



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Parachute Training and Instructors	
<b>Solicitation No. - N° de l'invitation</b> W2037-170049/B	<b>Date</b> 2017-06-13
<b>Client Reference No. - N° de référence du client</b> W2037-170049	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-031-7314	
<b>File No. - N° de dossier</b> TOR-6-39124 (031)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-07-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Schmidt, Jeff	<b>Buyer Id - Id de l'acheteur</b> tor031
<b>Telephone No. - N° de téléphone</b> (905) 615-2058 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Various, as per call-up New Brunswick E2V4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

The Department of National Defence (DND) requires a Contractor to supply instruction, facilities, resources, and infrastructure needed to support the conduct of Canadian Forces Military Freefall Parachute (MFP), Military Square Parachute Jump Master (MSPJM), Military Square Parachute Instructor (MSPI) course and training of the Canadian Armed Forces Parachute Team (CAFPT) – The SkyHawks.

Canadian Army Advanced Warfare Centre (CAAWC), located at Canadian Forces Base (CFB) Trenton Ontario, is the primary training facility for military freefall parachuting and parent unit of the CAFPT. Due to inconsistent local weather that often impedes sustained and concentrated freefall and Canopy Relative Work (CRW) parachuting, CAAWC is seeking an alternative cost-effective training location with more conducive weather to conduct the jump phase of the MFP, MSPJM, MSPI courses and the training camps for the CAFPT.

The Period contract will be for 2 years from contract issuance with 2, 1-year option periods. The Contract start date is estimated to be August 1, 2017.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

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

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### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

### 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 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.

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## **2.5 Applicable Laws**

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

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

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

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

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

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

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex 1 Electronic Payment Instruments, to identify which ones are accepted.

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If Annex 1 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

See Annex D, Technical Evaluation

#### **4.1.2 Financial Evaluation**

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

- i. Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing;
- ii. The Total Evaluated Price will be the sum of the Total Extended Prices for the Firm and Optional Requirements at Annex B, Basis of Payment.

For the Firm Period, this will be calculated by multiplying the Firm Unit Prices by the Estimated Yearly Usage ( $A \times B = C$ );

For Optional Period 1, Year 3, this will be calculated by multiplying the Firm Unit Prices by the Estimated Yearly Usage ( $A \times D = E$ );

For Optional Period 2, Year 4, this will be calculated by multiplying the Firm Unit Prices by the Estimated Yearly Usage ( $A \times F = G$ );

Item 16, Material, will not be included in the Financial Evaluation however, bidders should include their material percentage mark-up for Item 7, Rigging Facilities & Equipment and Item 8, Rigging Repairs.

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

SACC *Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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.

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

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.2 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### **5.2.3.4 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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## 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 Statement of Work

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

#### 6.1.2 Task Authorization

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

##### 7.1.2.1 Task Authorization Process

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

1. The Procurement Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex C.
2. The Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 6.1.2.2 Task Authorization Limit

Combat Training Centre Headquarters (CTC HQ) may authorize individual task authorizations up to a limit of \$226,000.00, Applicable Taxes included, inclusive of any revisions.

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

##### 6.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means \$300,000.00 Applicable Taxes Included.

2. Canada will request Work in the amount of the Minimum Contract Value or, at Canada's option, pay the Contractor at the end of the Contract in accordance with paragraph 3, subject to paragraphs 4 or 5. In consideration, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3.
  - a) In the event that Canada has not requested Work in the amount of the Minimum Contract Value by the end of Period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested during the Period of the Contract.
  - b) Should the Contract be terminated for convenience, the difference between the Minimum Contract Value and the total cost of the Work requested during the Period of the Contract will be calculated by dividing the Minimum Contract Value by the number of months in the Period of the Contract, then multiplied by the number of elapsed months, or part thereof, at the time of contract termination.  
  
Example: a one year Period of Contract with a Maximum Contract Value of \$12,000,000, with a Minimum Contract Value of 10 %, and a termination for convenience within 4.5 months of Contract award:  
  
$$\$12,000,000 \times 10\% = \$1,200,000 \text{ Minimum Contract Value}$$
$$/12 \text{ months} = \$100,000 \times 4.5 \text{ months} = \$450,000.$$
4. In the event of a termination for convenience by Canada, Canada's only obligation to the Contractor will be to pay the greater of the costs under the termination for convenience clause or the amount determined in paragraph 3 b) above.
5. Canada will have no obligation to the Contractor under this clause:
  - i. if Canada terminates the Contract in whole or in part for default; or
  - ii. if Canada has requested work in the amount of the Minimum Contract Value.

