



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**Request For a Standing Offer
Demande d'offre à commandes**

Departmental Individual Standing Offer (DISO)
Offre à commandes individuelle du département(OCID)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Training and Specialized Services Division/Division de la
formation et des services spécialisés
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet Casual Parachute Training	
Solicitation No. - N° de l'invitation W6399-17JB52/A	Date 2017-05-25
Client Reference No. - N° de référence du client W6399-17JB52	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZH-150-31536
File No. - N° de dossier 150zh.W6399-17JB52	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-05	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Hall, Mark	Buyer Id - Id de l'acheteur 150zh
Telephone No. - N° de téléphone (819)420-1545 ()	FAX No. - N° de FAX (819)956-9235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Attachments include the Pricing Schedule, Certifications and the Mandatory Evaluation Criteria.

The Annexes include the Statement of Work, and the Basis of Payment.

1.2 Summary

This Request for Standing Offer (RFSO) is for a qualified service provider with the facilities, capacity, resources, instructors and personnel to support casual parachute operations training as per the Statement of Work.

The identified user is the Department of National Defense (DND).

The services will be required on an as-and-when required basis annually for a period of three years, with three additional one-year option periods.

The period of the Standing Offer is from date of the Standing Offer issuance for a period of three years.

As per the Integrity Provisions under section 01 of Standard Instructions [2006](#), Offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

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For service requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to all applicable Trade Agreements.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsections 5.4 of [2006](#), Standard Instructions – Request for Standing Offer – Goods or Services – Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required in Attachment 2 to Part 3 - Certifications and Additional Information 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.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

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2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Bid (4 hard copies and 1 soft copy, CD/DVD/USB)

Section II: Financial Bid (1 hard copy and 1 soft copy – CD/DVD/USB)

Section III: Certifications and Additional Information (1 hard copy)

This RFSO uses Portable Document Format (PDF) technology. To access the PDF form, Offerors must have a PDF reader installed. If Offerors do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors 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 Offer

In their technical offer, Offeror's should demonstrate their understanding of the requirements contained in the Request for Standing Offer (RFSO) and explain how they will meet these requirements.

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

Offeror's must submit their technical bid in accordance with Attachment 1 to Part 4.

Part 4, Evaluation Procedures, contains additional instructions that Offeror's must consider when preparing their technical offer.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Attachment 1 to Part 3, Pricing Schedule. The total amount of Applicable Taxes must be shown separately. Bidders can submit their financial bid in the currency of their choice.

3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications and Additional Information

In Section III of their offer, Offerors should provide the certifications required under Part 5 and, as applicable, any related documentation and Additional Information.

- a) Offerors must complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information.
- b) Offerors should complete the interactive form electronically before printing the document for submission. Offerors should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications.
- c) The form should be signed.

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**ATTACHMENT 1 to PART 3
PRICING SCHEDULE**

The Offeror must complete the attached pricing schedule (See Excel™ Workbook attached) and include it in its financial bid once completed.

**ATTACHMENT 2 to PART 3
CERTIFICATIONS AND ADDITIONAL INFORMATION**

See attached PDF fillable form – Attachment 2 to part 3 – Certifications and Additional Information.pdf

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

A) Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

A) Mandatory Financial Criteria

For offer evaluation and Offeror(s) selection purposes only, the evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

B) Total Evaluated Price

The Total Evaluated Price (TEP), will be determined in accordance with Attachment 1 to Part 3.

For evaluation purposes, offers submitted in foreign currencies will be converted into Canadian dollars at the Bank of Canada Indicative Rate posted on the bid closing date.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory evaluation criteria to be declared responsive. The responsive offer with the lowest Total Evaluated Price (TEP) will be recommended for issuance of a standing offer.

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**ATTACHMENT 1 to PART 4
MANDATORY TECHNICAL CRITERIA**

(See attached MSWord™ file)

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PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer. The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

Offerors must complete their certifications required under Part 5 by using the Attachment 2 to Part 3 – Certifications and Additional Information.pdf

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PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

There are no specific security, financial or insurance requirements.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

[2005](#) (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Standing Offer issuance for a period of three (3) years.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one-year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mark Hall
Title: Supply Specialist
Department: Public Works and Government Services Canada
Branch: Acquisitions Branch
Division: Training and Specialized Services Division
Address: Place du Portage III, 10C1, 11 Laurier Street, Gatineau, Quebec, K1A 0S5
Telephone: 819-420-1545
E-mail address: mark.hall@pwgsc-tps.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Procurement Authority

The Department of National Defence (DND) - Directorate Land Procurement 6 (DLP 6) is the Procurement Authority responsible for the issuance of the call-up against the Standing Offer for the Identifier User.

