory Technical Criteria and Point Rated Criteria

1. All aspects of this contract are subject to the provisions of the **STATEMENT OF WORK: ANNEX A**
2. Completion of this Compliance Matrix is mandatory to be considered responsive.
  - a) Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.
  - b) Bidders must provide documentation to demonstrate compliance to each mandatory criterion as identified.
  - c) Bidders must cross reference where in their technical bid, the technical specification is located.
  - d) Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"
3. Mandatory Specifications: Failure to meet any of the mandatory requirements addressed below will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.
4. Bidder must complete the following: STATUS: M – Mandatory    D - Desirable
  - a) Indicate "Yes" if compliant or "No" if non-compliant
  - b) Technical Deviations - The bidder **must** list any deviation from the mandatory requirements herein described in the Compliance Matrix

<b>(M) MANDATORY TECHNICAL CRITERIA</b>
M1 – Compliance with the Certification requirements
M2 – Training Location
M3 – Current – Aircraft Structures Training
M4 – Student to Instructor Ratio
M5 – Equipment and Training Aids
M6 – Contractor Representative
M7 – Instructional Staff
M8 – Compliance with the RFP

  

<b>(D) DESIRABLE CRITERIA</b>
D1 - Canadian Council for Aviation and Aerospace accreditation CCAA)

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<b>MANDATORY TECHNICAL CRITERIA</b>	<b>Bidder is to indicate how they meet the specifications addressed below and cross-reference where this technical specification is located in their technical bid data.</b>	<b>COMPLIANT YES/NO</b>
<p><b>M1 Compliance with the Certification requirements</b></p> <p>The Bidder must be a Transport Canada Approved Training Organization for Aerospace training. The Bidder must submit their TC approval certificate(s) with accreditation to prove compliance.</p>		
<p><b>M2 Training Location</b></p> <p>The proposed training site or sites must be located within a 50 kilometre radius of the named CF bases in accordance with 2.1 of Annex A.</p>	<p>Contractor's location _____ and distance _____ km from CF Base _____</p>	
<p><b>M3 Aircraft Structure Training</b></p> <p>The bidder must submit an existing copy of their Aircraft Structures training course and a copy of the instructional lesson plan(s) identifying all theoretical and practical lessons, including supporting training aids.</p>		
<p><b>M4 Student to Instructor Ratio</b></p> <p>The bidder must provide a minimum of 14/16:1 student to instructor ratio for theory; and must provide a minimum of 4:1 student to instructor ratio for practical applications. This ratio is required for safety risks involved given the training aid, the difficulty of the task, and the type of training aid(s) being used.</p>		
<p><b>M5 Equipment and Training Aids</b></p> <p>The Bidder must indicate that they have or have available to them all equipment, tooling and training aids required to undertake instruction.</p>		
<p><b>M6 Contractor Representative</b></p> <p>The Bidder must name and identify a Training Director contact as a representative to coordinate with the DND Course Director. The contractor's representative will attend all Progress Review meetings and must have sufficient authority to make curriculum and program decisions on behalf of the contractor.</p>		
<p><b>M7 Instructional Staff</b></p> <p>The Bidder must identify training staff and provide the years of experience for each trainer, and AME license or equivalent specialized experience. Each individual must have a minimum of five years aviation industry experience.</p>		
<p><b>M8 Compliance with the RFP</b></p> <p>Compliance with the terms and conditions of the RFP and the technical requirements of the Statement of Work (Annex A- SOW) and associated Performance Objectives (Appendix 1).</p>		
<p><b>D1 - Desirable Criteria</b> – Desirable criteria are performance or characteristic elements that are considered ideal to have, but are not mandatory; nor are they considered as an evaluation criterion.</p> <p>The Bidder must identify if they are registered with the Canadian Council for Aviation and Aerospace accreditation (CCAA).</p>		<b>N/A</b>

**ANNEX B  
BASIS OF PAYMENT**

It is mandatory that Bidders submit firm prices for each period of the proposed Contract inclusive of all labour, tools, training aids, supplies and equipment. All Rates in CDN dollars. No other charges will be allowed.

This section, when completed, will be considered as the Bidder's Financial Proposal.

The estimated quantity is an estimate only, provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded.

Canada reserves the right to replace individual candidates scheduled for training at no additional cost.

Serial	Contract Period	Aircraft Structures Course	Est. # Students	Firm Unit Price/Student	Extended Cost
S1	2016/17	9 January 2017 (French)	14	\$ _____	\$ _____
S2	2016/17	30 January 2017 (English)	14	\$ _____	\$ _____
S3	2016/17	27 Mar 2017 (French)	14	\$ _____	\$ _____
S4	2017/18	Jul 2017 ( <i>language TBD</i> )	14	\$ _____	\$ _____
S5	2017/18	Fall 2017 ( <i>language TBD</i> )	14	\$ _____	\$ _____
S6	2017/18	2018 ( <i>language TBD</i> )	14	\$ _____	\$ _____
S7	2018/19	2018 ( <i>language TBD</i> )	14	\$ _____	\$ _____
S8	2018/19	2019 ( <i>language TBD</i> )	14	\$ _____	\$ _____
S9	2018/19	2019 ( <i>language TBD</i> )	14	\$ _____	\$ _____
<b>EVALUATED TOTAL</b>					\$ _____

## ANNEX C INSURANCE REQUIREMENTS

### A. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**B. Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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## **ANNEX D**

### **TASK AUTHORIZATION FORM DND 626 TASK AUTHORIZATION FORM**

## ANNEX E 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)

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## **ANNEX F to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)