#### **6.1.2.4 Task Authorization - Department of National Defence**

The administration of the TA process will be carried out by Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the Contract with task authorizations to the Contracting Authority.

## **6.2 Standard Clauses and Conditions**

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

### **6.2.1 General Conditions**

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

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### 6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. *(Two years from contract award. Dates to be included at contract award).*

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jeff Schmidt  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Dr, Suite 480C  
Mississauga, ON L5B 2N5

Telephone: 905-615-2058  
Facsimile: 905-615-2060  
E-mail address: [jeff.schmidt@pwgsc.gc.ca](mailto:jeff.schmidt@pwgsc.gc.ca)

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

#### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

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Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.4 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
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

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### 6.7.1 Basis of Payment- Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B, Base of Payment. Customs duties are included and Applicable Taxes are extra.

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

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

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

### 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):

- 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)

### 6.7.5 Time Verification

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

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## 6.8 Invoicing Instructions - Progress Payment Claim - Supporting Documentation required

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

## 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.

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

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

### **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 ;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorization (including all of its annexes, if any);
- (f) the Contractor's bid dated \_\_\_\_\_.

### **6.12 Insurance - No Specific Requirement**

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

### **6.13 Waivers of Liability**

The Parties agree that any documents signed after contract award by any participants authorized by the Contract will be of no effect and that the terms and conditions of the Contract including these Articles of Agreement and the General Conditions will solely govern the parties. This includes but is not limited to any waiver or limitation of liability, assumption of risks, covenant not to sue, indemnity agreement presented by the Contractor to participants. The Parties also agree that any requirement by the Contractor for participants to sign such documents before being able to access the Contractor's facilities will be considered be a breach of contract, enabling Canada, in its sole discretion, to exercise any remedies.

## ANNEX A

### STATEMENT OF WORK

#### 1. REQUIREMENT

The Department of National Defence (DND) requires a Contractor to supply, instruction, facilities, resources, and infrastructure needed to support the conduct of Canadian Forces Military Freefall Parachute (MFP), Military Square Parachute Jump Master (MSPJM), Military Square Parachute Instructor (MSPI) course and training of the Canadian Armed Forces Parachute Team (CAFPT) – The SkyHawks.

#### 2. BACKGROUND

Canadian Army Advanced Warfare Centre (CAAWC), located at Canadian Forces Base (CFB) Trenton Ontario, is the primary training facility for military freefall parachuting and parent unit of the CAFPT. Due to inconsistent local weather that often impedes sustained and concentrated freefall and Canopy Relative Work (CRW) parachuting, CAAWC is seeking an alternative cost-effective training location with more conducive weather to conduct the jump phase of the MFP, MSPJM, MSPI courses and the training camps for the CAFPT.

#### 3. OBJECTIVE

The objective of this Statement of Work (SOW) is to obtain instruction, facilities, resources, and infrastructure to conduct the jump phase of the MFP, MSPJM, MSPI courses and CAFPT CRW training camps. Training will incorporate both jumping and non-jumping days, and Vertical Wind Tunnel (VWT) exercises.

#### 4. CONDUCT OF TRAINING

The MFP, MSPJM, MSPI courses are four and seven week courses. The first week of MFP/MSPJM and the first three weeks of MSPI courses are ground training and will be conducted at DND facilities. Jump training will commence at the beginning of the second week of MFP/MSPJM for three weeks and the fourth week of the MSPI for a four week duration for which civilian instructors are needed to backfill Canadian military instructors. Jump training includes basic and advanced personal flying skills, basic and advanced following including assisted exits and unusual recoveries, in air coaching and video, student preparation and debriefing, and canopy coaching.

The ground phase has been deliberately positioned at the forefront of the course as a selection process in of itself. The jump portion of the courses will be conducted at the parachute training facility where candidates will be exposed to military specific instruction and evaluated on their freefall and canopy skills as well as instructional and coaching abilities for MFP/MSPJM and MSPI students.

CAFPT CRW training is three weeks for CAFPT Cadre camp and five weeks for CAFPT main CRW training camp. This training includes basic CRW (flying close proximity, pilot pin and CRW rotation) exercises to advanced formation flying where two or more canopies are building and holding CAFPT signature formations until breakoff height over the primary landing area.

#### 5. CONSTRAINTS

- 5.1. Training Dates: The Contractor must be prepared to deliver the training as identified in this SOW on an as and when required basis. This training must address a variety of trainee experience ranging from beginner to advanced level parachutists. The Contractor must be a qualified service provider with the facilities, capacity, resources, instructor and personnel to support the parachute operations training. This training will be comprised of Military Freefall Parachutist, Military Square Jump Master, Military Square Parachute Instructor courses and CAFPT The SkyHawks Canopy Relative Work training.