7.5.4 Offeror's Representative

Name: _____

Title: _____

Address: _____

Telephone: ____ - ____ - _____

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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND) / Directorate Land Procurement 6 (DLP 6).

7.8 Call-ups

- (a) Each Call-up results in a separate contract between Canada and the Offeror.
- (b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this SO or any Call-ups made against it.
- (c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this SO apply to every Call-up made under this SO.
- (d) Only Authorized Call-ups to be accepted: The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this SO, outlined below.

7.9 Call-up Procedure

The process for issuing a call-up is as follows:

7.9.1 Step 1 – Call-up Request :

The Procurement Authority will provide the following information to the Offeror by e-mail:

- 1) The name of the requested course;
- 2) The proposed training dates;
- 3) The number of DND Instructors/students; and
- 4) The time of day (day or night).

7.9.2 Step 2 – Responses Requirements (Quote):

Based on Step 1, the Offeror must confirm in writing by e-mail within four (4) working days of receiving the Call-up Request as to the availability to conduct the work and the estimated cost to perform the Work.

- 1) If the Offeror confirms in writing by e-mail it is available to conduct the work as requested, the Offeror must provide the following information in their response to the Call-up Request:
 - (a) Confirmation of acceptance of the proposed training dates and course availability. (If the Offeror cannot accommodate the proposed dates, the Offeror must suggest new dates within a maximum of five calendar days range from DND's proposed dates. The new dates must be agreeable by all parties);
 - (b) The Total Estimated Cost of the Work broken out into line items in accordance with Annex B, Basis of Payment; and
 - (c) The number and names of their proposed resources, applicable resource category and any proof requested by Canada with regards to the resources' qualifications as per Step 3 below.
- 2) If the Offeror confirms in writing by e-mail it is unable to fulfill the requirement or does not submit a response within the above deadline(s), Canada reserves the right to acquire the work by other means.

7.9.3 Step 3 – Assessment of Proposed Resources:

Canada reserves the right to assess the Offeror's proposed resources against the requirement in Annex A. The SO Identified User Authority may request proof of successful completion of formal training or license.

If Canada does assess the Offeror's proposed resource(s) against the requirements in Annex A, the Offeror will have an additional three (3) working days to demonstrate the proposed resources meet the requirements in Annex A (submit proof). If the proposed resource(s) do not meet the requirements in Annex A, the Offeror will be advised and will be given up to three (3) workings days to propose new resource(s).

If the proposed resource(s) do not meet the requirements in Annex A or the Offeror does not submit a response within the above deadline, the Offeror will be advised and the Identified User will acquire the required work by other means.

7.9.4 Step 4 – Issuance of a Call-up:

The SO Identified User will issue the Call-up to the Offeror using the Call-up instrument.

7.10 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form 942, Call-up against a Standing Offer.

7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$400,000.00** (Applicable Taxes included). Call-ups exceeding this value must be sent to the PWGSC Standing Offer Authority for approval.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity - Services ;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment; and
- g) the Offeror's offer dated _____ (*insert date of offer*).

7.13 Certifications

7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

7B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, rates or both, as specified in Annex B. Customs duties are excluded and Applicable Taxes are extra, if applicable.

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.

7.5.2 Method of Payment

H1000C (2008-05-12), Single Payment

7.5.3 Limitation of Expenditure

(a) Canada's total liability to the Offeror under any resultant Call-up will not exceed the Total Estimated Price specified in the Call-up.

(b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Offeror unless these design changes, modifications or interpretations have been approved, in writing, by the SO Identified User Authority before their incorporation into the Work. The Offeror must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the SO Identified User Authority.

7.6 Invoicing Instructions

- 7.6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:
- (a) a copy of the receipts for all aircraft fuel expenses when applicable.
- 7.6.2 Invoices must be distributed as follows:
- (a) The original and one copy on the Contractor's own invoice form must be forwarded to the following address for certification and payment:

<To be identified at contract award>
 - (b) One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- 7.6.3 The invoice must, at a minimum, contain the following information:
- (a) date;
 - (b) contract/TA serial number;
 - (c) item/reference number, deliverable and/or quantity or description of Work, in accordance with Annex B - Basis of Payment;
 - (d) the total amount invoiced;
 - (e) Applicable taxes are to be shown separately, if applicable;
 - (f) Client Reference Number; and
 - (g) The Contractor's Procurement Business Number.

