



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Pacific Region

401 - 1230 Government Street

Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

Title - Sujet CFSSAR Mountain Rescue	
Solicitation No. - N° de l'invitation W0133-18K620/A	Date 2017-09-13
Client Reference No. - N° de référence du client W0133-18K620	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-241-7323	
File No. - N° de dossier VIC-7-40050 (241)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-25	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Grieve, Bronwen	Buyer Id - Id de l'acheteur vic241
Telephone No. - N° de téléphone (250) 514-3757 ()	FAX No. - N° de FAX (250) 363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence 19 WING COMOX CFSSAR Comox British Columbia V0R2K0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

1.2.1

The Department of National Defence – Canadian Forces School of Search and Rescue (CFSSAR) is seeking qualified subject matter experts (SMEs) to advise and co-instruct ab-initio/basic and advanced mountaineering rescue (not confined space/industrial rescue) in support of Search and Rescue Technician (SAR Tech) occupational training. The requirement is for 3 years of Winter and Summer mountain rescue training.

1.2.3 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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) (<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.

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.

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"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

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All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

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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 (1 hard copy)

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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

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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

Refer to Annex "A1"

4.1.1.2 Point Rated Technical Criteria

Refer to Annex "A1"

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 120 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.

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5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.17	73.15	77.7
Overall Rating		1st	3rd	2nd

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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) (<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) (<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).

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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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Insurance Requirements

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

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

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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

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 Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$50,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means \$41,400.00.

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

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows: *(will be inserted at time of contract award)*

1st quarter:

2nd quarter:

3rd quarter:

4th quarter:

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

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- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

7.1.2.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the

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Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bronwen Grieve
Public Works and Government Services Canada
Acquisitions Branch
Address: 1230 Government Street, Suite 401
Victoria, British Columbia V8W 3X4
Canada
Telephone: 250-514-3757
E-mail address: Bronwen.Grieve@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

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

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

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7.7 Payment

7.7.1 Basis of Payment

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

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

7.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

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

7.8 Invoicing Instructions

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2016-04-04), General Conditions – Higher Complexity – Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Insurance Requirements;
- f) the signed Task Authorizations (including all of its annexes, if any);
- g) the Contractor's bid dated _____

7.12 Canadian Forces Site Regulations

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

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7.14 Insurance Requirements

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

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

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

ANNEX "A"

STATEMENT OF WORK

SECTION 1 - SCOPE

Purpose

1.1. The Department of National Defence – Canadian Forces School of Search and Rescue (CFSSAR) is seeking qualified subject matter experts (SMEs) to advise and co-instruct ab-initio/basic and advanced mountaineering rescue (not confined space/industrial rescue) in support of Search and Rescue Technician (SAR Tech) occupational training.

Background

1.2. There is a need to train SAR Techs to penetrate inaccessible areas under the SAR area of responsibility (AOR) of the Canadian Joint Operations Command (CJOC) for the purpose of rendering immediate and life-sustaining medical care to casualties. SAR Techs are aircrew and operate almost exclusively in a two-person team concept in the conduct of their missions. Their methods of penetrating mission sites include such specialized skills as parachuting, mountain climbing/travel, scuba diving, primary care paramedic (PCP) and rappelling/hoisting from a rotary wing aircraft. They are also trained to act as search team members in situations requiring ground search and rescue operations. They are expected to operate and survive in all environments where their mission may be carried out.

1.3. CFSSAR is the Canadian Armed Force's only national SAR Tech educational institution responsible for all SAR Tech rescue training. One of many disciplines taught is mountaineering and mountain rope rescue rigging and execution within the context of a mountainous environment. CFSSAR's annual mountaineering and mountain rope rescue (rigging and execution) requirements are:

1.3.1. SAR Tech Restricted Team Member (RTM) – Perform Mountaineering Rescue in Snow and Ice Terrain (9 Training Days)

Understanding the fundamentals of snow, ice and avalanche rescue operation needs, assessment and procedures in a mountainous environment in large fully supported groups and autonomous two-man teams using a two-rope system and Multi-Purpose Devices (MPD) using light weight available/military provided/approved portable equipment. Training will be achieved through a combination of winter mountain operations, avalanche awareness to the AST-1 Level.