- 5.2 Accommodations: Commercial accommodations must be available within a maximum of 15 miles (or 25 kms) of the drop zone (DZ) for up to 50 personnel are required.
- 5.3 Weekend and Evening Training: Training is scheduled in accordance with a set curriculum but is subject to change due to weather conditions and aircraft availability. As a result, weekend and evening training may be required in excess of scheduled night jumps if deemed necessary by CAAWC.
- 5.4 Non-Jump Training Days (Weather): During inclement weather, instructors may be asked by the course officer to present on particular subjects of their expertise such as VWT or camera work training.
- 5.5 Course Cancellation: DND reserves the right to cancel or postpone a scheduled course in situations where the minimum course loading is not available to enroll in the training program. The Procurement Authority will notify the Contractor of the cancellation, thirty (30) calendar days in advance of the forecasted course start date. There will be no cost incurred, or any contractual commitment of a minimum expenditure, nor any penalty on the part of Canada, in cases of course cancellation or postponement provided more than fourteen (14) days prior to the scheduled course date. In the event of a course cancellation, less than fourteen (14) days prior to the scheduled course date, Canada will be responsible for a maximum of 5% of the anticipated course value.
- 5.6 Program schedule: Task Authorizations will be issued to the Contractor no later than 30 calendar days prior to the start date of each session. The respective Detailed Time-Table will be provided to the Contractor no later than fourteen (14) days prior to the start date of each course.

## 6. CONTRACTOR'S REQUIREMENTS

- 6.1 The Contractor must provide the following:

6.1.1 A Military Training Facility that has:

- i. a separate facility away from normal civilian parachute training;
- ii. toilet facilities;
- iii. a covered location for parachute packing to accommodate up to 30 personnel;
- iv. a secure alarmed storage area;
- v. a single large briefing room with video debriefing equipment that will support debriefings have video recording, playing, and viewing equipment and can be locked. The briefing room must have video debriefing equipment to conduct at least three concurrent debriefs using televisions no smaller than 40 inches in size;
- vi. access to remote DZs, as agreed upon between the Contractor and the Procurement Authority at the time of Task Authorization; and
- vii. Access to a stadium (described at 6.1.13 of Annex A, SOW) within 40km of the primary drop zone.

6.1.2 A Drop Zone (DZ) that:

- i. Is located within 15mi (25km) of a VWT;
- ii. Has separate designated military landing area(s), creeping area, and jump aircraft mock up; and
- iii. Is operational 335 days a year [proven, if requested by the Contracting Authority, with statistical substantiation that parachuting could have been done at the site at least 335 days per year based on manifest history within the last five (5) years and local weather network database].

6.1.3 Aircraft that:

- i. Is turbine;
- ii. Can accommodate up to 20 persons;
- iii. Has side door exit and ramp exit;
- iv. Is static line capable (including retrieval system for hang-ups); and
- v. Has continuity of support with a maximum 1hr limitation to replace an aircraft, as required.

6.1.4 Jump Profiles and Airspace Accommodation must include:

- i. Night jumps (day time will be up to 12 hours and night time will be up to 4 hours which will fall anytime 1 hour after sunset to 1 hour before sunrise). High opening is a maximum 13,000ft above ground level; and
- ii. Un-obstructed ability to conduct basic and advanced canopy relative work jumping for up to 10 hours a day 7 days a week to facilitate weekend training if required.

6.1.5 Instructors that possess:

- i. Professional Accelerated Free Fall or Progressive Free Fall (AFF/PFF) instructor certification;
- ii. Experience instructing Canadian or Allied military personnel in MFP, including instruction and coaching;
- iii. Vertical wind tunnel coaching experience; and
- iv. Experience filming all phases of a candidate's descent in freefall using a helmet mounted camera,

Note: The same Instructors must remain with the course from start to finish for continuity of training. The Contractor must follow Article [08 Replacement of specific individuals of 2035](#) (2016-04-04), General Conditions - Higher Complexity – Services.

6.1.6 Professional Packers that possess:

- i. Proof of Canadian Sports Parachute Association (CSPA) or United States Parachute Association (USPA) packing endorsement or CSPA or Federal Aviation Administration (FAA) Rigger qualification; and
- ii. A minimum of 12 months, within the past three (3) years, as a professional packer or rigger at a DZ;

6.1.7 Gear:

The Contractor must:

- i. provide access to essential jump equipment (i.e. rigs, altimeter, goggles, jump suits) in case military equipment is damaged, lost or irreparable; and
- ii. provide all the wide angle video camera equipment required to film all candidates' descents in freefall. Cameras of 130 degree angle and suitable helmet and helmet mount system, compatible with North American audio-visual display equipment.