7.7 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.8 Course Cancellation

Training at the Offeror's Facility

- 7.8.1 Canada may cancel, or reschedule, a scheduled training without a fee by giving a written notice to the Contractor at least 14 calendar days prior to the course delivery date.
- 7.8.2 In the event that Canada reschedules training less than 14 calendar days prior to the course delivery date, the Contractor will be paid 25% of the daily facility rate per day that is non-refundable and non-transferable.
- 7.8.3 In the event that Canada cancels training between 7 and 13 calendar days prior to the course delivery date, the Contractor will be paid 50% of the daily facility rate per day that is non-refundable and non-transferable.
- 7.8.4 In the event that Canada cancels training 6 or fewer calendar days prior to the course delivery date, the Contractor will be paid 75% of the daily facility rate per day that is non-refundable and non-transferable.

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W6399-17JB52/A
Client Ref. No. - N° de réf. du client
W6399-17JB52

Amd. No. - N° de la modif.
File No. - N° du dossier
150zh. W6399-17JB52

Buyer ID - Id de l'acheteur
150zh
CCC No./N° CCC - FMS No./N° VME

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- 7.8.5 In the event that Canada cancels, or reschedules, a scheduled training on the day of or during the training, the Contractor will be paid the daily facility rate per day that is non-refundable and non-transferable.
- 7.8.6 If Canada or the Contractor has to cancel due to an unforeseeable or uncontrollable event (such as a strike, a virus attack, a pandemic, a power failure, etc.) no charge will be applied regardless of when the notice is received by the Contractor.

ANNEX "A" STATEMENT OF WORK

1.0 Objective

- 1.1 The Department of National Defence (DND) has a requirement for Casual Parachute Training. The aim of this training is to enable Canadian Armed Forces (CAF) personnel to practice and maintain the necessary skills to conduct parachute operations. The Contractor must be a qualified service provider with the facilities, capacity, resources, and certified instructor personnel to support the parachute training.

2.0 Scope

- 2.1 The Contractor must be prepared to deliver the training as identified in this Statement of Work (SOW) on an "as and when" requested basis. The training must accommodate parachutist levels from beginner to advanced. It will be comprised of freefall training and licensing, basic and advanced canopy control, BOC conversion, coach and instructor training, and Tandem Master training. This training will also allow for qualified CAF parachutists to continue jumping in order to maintain their qualifications and skill sets.
- 2.2 This SOW contains two (2) locations for service requirements. A breakdown of the locations can be found at paragraph 4.

3.0 References and Definitions

- (a) 'A' COP – A CSPA issued licence (<http://www.cspa.ca/en/PIMs>). The 'A' CoP is the first level in the Certificate of Proficiency recognized internationally.
- (b) 'B' COP – A CSPA issued license (<http://www.cspa.ca/en/PIMs>). The 'B' CoP represents an intermediate level.
- (c) BOC – Bottom of Container. A parachute system characterized by activation via a pull-out handle which is attached to the bridle and pilot chute, which is specially packed into the bottom of the container.
- (d) 'C' COP – A CSPA issued license (<http://www.cspa.ca/en/PIMs>). The 'C' CoP represents an advanced level.
- (e) COP – Certificate of Proficiency. The CSPA is authorized by the Aero Club of Canada to issue parachuting certificates on behalf of the FAI, in the general interest of sport aviation in Canada. The CSPA issues CoPs to recognize ability and knowledge, separated into classes to represent different levels of competence. These "licenses" A, B, C and D, benefit travelling skydivers and all drop zone operators, the benefit of one standard of FAI Certificate of Proficiency applied throughout the world. Additionally, CSPA grants a nationally recognized "Solo" certificate which updates the former self-supervision endorsement.
- (f) Coach Rating – A CSPA Coach is one who refines skills of the solo to advanced level skydiver. The CSPA holds several coach ratings defined in the PIMs.
- (g) Confined Area – A limited landing area with little to no escapes.
- (h) CSPA – Canadian Sport Parachute Association: The Canadian Sport Parachuting Association (CSPA), through affiliation with the Aero Club of Canada (ACC), is Canada's representative to the Federation Aeronautique Internationale (FAI), and is thereby the official sport organization for sport parachuting in Canada.

