



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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet Mountaineering Training	
Solicitation No. - N° de l'invitation W0103-176731/A	Date 2017-02-17
Client Reference No. - N° de référence du client W0103-176731	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-251-7198	
File No. - N° de dossier VIC-6-39104 (251)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-03-16	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fletcher, Erin	Buyer Id - Id de l'acheteur vic251
Telephone No. - N° de téléphone (250) 415-6020 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT STN FORCES P.O.BOX 17000 VICTORIA British Columbia V9A7N2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
vic251
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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Work

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

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.

1.4 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (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.

2.3 Former Public Servant

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

Definitions

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

A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (One (1) hard copies)
Section II: Financial Bid (One (1) hard copies)
Section III: Certifications (One (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>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “D” 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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all

bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex A2.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

A bid must comply with all requirements of the bid solicitation 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>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) ([http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_p](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)rogram.page?&_ga=1.229006812.1158694905.1413548969).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

5.2.3.2 Canadian Content Definition

SACC Manual Clause A3050T (2014-11-27), Canadian Content Definition

5.2.3.3 Status and Availability of Resources

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

5.2.3.4 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award to August 12, 2017 inclusive.

The Work is to be performed during the period of **August 7, 2017 to August 12, 2017** inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Erin Fletcher
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1230 Government Street, Suite 401
Victoria, British Columbia, Canada V8W 3X4
Telephone: 250-363-3612
Facsimile: 250-353-0395
E-mail address: erin.fletcher@pwgsc-tpsgc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be inserted at Contract award)

The Technical 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 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.

6.5.3 Contractor's Representative

The Bidder is required to complete the following:

Name: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B, Basis of Payment for a cost of \$ _____. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Discretionary Audit – Commercial Goods and/or Services

SACC Manual Clause C0100C (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

6.7.3 Single Payment

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

6.7.4 Electronic Payment of Invoices – Contract

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

(as indicated by the Bidder in Annex D)

- 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)

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One copy must be forwarded to the PWGSC Contracting Authority identified under section 6.5.1

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the Contractor's bid dated _____ (insert date of bid).

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6.12 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

TRAINING, ACCOMMODATION, MEALS AND TRANSPORT: 4 CRPG ADVANCED ETS 2017

Introduction

1. The 4th Canadian Ranger Patrol Group will conduct its Junior Canadian Ranger (JCR) Advanced Enhanced Training Session (AETS) in the central Vancouver Island area for 48 Junior Canadian Rangers ages 14-18, plus twelve (12) accompanying adults in August, 2017. Adult staff members are comprised of Canadian Army Reserve Members, Canadian Rangers, and adult volunteers. A portion of the AETS is desired to be focused on mountaineering.
2. The aim of this contract is to provide a mountaineering experience of 5 nights to 60 people, operating in six groups of 10 people each (two adults per group), from August 7-11, 2017. The group will arrive on the morning of 7 August, and depart on the morning of 12 August 2017. Additionally, DND will provide a three-person coordination team will remain at a central location throughout the six days.

Background

3. The Junior Canadian Rangers (JCRs) is a youth program of the Canadian Armed Forces that provides experiential learning opportunities and skills to youths aged 12-18 who live in remote or isolated communities. JCR training in general is focused on: Traditional skills (historical, cultural, or industrial); Life Skills (common everyday skills); and Canadian Ranger Skills (living on the land).
4. The overall aim of the AETS is to bring together youth from different communities within the area of operation (BC to Manitoba) in one centralized location to conduct leadership and adventurous outdoor training in accordance with the JCR mandate.

Requirements

5. The Contractor:
 - a. must provide a four and a half-day mountaineering-focused training program for each of six groups of 10 people (8 x youth and 2 x adults per group). A minimum of two and a maximum of three nights must be spent on the land in a realistic training situation. Due to varying fitness levels among the youth, it will be necessary to separate the groups into low-challenge, moderate challenge, high-challenge. The numbers of low, moderate, and high challenge groupings will be determined on arrival. The Contractor must provide a proposed draft daily training schedule, listing the activities and times for each challenge level. The training schedule must include introductory leadership challenges and opportunities where the youth participants are put in a leadership role and must complete a task, providing necessary direction and supervision. Mountaineering content must include:
 - a) mountain navigation;
 - b) route finding;
 - c) hiking;
 - d) obstacle crossing;
 - e) positive and healthy interaction and communication with peers and instructors in a follower and leader role;
 - f) maintain personal health and hygiene;