6.1.8 Rigging Facilities & Equipment must:

- i. Priority access to rigging area to repair parachute equipment to include main and reserve parachute and all related equipment, parachute container, Tandem Parachute main and reserve and all related equipment i.e. sewing machines. Repairs to CAAWC's equipment will be performed by CAAWC personnel only and
- ii. Repairs may be outsourced to facility staff from time-to-time as required on a piece-work

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basis, subject to inspection by CAAWC staff and authorized by the Procurement Authority through a Task Authorization.

6.1.9 Vertical Wind Tunnel (VWT) that:

- i. Has an indoor flight chamber no smaller than 12ft in diameter;
- ii. Includes briefing rooms with video capability that allows for immediate video feedback; and
- iii. Is able to fly with dummy rigs and rucksacks.

6.1.10 General Control must include:

- i. Control of daily aircraft and drop zone activities;
- ii. One course coordinator to assist with manifests and control, manage and coordinate Instructors (this Course Coordinator must not also be an instructor);
- iii. Assistance with de-conflicting of other concurrent civilian or military activities;
- iv. Pick up students at the Drop Zone within twenty (20) minutes by day and one (1) hour by night (in case of off DZ landings); and
- v. Must communicate proficiently in the English language.

6.1.11 Class room facilities that must include:

- i. A separate classroom primarily utilized by the CAFPT during their training camps. Due to the differing nature of CRW from Military Square parachuting, the CAFPT do not need the same facilities as the other requirements in this SOW stated in 6.1.1.
- ii. A single class room with video debriefing equipment that will support debriefings including video recording, playing, and viewing equipment that can be locked. The briefing room must have video debriefing equipment to conduct at least three concurrent debriefs using televisions no smaller than 40 inches in size;
- iii. Is in close proximity to loading area, toilet facilities, packing mats; and
- iv. Can be secured and alarmed.

6.1.12 Remote Drop Zone Access (Desert preferred) that must:

- i. Have access to Remote DZs, as agreed upon between the Contractor and the CAAWC at the time of Task Authorization;
- ii. Allow the Contractor to load aircraft with CAAWC personnel and make the parachute drop on the Remote DZ;
- iii. Have a suitable area to re-pack parachutes if required;
- iv. Have a suitable area to allow a 3 ton truck or similar cube van to park for CAAWC to conduct internal DZ admin and safety requirements; and
- v. Allow Contractor to land, load and takeoff from remote DZ and make a parachute drop back at primary facility.

6.1.13 Stadium facility to conduct CRW and CAFPT demonstration practice must provide:

- i. Access to a baseball or football style stadium that has a minimum capacity of 4000 spectators, is a fully enclosed field that is surrounded by a minimum of two bleacher stands, multiple light standards a minimum of 50 feet in height and score board. An inner field that is flat and free of obstructions;
- ii. A Stadium that is within 40km from the Contractor's facility; and
- iii. A letter of permission attesting to the Contractor's ability to use of the facility for the period of the Contract from the stadium facility owner, if not owned by the Contractor.

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6.1.14 UPT Tandem Instructor Rating:

The Contractor must provide:

- i. A Minimum of 3x Tandem Examiners to qualify up to 6 Tandem Instructors simultaneously over a duration of 2 weeks;
- ii. An examination for USPA D licence and Coach rating within 10 day time frame;
- iii. Each training day will consist of 1 hr VWT Training and up to 5 jumps per day;
- iv. Must provide facility tandem packers to support 5 jumps per day for up to 6 parachutists per day; and

6.1.15 CAFPT Freefall Camera Training:

The Contractor must provide:

- i. 1x Instructor to coach CAFPT personnel in the utilisation of a camera helmet, photography techniques, and flying techniques with camera wings to film both tandem descents and freefall Relative Work for up to 3 x personnel;
- ii. Each training day will consist of 1 hr VWT Training and up to 4 jumps per day; and
- iii. Facility packers to support 6 jumps per day for up to 3 parachutists per day.