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- (i) 'D' COP – A CSPA issued license (<http://www.cspa.ca/en/PIMs>). The 'D' CoP represents an expert level.
- (j) DND TA – Department of National Defence Technical Authority.
- (k) DZ – Drop Zone.
- (l) DZSO – Drop Zone Safety Officer. A person physically on the DZ during parachute activities; maintains operational control of the DZ and is responsible for all DZ activities including but not limited to communication with the aircraft and Jumpmaster, controlling access to the DZ, marking target points for parachutists, and safety.
- (m) FAA – Federal Aviation Administration.
- (n) GCI – Ground Control Instructor. The role of the GCI is to provide ground control to student parachutists using any combination of CSPA approved ground control methods.
- (o) JM – Jumpmaster. The Jumpmaster is the individual in the aircraft responsible for safely dispatching parachutists in any type of parachute operation ranging from daytime low altitude with no equipment to night time high altitude with full equipment and O2.
- (p) Jump – Controlled parachute descent.
- (q) MSL – Mean Sea Level; an average level for the surface of one or more of Earth's oceans from which heights such as elevations may be measured.
- (r) NOTAM – Notice to Airmen. A notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight. For the purposes of contracted parachute training, it is to alert any pilots in the vicinity of any utilized DZ that parachutist will be in the air.
- (s) OEM – Original Equipment Manufacturer.
- (t) Packer – A person certified to pack parachute systems.
- (u) PFF – Progressive Freefall (<http://www.cspa.ca/en/ratings/become-instructor/pff>). An accelerated freefall progression for a first time jumper, with an exit from a minimum of 7,500 feet above ground, assisted by two CSPA certified instructors and guided through the canopy descent phase to landing.
- (v) PFFI – Progressive Freefall Instructor. Is a CSPA instructor rating accredited for jumping with student parachutists in the PFF role.
- (w) PIM – Parachutist Information Manuals.
- (x) Re-currency – A parachutist who has not made a jump within the previous 90 days shall make a check jump with an instructor before returning to solo freefall.
- (y) Rigger – A technician certified to inspect, repair, pack and maintain parachute systems.
- (z) Safety Infraction – An action taken by a jumper that could cause injury to himself or another jumper.

(aa) SOV3 TS – Special Operations Vector 3 Tandem Sigma; the brand name of Tandem parachute system offered by Complete Parachute Solutions
<http://cpsworld.com/products/harnesscontainers/tandem-sigma-ts/>

(ab) Slot Time – A method of billing for aircraft use based on allocation of parachutist positions in the aircraft. One 'slot' refers to one parachutist on one given sortie (single flight).

(ac) Solo Certificate – The Solo Certificate is the first step in becoming a licensed skydiver. It allows the skydiver to jump by themselves without direct supervision of an Instructor. The skydiver will have demonstrated an ability to plan and conduct a safe skydive through a list of tasks. It is a national certification that is not recognized internationally.

(ad) SSE - Skydive School Examiner, An instructor who trains coach level 1s to become SSIs.

(ae) SSI – Skydive School Instructor. The Skydiving School Instructor (SSI) is a CSPA Instructor rating. The job of this instructor is to the person to teach the academic portion of the various first jump courses available.

(af) Tach Time – A method of billing for aircraft use based upon actual engine running time.

(ag) Tandem – A parachute system using a dual harness configuration. Used for carrying a passenger who is attached to the front of the harness/container system – worn and controlled by a Tandem Instructor.

(ah) TI – Tandem Instructor. A parachutist qualified to parachute with a passenger attached to their body by use of a specialized harness.

(ai) TSO – Technical Standard Orders. A TSO is a minimum performance standard for specified materials, parts, and appliances used on civil aircraft. When authorized to manufacture a material, part, or appliances to a TSO standard, this is referred to as TSO authorization. Receiving a TSO authorization is both design and production approval.

(aj) VFR - Visual Flight Rules. It's a flight in which the pilot must be able to fly the aircraft by looking outside the windows using visual references. Pilot must be able to know where he is and must be able to see other aircraft in the vicinity, avoid them, and also avoid terrain and obstacles.