-
- g) introduce critical thinking and problem solving;
 - h) how to maintain and secure personal and group clothing and equipment; and
 - i) travel safely across the land (including steep slopes, snow and ice) if conditions permit.
 - b. must provide two (2) staff members, with training and supervisory responsibilities, for each section of ten (10) participants for the entire period. This totals twelve (12) staff. A minimum of one staff member per group must be a fully qualified Association of Canadian Mountain Guides Alpine Guide or equivalent;
 - c. While on the land, in a realistic training situation, the senior guide with each group must have emergency communications, a first aid kit and hold a current and valid Advanced Wilderness First Aid certificate;
 - d. must provide accommodations for 63 people for 5 nights (7 - 11 August) with check out on the morning of 12 August 2017. Accommodation must be cabin-based while in camp and tented while conducting mountaineering training on the land. Note that the three-person coordination team will remain in the contractor's facility (cabin-based accommodations) throughout;
 - e. accommodations must be flexible to allow for privacy of male and female youth as well as male and female adults. Numbers of M/F youth and adults will be communicated to the contractor two months in advance;
 - f. must provide all meals and drinks (both in camp and while on the land) from lunch 7 August to breakfast 12 August for 63 personnel. Due to the existing diets of our Primary Training Audience (PTA), a minimum of one meal daily must contain meat. A proposed nutritious meal plan that supports the caloric needs of the physical aspects of the training for both in camp and on the land meals must be submitted with all bids. The Canadian Armed Forces (CAF) currently provides on the land meals at 1200 calories per meal, or 3600 per day. The CAF standard kitchen meal plan is attached for reference;
 - g. while in camp, must provide toilet and shower facilities capable of processing up to 63 personnel daily;
 - h. must provide a meeting room/area with at least a 63-person seating capacity for the days while in camp;
 - i. must provide access to an office with desk and phone in the Contractor's facility throughout (for the use of the coordination team);
 - j. must provide access to suitable outdoor training areas for the conduct of mountaineering training. Any permits required must be obtained by the Contractor;
 - k. must provide road transportation from the camp location to the trailhead locations and return, as appropriate. Transportation must be provided in a vehicle that is licensed, insured, and inspected to carry passengers. The driver(s) must be currently licensed to operate the equipment being used, and shall not have consumed alcohol or illicit drugs within eight hours of the driving task. The vehicle shall be operated within the applicable Provincial and Federal limits and laws;
 - l. must facilitate and coordinate any medically necessary evacuation;
 - m. must provide a parking area for up to four JCR vehicles (extended cab pickups);

- n. must have at least one staff member at the central location 24 hours a day in case of facility issues or emergencies, in addition to the twelve (12) staff members accompanying the groups;
- o. all accommodations must be equipped with appropriate fire-fighting equipment and must meet the minimum local fire code;

6. Constraints

- a. the facility (camp) must be located within three hours driving time of Comox, BC;
- b. the Contractor and staff as well as any outside workers hired by the Contractor, must at all times deport themselves in a professional, respectful and healthy manner when interacting with or in view of JCR participants; and
- c. the DND group will arrive at the Contractor's facility prior to noon on 7 August and as such, the four and a half days of training will be from the afternoon of 7 August through the evening of 11 August. The DND group will depart the Contractor's facility following breakfast on 12 August.

7. Client Support (DND)

- a. DND shall provide sleeping bags and sleeping pads for all JCR participants;
- b. DND adults will be included in each group of ten people and will provide all non-mountaineering supervision for the JCRs for the duration of the event;
- c. DND will supply the backpacks for all participants; and
- d. DND shall ensure the Contractor's facility is kept tidy by participants.

8. Deliverables

- a. The Contractor must teleconference with the Technical Authority not later than one month prior to the event to review requirements and finalize details.

Annexes:

Annex A1 - Canadian Armed Forces Standard Meal Entitlement Pattern – Regular Meal Pattern

JCR Insurance Policy – Available upon request

ANNEX A1

CANADIAN ARMED FORCES STANDARD MEAL ENTITLEMENT PATTERN

Canadian Armed Forces

Kitchen/Fresh Meals

Standard Meal Entitlement Pattern - Regular Meal Pattern

Hot Breakfast	OR	Continental Breakfast
<ul style="list-style-type: none"> • Juice or Fruit • Breakfast entrée/ egg dish • Breakfast meat • Breakfast vegetable (e.g., potato, baked beans) • Toast or one baked product • Two beverages • Condiments 		<ul style="list-style-type: none"> • Juice or Fruit • Cereal with milk or cheese or yogurt • Toast and one baked product • Two beverages • Condiments
Lunch	OR	Lunch
<ul style="list-style-type: none"> • Soup • Sandwich • Starch item • Salad bar (6" plate) • Dessert item • Two beverages • Condiments 		<ul style="list-style-type: none"> • Soup • Main protein dish • Starch item • Cooked vegetable • Salad bar (6" plate) • Bread Product • Dessert item • Two beverages • Condiments
Supper		
<ul style="list-style-type: none"> • Soup • Main protein dish • Starch item • Cooked vegetable • Salad bar (6" plate) • Bread product • Dessert item • Two Beverages • Condiments 		

ANNEX A2

MANDATORY EVALUATION CRITERIA

A bid must comply with the requirements of the Solicitation and meet all mandatory technical evaluation criteria listed below to the declared responsive and given further consideration in the evaluation process.

Substantial Information: Bidders must demonstrate their compliance with the Mandatory sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders should identify where requested in the tender document, where the substantial information for each of the sections identified below can be found.