**7. TASKS**

7.1 Contracted Instructors will be responsible to the Course Officer for the implementation of the jump curriculum as follows:

- i. Help students complete tasks during the jump phase as set out in the MFP and MSPI jump progression tables (reference 7.1.1 & 7.1.2);
- ii. Act as coaches to "Train-the-trainers";
- iii. Develop the skills of MFP and MSPI students in relative work, canopy work and in precision approaches and landings;
- iv. Instruct and coach students in the VWT regarding relative work, canopy work and precision approach and landing;
- v. Carry out assisted exits from either side-door or tailgate aircraft or both depending on DND instruction, including the pre-dive briefing, execution of planned dives, and a debriefing of the student and other DND personnel after completed dives;
- vi. Assist the DND course officer in determining the suitability of students as potential instructors;
- vii. Brief student(s), prior to each wind tunnel session or jump, on the tasks they are to perform;
- viii. Conduct practice dirt dives prior to each wind tunnel session or jump;
- ix. Video record each jump or wind tunnel session to be used for debriefing and instructional aids;
- x. Debrief student(s) coached with the aid of video following each wind tunnel session or jump;
- xi. Record all relevant observations in student files; and
- xii. Make specific skill or theoretical presentations in a classroom setting when required.

7.1.1 MFP Progression Table is as follows:

TASK #	EXIT	ALTITUDE	EQPT	FREEFALL TASK	CANOPY TASK	REMARKS
1.	Pivot/ Poise	Maximum available	NIL	Basic Stable Position Altitude Awareness. Practice pulls	Students must visually locate their reserve & cut away handle – visually locate the RSL, trim tabs & hook knife.	Every canopy turn must be a flat turn.
2.	Pivot/ Poise	Maximum available	NIL	Basic Stable Position Altitude Awareness	Students must visually locate their reserve & cut away handle – visually locate the RSL, trim tabs & hook knife.	Every canopy turn must be a flat turn.
3.	Pivotand Poise	Maximum available	NIL	Basic Stable Position Altitude Awareness	Right Rear Riser Turn. Land within 200m from target	Students to locate, reach high with both hands and pull down right rear riser. Get back on heading and do it again.
4.	Pivot and Poise	Maximum available	NIL	90° Turns (L/R)	360° Toggle Turns Left & Right. Land within 200m from target	Have student check altitude before and after a complete turn.
5.	Pivot and Poise	Maximum available	NIL	180 Turns (L/R)	360° Toggle Turns Left & Right. Land within 200m from target.	Have student check altitude before and after a complete turn.
6.	Pivot and Poise	Maximum available	NIL	360° Turns (L/R)	Front Riser Turns Left & Right. Land within 100m of target	Locate, reach high with both hands on one front riser & pull down.
7.	Pivot and Poise	Maximum available	NIL	Gaining stability (Barrel Roll)	Pull both front risers and hold for 5 seconds. Land within 100m of target	Student to check altitude before and after pulling down the front risers
8.	Diveand Poise	Maximum available	NIL	Forward and Backward	Practice pulling down and	Trim tabs must be

TASK #	EXIT	ALTITUDE	EQPT	FREEFALL TASK	CANOPY TASK	REMARKS
					releasing trim tabs. Land within 75m of target	released before 1500 ' Above Ground Level.
9.	Dive and Poise	Maximum available	NIL	Slow Fall and Fast Fall	Pull both rear risers and hold for 10 seconds. Land within 75m of target	Check altitude before and after pulling down the front risers
10.	Dive and Poise	Maximum available	NIL	Front flip or Back-flip regaining stability exercise	Pull down trim tabs and practice flying with them down. Land within 50m of target	Regaining stability exercise. <u>The front or back flip does not have to be perfect.</u> Trim tabs must be released before 1500 ' AGL
11.	Dive and Poise	Maximum available	NIL	Tracking	Land within 50m of target	
12.	Dive	Maximum available.	Rifle Only	Individual-Target Heading, APR Ride	Instructor lead, Instructor and follower to wear CT-6. Stack On Low Man. Land within 50m of low man	Instructors and follower to wear CT-6 and lead student in to landing area Students wear combats.
13.	Dive	Maximum available.	Full EQPT Summer	Individual-Target Heading Practice pulls	Stack On Low Man. Land within 50m of low man	Students wear combats.
14.	Dive	Maximum available.	Full EQPT Summer	Individual-Target Heading	Stack On Low Man. Land within 50m of low man	Students wear combats. All students will lower equipment.
15.	Dive	Maximum available	Full EQPT Summer	Individual-Target Heading	Stack On Low Man. Land within 25m of low man	Students wear combats. All students will lower equipment.
16.	Dive	Maximum available	NIL	Straight Line Mass	Stack On Low Man. Land within 25m of low man.	Students wear combats.