4.0 Requirements

4.1 The Contractor must provide two (2) locations for training that meet the following conditions:

a) **Location 1** – Located at a Canadian facility that meets the following criteria:

- i. Must be within a 250 kilometer (155 mile) radius of National Defence Headquarters, located at 101 Colonel By Drive, Ottawa, Ontario, Canada, K1A 0K2; and
- ii. Must be located within 75 kilometers (47 miles) radius of a Vertical Wind Tunnel that at minimum has the following:
 - An indoor flight chamber with a diameter not smaller than 14 feet;
 - An adjustable wind velocity of up to 200 kph (120 mph); and
 - A walled freefall simulation area.

b) **Location 2** – Located at a facility that meets the following criteria:

- i. A minimum average monthly daytime temperature of no less than 59°F/15°C for 12 months of the year;

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- ii. Is within a four (4) hour total flying time range from Ottawa (based on published commercial airline flying times) and no more than a two (2) hours' drive from the destination airport; and
 - iii. Is located within the Eastern Daylight Time (EDT) zone.

5.0 Constraints

- 5.1 The Contractor's parachute training must be available to DND year round.
- 5.2 The Contractor must periodically provide the ability for DND to book training on short notice (pending quick-time requirements or calendar availability) as follows:
 - For Location 1 - 48 hour notice;
 - For Location 2 - 10 calendar day notice.
- 5.3 Training must take place in VFR conditions.
- 5.4 Maximum altitude for all training must not exceed 17,999' MSL.
- 5.5 Training must be provided between Monday and Friday, from 30 minutes after dawn to 30 minutes before dusk for both locations at the exception of course requirements where night jumps are required or to obtain ratings.
- 5.6 Contractor must be able to accredit CSPA Coach rating levels 1-2.
- 5.7 Contractor must be able to accredit CSPA Instructor rating levels of Ground Control Instructor (GCI), Skydive School Instructor (SSI) and Progressive Freefall Instructor (PFFI).
- 5.8 Contractor must be able to accredit Tandem Instructor ratings on the TS system.

6.0 Courses and Training

- 6.1 Contractor must provide training for up to 20 students per course.
- 6.2 Contractor must provide the following courses as and when requested:
 - 6.2.1 First-Jump Progressive Freefall Course
 - a) Instructor/student ratio and number of total jumps required in accordance with the CSPA PFF program.
 - 6.2.2 Bottom of Container (BOC) Conversion/Accreditation
 - a) Instructor/student ratio and number of total jumps as per CSPA regulations.
 - 6.2.3 Competency Re-Currency Training (Classroom/Ground-Based)
 - a) Must cover, at minimum, the following in accordance with CSPA regulations:
 - Review of equipment
 - Review of all malfunction drills
 - Review of emergency procedures
 - Review of inflight emergency procedures
 - Review of freefall safety
 - Review of canopy safety
 - Review of landing patterns and techniques

6.2.4 Individual and Group Freefall Proficiency Training

- a) Must be offered in accordance with CSPA indicated progression requirements for basic, intermediate and advanced skill levels based on student proficiency levels.

6.2.5 Individual and Group Canopy Control Training

- a) Instructor/student ratio and number of total jumps as per CSPA regulations.
- b) The Contractor must be prepared to offer, based on student requirements and as mutually agreed on at the time of call-up, the following in accordance with CSPA regulations:
- Applying various canopy inputs
 - Canopy flight modes
 - Canopy safety
 - React to canopy malfunctions
 - Building a proper landing pattern from the ground
 - Build a proper landing pattern during flight
 - Accuracy development
 - Apply proper flare techniques
 - Cross wind and downwind landings
 - Landing in confined areas
 - Air to air safety
 - Proximity flying
 - React to mid-air collisions
 - Build and fly formations
 - Lead and land formations

6.2.6 Tandem Master Re-Currency Training

- a) Instructor/student ratio and number of total jumps as per CSPA regulations and in accordance with OEM certification criteria:
<http://www.unitedparachutetechnologies.com/index.php/ti/category/certification>

6.3 Video Recording

- a) The Contractor must be prepared to offer video recording of student jumps suitable for on-site classroom review at the Contractor's facility.
- b) All video recordings to be mutually agreed upon between the Contractor and DND POC before being conducted. Complete recording of all video captures during training must be handed over on a hard drive provided by DND to Canada.