1.3.2. SAR Tech Restricted Team Member (RTM) – Perform Mountaineering Rescue in Alpine Terrain (10 Training Days)

Understanding the fundamentals of and operating in a mountainous environment in large fully supported groups and autonomous two-man teams using a two-rope system and Multi-Purpose Devices (MPD). Scope of training shall include high/low angle and highline rigging operations with

improvised/mountainous terrain anchor systems using light weight
available/military provided/approved portable equipment

1.3.3. SAR Tech Restricted Team Leader (RTL) – Supervise Mountain Rescue Operations in Snow and Ice Terrain (8 Training Days)

Managing and leading mountaineering rescue teams in a mountainous environment in large fully supported groups and autonomous two-man teams using a two-rope system. Training will be achieved through a combination of winter mountain operations, avalanche awareness to the AST-2 Level, back country skiing and lead ice climb on grade 3 waterfall ice

1.3.4. SAR Tech Restricted Team Leader (RTL) – Supervise Mountain Rescue Operation in Rock Terrain (20 Training Days)

Managing and leading mountaineering expeditions and mountain rescue teams in a mountainous environment in large fully supported groups and autonomous two-man teams using a two-rope system and Multi-Purpose Devices (MPD). Training will be achieved through a combination of lead climbing in a rock environment to class 5.6, rock rescue, raising and lowering systems and ground search team leader

Terminology

1.4. Translations / Descriptions:

- 1.4.1. *Ab-Initio*** – Initial training for those with limited experience and/or knowledge (Basic);
- 1.4.2. *Restricted Team Member (RTM)*** – *Ab Initio* / Initial SAR Tech training. This qualification level (formerly known as QL5A) is a yearlong SAR Tech course consisting of multiple phases of instructions covering several rescue disciplines/skill sets,
- 1.4.3. *Restricted Team Leader (RTL)*** – Advanced SAR Tech team leader training. This qualification level (formerly known as QL6A) is the SAR Tech occupation's team leader's course that is a prerequisite for a SAR Tech to lead and/or supervise the full spectrum of assigned rescue missions,
- 1.4.4. *Phase NCM*** – Normally a Sergeant (Sgt), sometimes a Warrant Officer (WO), who is a Canadian Forces School of Search and Rescue SAR Tech instructor Non-Commissioned Member (NCM) appointed to ensure proper administration and organization of the course training phase being conducted,
- 1.4.5. *QS*** – Qualification Standard, is derived from occupational specifications and defines the minimum acceptable on-job performance required of Canadian

Armed Forces Members (including SAR Tech) for which training is substantiated and created,

- 1.4.6. TP** – Training Plan is designed to ensure that student's achieve the respective qualification level and defines the training methodology required to achieve the objectives defined in the QS. This plan incorporates Performance /Enabling Objectives/Checks and associated corresponding teaching points needed to ensure a student meets the required standard and on successful completion, is granted the corresponding qualification,
- 1.4.7. ACMG** – The ACMG is a professional association of trained and certified Mountain Guides, Hiking Guides and Climbing Instructors, and
- 1.4.8. IFMGA** – The IFMGA is an international association of mountain guide associations from all over the world. They represent all mountain guides of their country, which are qualified according to the IFMGA guidelines.

SECTION 2 - APPLICABLE DOCUMENTS

2.1 The following QS and TP are available upon request;

- 2.1.1** Restricted Team Member (RTM) Qualification Standard (QS),
- 2.1.2** Restricted Team Leader (RTL) Qualification Standard (QS),
- 2.1.3** Technical Rescue Riggers Guide 2nd ed., Rick Lipke,
- 2.1.4** Canadian Alpine Association Guide's Manual,
- 2.1.5** Mountaineering Freedom of the Hills, Don Graydon,
- 2.1.6** Global Positioning System (GPS) RINO User Guide,
- 2.1.7** Basic Search and Rescue Skills - A Practitioner's Guide to Search and Rescue - Third Edition, Richard Smith/Patrick Lavalla, and
- 2.1.8** Mammut Pulse Barryvox User Guide.