TASK #	EXIT	ALTITUDE	EQPT	FREEFALL TASK	CANOPY TASK	REMARKS
17.	Dive	Maximum available	Full EQPT Winter	Straight Line Mass. Individual Tgt Heading	Stack On Low Man. Land within 25m of low man.	Students wear combats.
18.	Dive	Maximum available	Full EQPT Winter	Straight Line Mass	Stack On Low Man. land within 25m of low man.	Students wear combats.
19.	Dive	Maximum available	Full EQPT Winter/ Cylinder	Straight Line Mass-Follow Cylinder If available.	Stack On Low Man. Land within 25m of cylinder.	Students wear combats.
20. Night	Dive	Maximum available	NIL	Night Individual-Target Heading	(Land 50% Brakes). Land within 50m of low man	Students wear combats. Pause between the parachutist will be dictated by type of A/C.
21. Night	Dive	Maximum available	Full EQPT Summer	Night Individual-Target Heading	(Land 50% Brakes)(25m). Land within 50m of low man	Students wear combats.
22. Night	Dive	Maximum available	Full EQPT Summer/ Cylinder	Night Straight Line Mass-Follow Cylinder, if available.	Stack On Low Man. Land within 50m of cylinder.	Students wear combats.
23. Door or Ramp	Emergency Exit technique HOP/POP	Maximum available, No Lower 4500'	CT-6 Freefall Parachute.	4 sec delay, to terminal, than activate main canopy. Instructors to wear CT 6 parachute.	Stack on low man. Land within so many meters (according to where students are in progression)	Aim is to prepare students for Aircraft Emergencies and confidence on low exits.
24. Door	Poise	Maximum available altitude	NIL	Door – Mass	Accuracy (25m)	Only required if out of CC-130. Should be poise exit with opening as per emergency drills.

7.1.2 MSPI Progression Table is as follows:

TASK #	FREEFALL TASKING	CANOPY TASK
1.	International cross series in 20 seconds	Lead and follow stack
2.	2 second delay to 3m relative in 4000'	Lead and follow stack

3.	4 second delay to 3m relative in 4000'	Lead and follow stack
4.	One person drag off	Lead and follow stack
5.	Two person drag off	Lead and follow stack
6.	4 x fault finding cards successfully completed	Lead and follow stack
7.	Follow MFP student with no equipment and full equipment	Lead and follow stack
8.	Plan and dive 2 way relative working freefall	Lead and follow stack
9.	Plan and dive 4 way relative working freefall	Lead and follow stack
10.	Operate Freefall video of MFP student	Follow stack

7.2 The Contractor must supply personnel to support the courses. Personnel may be increased or decreased depending on unforeseen situations that may arise. The increase or decrease of service must be preauthorized by the Project Authority.

	Category	Level	Qty	Security Requirements	Estimated Service Level per year
a.	Military Training Facility	Continuous Support	1	None	75 Days
b.	Aircraft (side door) Jump Tickets	Side Door	1	None	9800 lift tickets
c.	Aircraft (tailgate/"tach time")	Tail gate	1	None	70 hours
d.	Night Jump Fees	Fees	1	None	6 nights
e.	Instructors x 12	PFF/AFF/MAFFI	Maximum of 12	None	75 Days
f.	Packing (civilian/tandem/CAFPT parachutes) x 4	Continuous support / call up	Maximum of 5	None	150 Days
g.	Rigging Facilities & Equipment	Fees	1	None	If and when basis
h.	Vertical Wind Tunnel	Coordinate Bookings	1	None	100 hours
i.	Course Coordinator x 1	Continuous support	1	None	75 Days
j.	Class Room	Continuous Support / call up	1	None	60 Days
k.	Desert operations Drop zone access	Fees	1	None	20 hours
l.	Stadium operations Drop Zone Access	Fees	1	None	3 Days
m.	Tandem Examiners	UPT Tandem Examiner	Up to 3	None	10 days
n.	Freefall Videographer Trainer	Minimum 5 years' experience filming tandems / 8 way RW formations / coaching videographers	1	None	10 days

## **8. DRESS AND DEPARTMENT**

While no standard or uniform dress is required, teaching is done in a military context. It is expected that civilian instructors dress and conduct themselves so as to establish and maintain a highly credible and professional appearance.

## **9. INSTRUCTOR EQUIPMENT**

The Contractor's instructors will use their own personal equipment. Contractor's Instructors must have access to as many parachutes as required to conduct rapid turn-arounds if needed. The Contractor will be responsible to maintain all personal equipment throughout the duration of training in serviceable condition.

## **10. ORIENTATION**

Prior to course start, DND will provide the Contractor with course-specific indoctrination to ensure clarity of aim, objectives and procedures at the time of the Task Authorization.

## **11. TRAVEL REQUIREMENTS**

There are no travel costs associated with the requirement.