ITEM	MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
	Bidders must submit the following technical information <u>with their bid</u>. Failure to provide this information with the bid will render the bid non-responsive.			
1	The facility (camp) must be located within three hours driving time of Comox, BC.			
2	Contractor must accommodate training for the dates listed in accordance with Annex A – Statement of Work (SOW).			
3	The Contractor must provide a proposed draft daily training schedule, listing the activities and times for each challenge level (low, moderate, and high). The training schedule must include introductory leadership challenges and opportunities where the youth participants are put in a leadership role and must complete a task, providing necessary direction and supervision. Mountaineering content must include: <ul style="list-style-type: none">a) mountain navigation;b) route finding;c) hiking;d) obstacle crossing;e) positive and healthy interaction and communication with peers and instructors in a follower and leader role;f) maintain personal health and hygiene;g) introduce critical thinking and problem solving;h) how to maintain and secure personal and group clothing and equipment; andi) travel safely across the land (including steep slopes, snow and ice) if conditions permit.			

ITEM	MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
4	The Contractor must confirm being able to provide a total of 12 staff members for the DND group, six of whom are to be qualified as ACMG Alpine Guide or equivalent. The names, qualifications, and experience levels of these staff must be provided to the Technical Authority no later than one month before the training commences.			
5	The Contractor must confirm that each two-person staff team will have emergency communication, a first-aid kit, and that one person is qualified Advanced Wilderness First Aid. Qualification certificates, or equivalent, must be available for inspection by the Technical Authority no later than one month before the training commences.			
6	Assuming a ratio of 50% male and 50% female, the Contractor must specify their proposed accommodation arrangements for 63 people for each of the five nights (nights of 7-11 August 2017).			
7	The Contractor must provide a proposed meal plan for all meals from lunch on 7 August, through breakfast August 12. This is to include one meal per day with meat.			
8	The Contractor must identify the number and gender of toilet and shower facilities to be allocated to the group while in camp.			
9	The Contractor must identify the space capable of acting as a 63 person meeting room while in camp.			
10	The Contractor must identify the office space to be provided during the contract.			
11	The Contractor must identify the proposed mountaineering/hiking routes for each of the six training groups, and confirm they are licensed or authorized to access those areas. Detailed plans are to be developed in cooperation with the Technical Authority by no later than one month before the training commences.			

ITEM	MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
12	The Contractor must provide the make, model and year of the vehicle(s) to be used in the transport of the groups to and from their training locations. The name(s) of the driver(s) and confirmation of vehicle insurance must be provided to the Technical Authority no later than one month before the training commences.			
13	The Contractor must provide a synopsis of how they would facilitate and coordinate any medically necessary evacuation and must provide their Standard Operating Procedures for casualty evacuation.			
14	The Contractor must confirm the availability of parking spaces for up to four extended cab trucks at the camp location.			
15	The Contractor must confirm that they will have at least one staff member on site at the camp 24 hours per day during the training for coordination issues.			
16	The Contractor must confirm that each accommodation building is equipped with fire-fighting equipment and meets the local fire code.			
<p>If not submitted with their bid, Bidders must be prepared to submit the following additional information within three (3) calendar days of the written request by the Contracting Authority:</p> <p>Failure to provide this information within the timeframe specified will render the bid non-responsive.</p>				
17	<p><u>Corporate Experience*</u></p> <p>Bidders must provide a document demonstrating corporate experience dealing with large organized groups such as other cadet camps, school outings, or other youth groups participating in mountaineering activities within the last five (5) years.</p> <p>The document must reference at least <u>two (2) contracts</u> that demonstrate the Bidder's ability to perform the work specified in Annex A – Statement of Work.</p>			

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	The document must include the following information for each contract:			
17.1	<u>Contract Reference No. 1</u> a) Details of the customer(s) under the contract (name, address, telephone number, email address); b) Number of instructors; c) Number of participants; d) Age range of participants; e) Date(s) and duration of trip; f) Location(s) of trip.			
17.2	<u>Contract Reference No. 2</u> a) Details of the customer(s) under the contract (name, address, telephone number, email address); b) Number of instructors; c) Number of participants; d) Age range of participants; e) Date(s) and duration of trip; f) Location(s) of trip.			

*Canada reserves the right to contact the customers using the contact information provided in order to confirm the information submitted by the Bidder.

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ANNEX B

BASIS OF PAYMENT

Applicable Taxes are extra to the prices quoted herein, and will be shown as a separate item on the invoice (if applicable). No Further charges are allowed.

Firm lot prices in accordance with Annex A – Statement of Work

Item	Description	Quantity	Unit Price	Extended Price
1	Instruction and supervision of training	-----	Lump sum	\$ _____
2	Accommodations	-----	Lump sum	\$ _____
3	Meals	-----	Lump sum	\$ _____
4	Transportation	-----	Lump sum	\$ _____
Total evaluated price in Canadian Dollars (1-4)				\$ _____

ANNEX C

INSURANCE REQUIREMENT

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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. 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.

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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. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX D

to PART 3 OF THE BID SOLICITATION-ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)