7.0 Deliverables

7.1 The Contractor must provide the following deliverables for each course when Requested by Canada:

7.1.1 Parachute equipment including but not limited to the following:

- a) Parachutes:
- Canopy sizes for CAF personnel must not exceed a ratio of one pound per square foot;

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- All parachute systems maintained in accordance with Technical Standard Orders (TSO);
 - All parachute systems equipped with an automatic activation device;
 - Parachute systems with the same or similar flight characteristics to a CPS MS280-9-cell system;
 - BOC civilian parachute systems as required for the conduct of all parachute training referred to within this SOW, with the exception of Tandem Master Training.
- b) Altimeters;
 - c) Jump Suits;
 - d) Helmets; and
 - e) Eye protection.
- 7.1.2 All Tandem Sigma parachute systems, harnesses and related equipment for the Tandem Master training.
- 7.1.3 All facilitation and submission of applicable documentation for CAF students to obtain all certificates of proficiency levels and ratings as related to training within this SOW.
- 7.2 The Contractor must provide the following deliverables within seven (7) calendar days of the completion of each course:
- 7.2.1 A complete manifest report capturing all jump activities;
 - 7.2.2 A complete manifest report capturing all ground training activities.

8.0 Facilities

8.1 Safety

The Contractor must:

- 8.1.1 Be compliant with all regulations contained in the most current version of the CSPA Parachutist Information Manuals;
- 8.1.2 Provide a detailed description of in-place protocols instituted to mitigate parachute-related injuries and fatalities, including but not limited to DZ landing direction indicators and a Ground Safety Officer responsible for identifying safety infractions; and
- 8.1.3 Provide all paperwork and administration (i.e. NOTAMs, land permits for any potential off-site training) required for the conduct of parachute training operations.

8.2 Drop Zone (DZ)

- 8.2.1 The Contractor must provide, for both Location 1 and Location 2, a DZ meeting the following requirements:
 - a) Multiple telltales and/or windsocks within the field of view for every DZ approach trajectory;
 - b) Full control of all aircraft and DZ activities through a manifest control centre and/or DZSO;
 - c) DZ recovery vehicle and driver; and
 - d) Identified landing sites available for jumpers of various skill levels.

8.3 Indoor Training Facility

8.3.1 The Contractor must provide an indoor training facility (ie: classroom) with the following:

- a) Isolation from non-DND members or other facility users, dedicated for DND use;
- b) Availability at any time for the duration of each training course;
- c) Readily accessible from DZ (ie short walking distance);
- d) Tables and seating for up to 24 students;
- e) Access to minimum two (2) Audio/Visual (AV) capable stations each able to support High Definition (HD) video display;
- f) Ability to support computer-generated presentations (video, PowerPoint, etc), with inputs for laptop computers;
- g) Whiteboard;
- h) On-site washroom facilities of sufficient quantity and working order to support up to 24 CAF students;
- i) On-site potable water source; and
- j) Climate controlled.

8.4 Parachute Training Facilities

8.4.1 A mock-up aircraft, reflecting dimensions of doorways/ramp of actual training aircraft;

8.4.2 A flight rack for simulating emergency procedures.

8.5 Storage

8.5.1 The Contractor must provide storage with the following:

- a) A lockable room designated for exclusive DND access, must not have alternate access;
- b) On-site parking available for parking up to 10 SUV's.

9.0 Aircraft

9.1 Aircraft must have/be:

9.1.1 All current Transport Canada or FAA certifications and licences, applicable to which location is used;

9.1.2 Turbine powered;

9.1.3 Side door or ramp exits;

9.1.4 Must seat minimum of 18 parachutists; and

9.1.5 Replacement/alternate aircraft must be available within 12 hours of loss of primary aircraft, if required, with the same capabilities as listed above.

10.0 Contractor Resource Requirements

10.1 The Contractor must provide the following:

10.1.1 Minimum one manifest controller;

10.1.2 Minimum one Drop Zone Safety Officer (DZSO);

10.1.3 Sigma Tandem examiner onsite during CAF training for tandem jumping;

10.1.4 A Jump Master (JM) to supervise and facilitate the dispatching of CAF parachutists in the conduct of all parachute activities described in this SOW, on the occasions when DND does not provide its own JM; and

10.1.5 Sufficient aircraft pilots and airlift required to reliably support all training referred to in this SOW.

10.2 Parachute Packing

10.2.1 The Contractor must provide onsite parachute packing staff (when required) and facilities that meet the following requirements:

- (a) Packers of a ratio of 1:4 Packers to parachutes; and
- (b) Minimum one CSPA rigger "A1" or FAA Senior Rigger.