**ANNEX B**

**BASIS OF PAYMENT**

Prices are firm, all-inclusive rates (exclusive of applicable taxes). Taxes, if applicable, are extra to the prices and must be shown on any invoice as a separate item.

Firm Period – \_\_\_\_\_ to \_\_\_\_\_. (2 years from contract award. Dates to be included at contact award)

Option 1, Year 3 – \_\_\_\_\_ to \_\_\_\_\_. (Dates to be included at contact award)

Option 2, Year 4 – \_\_\_\_\_ to \_\_\_\_\_. (Dates to be included at contact award)

**Note:** All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Canada. All wording in italics will be removed upon contract award.

No.	Ref	Requirement	Estimated Yearly Usage	Firm Unit Price – Firm Period (2 Years)	Extended Price - Firm Period	Firm Unit Price – Option 1, Year 3	Extended Price - Option 1, Year 3	Firm Unit Price - Option 2, Year 4	Extended Price - Option 2, Year 4
			<i>A</i>	<i>B</i>	<i>C=(AxB)</i>	<i>D</i>	<i>E=(AxD)</i>	<i>F</i>	<i>G=(AxG)</i>
1	6.1.1	Military Training Facility	75 Days	\$ _____ / per day	\$ _____	\$ _____ / per day	\$ _____	\$ _____ / per day	\$ _____
2	6.1.3	Aircraft (side door) Jump Tickets	10000 lift tickets	\$ _____ / per jump ticket	\$ _____	\$ _____ / per jump ticket	\$ _____	\$ _____ / per jump ticket	\$ _____
3	6.1.3	Aircraft (tailgate/"tach time")	80 hours	\$ _____ / per hr	\$ _____	\$ _____ / per hr	\$ _____	\$ _____ / per hr	\$ _____
4	6.1.4	Night Jump Fees	6 nights	\$ _____ / per night	\$ _____	\$ _____ / per night	\$ _____	\$ _____ / per night	\$ _____
5	6.1.5	Instructors x 12	75 Days	\$ _____ / per day	\$ _____	\$ _____ / per day	\$ _____	\$ _____ / per day	\$ _____
6	6.1.6	Packing (civilian/CAFPT parachutes) x 4	75 Days	\$ _____ / per day	\$ _____	\$ _____ / per day	\$ _____	\$ _____ / per day	\$ _____
7	6.1.8	Rigging Facilities &							

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File No. - N° du dossier  
TOR-6-39124

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tor031  
CCC No./N° CCC - FMS No./N° VME

		Equipment	20 hours	\$_____/ per hr	\$_____	\$_____/ per hr	\$_____	\$_____/ per hr	\$_____
8	6.1.8	Rigging repairs	20 hours	\$_____/ per hr	\$_____	\$_____/ per hr	\$_____	\$_____/ per hr	\$_____
9	6.1.9	Vertical Wind Tunnel	100 hours	\$_____/ per hr	\$_____	\$_____/ per hr	\$_____	\$_____/ per hr	\$_____
10	6.1.10	Course Coordinator x 1	75 Days	\$_____/ per day	\$_____	\$_____/ per day	\$_____	\$_____/ per day	\$_____
11	6.1.11	Class Room	60 Days	\$_____/ per day	\$_____	\$_____/ per day	\$_____	\$_____/ per day	\$_____
12	6.1.12	Desert operations Drop zone access	3 days	\$_____/ per day	\$_____	\$_____/ per day	\$_____	\$_____/ per day	\$_____
13	6.1.13	Stadium operations Drop Zone Access	3 Days	\$_____/ per day	\$_____	\$_____/ per day	\$_____	\$_____/ per day	\$_____
14	6.1.14	Tandem Examiners x 3	10 days	\$_____/ per day	\$_____	\$_____/ per day	\$_____	\$_____/ per day	\$_____
15	6.1.15	Freefall Videography Coach x 1	10 days	\$_____/ per day	\$_____	\$_____/ per day	\$_____	\$_____/ per day	\$_____
				<b>Extended Prices Firm Year 1</b>	\$_____	<b>Extended Prices-Option 1, Year 1</b>	\$_____	<b>Extended Prices-Option 2, Year 2</b>	\$_____

**16. Material**

For the materials required for Item 7, Rigging Facilities & Equipment and Item 8, Rigging Repairs of Annex B, Basis of Payment, the Contractor may charge Canada materials at actual cost plus no more than a maximum \_\_\_\_% markup, supported by invoices.

## **ANNEX "1" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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## ANNEX "1" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

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## **ANNEX C**

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

See attached document.

## ANNEX D

### TECHNICAL EVALUATION

#### Mandatory Technical Criteria

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

Each mandatory technical criterion should be addressed separately and bidders must provide documentation which may include but is not limited to discussion points, certification documents, specifications, charts and diagrams to support compliance.