10.3 Qualifications and Experience

10.3.1 The Contractor must provide certified parachute instructors able to certify students for all required licences and certifications referred to in this SOW.

10.3.2 All Contractor instructors and parachute staff (including Tandem Instructors and Jumpmasters) must hold current and valid CSPA ratings and certifications required for the performance of all parachute related services described in this SOW.

10.3.3 All Contractor Tandem Instructors must hold a current Tandem Instructor rating (in accordance with the parachute OEM (Sigma) regulations), and to have administered a minimum of one (1) TM Certification course within the past 24 months.

10.3.4 The Contractor must ensure that the lead instructor has experience providing freefall parachute training to military organizations:

10.3.5 All Contractor aircraft pilots must hold valid pilot licencing, ratings and training in accordance with Transport Canada regulations and/or the FAA.

10.3.6 All Contractor Packers and/or Riggers must hold an OEM parachute packing endorsement for all parachute systems used.

10.3.7 All Contractor Riggers must hold a current and valid CSPA or FAA (as applicable) parachute Rigger endorsement.

11.0 **Medical**

11.1 As an integral part of the training facility capability, the Contractor must provide an appropriate incident response capability in case of any training incident.

11.2 An in-place emergency response plan (911 or equivalent) for transportation of the injured student to an appropriate trauma level hospital.

12.0 **Language**

12.1 All training must be delivered in English.

13.0 **Security and Privacy**

13.1 Upon completion of each training course the contractor must provide to the DND OPI:

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W6399-17JB52

Amd. No. - N° de la modif.
File No. - N° du dossier
150zh. W6399-17JB52

Buyer ID - Id de l'acheteur
150zh
CCC No./N° CCC - FMS No./N° VME

- a) All records and documentation (including but not limited to written documentation, photographs and video recordings, electronic or otherwise) related to the nature of this training and the identities of all DND personnel involved.
 - b) Furthermore the Contractor must not retain, publish, print, or otherwise distribute records and/or copies of any of the above.
- 13.2 Contractor personnel must be willing to sign a Public Service Procurement Canada (PSPC) Non-Disclosure Agreement (NDA) upon Standing Offer award.
- 14.0 Client Support**
- 14.1 DND will provide a Point of Contact (POC) upon each call-up.
- 14.2 DND will indicate, upon each call-up, if it intends to provide its own Jump Master.

**ANNEX "B"
BASIS OF PAYMENT**

The Contractor will be paid firm, all inclusive rates as follows, for Work performed pursuant to a Contract, customs duty included, Applicable Taxes extra, if applicable.

Item	Description	UoM	Firm Unit Cost/Rate (Initial Period)	Firm Unit Cost/Rate (Option yr1)	Firm Unit Cost/Rate (Option yr2)	Firm Unit Cost/Rate (Option yr3)
1	First Jump Progressive Freefall course (PFF)	Each	\$TBD	\$TBD	\$TBD	\$TBD
2	BOC Conversion/Accreditation	Each	\$TBD	\$TBD	\$TBD	\$TBD
3	Competency Re-Currency training	Each	\$TBD	\$TBD	\$TBD	\$TBD
4	Canopy Control	Each	\$TBD	\$TBD	\$TBD	\$TBD
5	Tandem Master Re-Currency	Each	\$TBD	\$TBD	\$TBD	\$TBD
6	Rental of parachute equipment	Daily rate per person	\$TBD	\$TBD	\$TBD	\$TBD
7	Rental of Sigma tandem parachute equipment	Daily rate per person	\$TBD	\$TBD	\$TBD	\$TBD
8	Pack Job	Each	\$TBD	\$TBD	\$TBD	\$TBD
9	Pack Job (Tandem)	Each	\$TBD	\$TBD	\$TBD	\$TBD
10	Aircraft Slots	Each	\$TBD	\$TBD	\$TBD	\$TBD
11	Tandem Aircraft Slots	Each	\$TBD	\$TBD	\$TBD	\$TBD
12	Aircraft 'Tach' Time	Hourly rate	\$TBD	\$TBD	\$TBD	\$TBD
13	Coaches/Instructors/JM	Daily rate	\$TBD	\$TBD	\$TBD	\$TBD
14	CSPA Coach rating	Each	\$TBD	\$TBD	\$TBD	\$TBD
15	CSPA Instructor rating	Each	\$TBD	\$TBD	\$TBD	\$TBD
<p>* Direct Expense – Fuel</p> <p>The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.</p>						