No.	Mandatory Technical Criteria	Location of information in bidders proposal
<b>M1</b>	<p>Bidders must have supported a minimum of two Military Freefall Parachute (MFP) training courses within the past three (3) years.</p> <p>Unit names, locations and dates of courses and contact must be provided.</p>	<p>PAGE(S) AND SECTION NUMBER, AS APPLICABLE:</p> <p>_____</p>
<b>M2</b>	<p>Bidders must propose 12 instructors meeting the qualifications below. Bidders must provide detailed resumes with proof of qualifications for each instructor:</p> <ul style="list-style-type: none"> <li>i. Each instructor must hold a current Accelerated Free Fall (AFF) Instructor qualification or Current Progressive Free Fall (PFF) Instructor qualification;</li> <li>ii. Each Instructor must have experience instructing Canadian or Allied military personnel in MFP within 36 months from the RFP closing date. <b>Note:</b> Experience is defined as: "must have followed and assessed a military freefall parachute candidate for at least one (1) non-equipment jump and at least one (1) full equipment jump."</li> <li>iii. Each Instructor must have Vertical Wind Tunnel (VWT) coaching experience. Bidders must</li> </ul>	<p>PAGE(S) AND SECTION NUMBER, AS APPLICABLE:</p> <p>_____</p>

No.	Mandatory Technical Criteria	Location of information in bidders proposal
	<p>provide proof of experience which must be a signed document from the owner or operator of an industry-accepted vertical wind tunnel (VWT) training facility that states experience in VWT coaching as part of military freefall parachute training; and</p> <p>iv. Each instructor must have experience filming a military freefall parachute candidate descent for at least 1 non-equipment jump and at least 1 full equipment jump. Filming must have included all phases of a candidate's descent in freefall using a helmet mounted camera.</p>	
<b>M3</b>	<p>Bidders must propose 4 professional packers and must include resumes with copies of certifications for each resource. Each professional packer must have obtained a:</p> <p>i. Canadian Sports Parachute Association (CSPA) or United States Parachute Association (USPA) packing endorsement</p> <p>or</p> <p>CSPA or Federal Aviation Administration (FAA) Rigger qualification; and</p> <p>ii. A minimum of twelve (12) months within the past three (3) years from the RFP closing date as a professional packer or rigger at a Drop Zone.</p>	<p>PAGE(S) AND SECTION NUMBER, AS APPLICABLE:</p> <p>_____</p>
<b>M4</b>	<p>Bidders must have a minimum of three (3) years, within the past five (5) years supporting military Canopy Relative Work demonstration training.</p> <p>Unit names, locations, dates of courses and contact information must be provided.</p>	<p>PAGE(S) AND SECTION NUMBER, AS APPLICABLE:</p> <p>_____</p>
<b>M5</b>	<p>Bidders must demonstrate their proposed tandem instructors have:</p> <ul style="list-style-type: none"> <li>- USPA D License Ratings,</li> <li>- Coach License Ratings and</li> <li>- UPT Tandem Instructor Course</li> </ul>	<p>PAGE(S) AND SECTION NUMBER, AS APPLICABLE:</p>

No.	Mandatory Technical Criteria	Location of information in bidders proposal
	<p>for up to 6 personnel simultaneously, for a duration of at least 10 days. Proposed tandem instructors must have supported a minimum of 1hr of VWT Training as well as 5 jumps per day in the last 5 years from bid closing.</p>	<p>_____</p>
<b>M6</b>	<p>Bidders must have a minimum of one (1) videographer instructor with a minimum 5 years' experience from the date of bid closing:</p> <p>a) filming tandems;  b) 8 way RW formations; and  c) coaching videographers.</p> <p>The videographer must have experience providing instruction for up to 3x Freefall Videographers over 2 weeks.</p>	<p>PAGE(S) AND SECTION NUMBER, AS APPLICABLE:</p> <p>_____</p>
<b>M7</b>	<p>Bidders must have a Drop Zone that is operational 335 days a year.</p> <p>Bidders must provide statistical substantiation that parachuting can be done at the site at least 335 days per year based on manifest history within the last five (5) years from the date of bid closing and local weather network database.</p>	<p>PAGE(S) AND SECTION NUMBER, AS APPLICABLE:</p> <p>_____</p>

## ANNEX E

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Section [01 Integrity provisions—bid](#) – Bid of the 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section [02 Procurement Business Number](#) of Standard Instructions 2003 (2017-04-27), Suppliers are required to have a Procurement Business Number (PBN) before contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.