SECTION 3 - REQUIREMENTS

3.1 Tasks

3.1.1. Advise and co-instruct the following mandatory course content for SAR Tech Restricted Team Member (RTM) – Perform Mountaineering Rescue in Snow and Ice Terrain

Given environmental clothing, personal mountain rescue harness and equipment, mountain rescue equipment and a climbing partner in all terrains under all climatic conditions during all seasons both day and night, the SAR Tech shall be taught mountaineering rescue in a snow and ice terrain by;

3.1.1.1. Travelling selected snow and ice routes,

- a) traversing alpine routes using mountaineering skis,
- b) tying applicable climbing/rescue knots,
- c) team climbing preparation,
- d) climbing and rescue knots
- e) climbing equipment,
- f) anchor construction,
- g) climbing commands,
- h) rope ascending,
- i) rappelling,
- j) belaying the lead climber, and
- k) lead climbing.

3.1.1.2. Identifying the basics of avalanche formation and release,

3.1.1.3. Identifying avalanche terrain. This phase of training will provide the student with an Avalanche Safety Training (AST) Level I certification to be issued by the contractor,

3.1.1.4. Planning travel within an avalanche area by,

- a) using the Avaluator 2.0 as a decision making tool in areas where trips are rated using the Avalanche Terrain Exposure Scale (ATES) and where avalanche bulletins are available, and
- b) finding resources for obtaining avalanche danger ratings and avalanche bulletins if these are not available.

3.1.1.5. Conducting travel within an avalanche area by,

- a) using applicable travel techniques in avalanche terrain, and
- b) operating within the limits of training.

- 3.1.1.6.** Climbing selected ice routes on grade 2 waterfall ice,
- 3.1.1.7.** Evacuating casualties utilizing mountain rescue systems to include:
 - a) pulley systems (simple/compound/complex),
 - b) lowering and raising systems (included MPD use),
 - c) stokes litter and attendant rigging, and
 - d) snow and ice anchors.
- 3.1.1.8.** Performing first line maintenance on mountain rescue equipment,
- 3.1.1.9.** Performing self-rescue and companion rescue techniques to include,
 - a) team self-rescue,
 - b) crevasse rescue, and
 - c) avalanche rescue.
- 3.1.1.10.** Conducting medical procedures. (Contractor not responsible for this training)
- 3.1.1.11.** Training is conducted for 14 students (Minimum:10 Maximum:20 Optimal: 14) over 9 training days in the Feb – Mar timeframe staged out of the most cost effective and realistic winter mountaineering environment within the British Columbia-Alberta Rocky Mountain Range. The Contractor and CFSSAR OPI are responsible for determining an acceptable training location. Training locations will vary annually to expose SAR Techs to a range of rescue challenges.
- 3.1.1.12.** Training days shall typically run (but are not limited to) 8:00am to 6:00pm Monday through Friday. Saturdays and Sundays shall be reserved as back-up/weather and/or travel days on an as required basis. The Phase NCM in consultation with the contractor can authorize alternative work hours to take best advantage of mountain environmental conditions.
- 3.1.1.13.** Instruction guidance and lead contractor accreditation (who must be present at all times) shall meet both the ACMG and IFMGA prerequisites and be in line with current established SAR Tech RTM course qualification standards, training plan documentation and be intimately familiar with a two man mountaineering rope rescue systems using the MPD rigging device and 2-rope mountaineering rescue techniques. These documents are available from the PWGSC Contracting Authority upon request;

3.1.1.14. Contractor will require a minimum of three advisors/instructors per training day and shall employ accredited staff such that a 4:1 ratio is maintained between students and contracted staff. CFSSAR shall provide a minimum of two CFSSAR phase instructors for logistical, administrative, standards and mountain instruction, but shall not be included in the contractor's 4:1 ratio. On days where supervision is deemed critical by CFSSAR, project authority or the contractor, up to five contracted staff will be on site to meet a minimum staff to student ratio of 1:4 during critical phases of instruction, e.g. during lead or multi-pitch climbing, highline rigging, and anytime the environmental conditions dictate.

3.1.2. Advise and co-instruct the following mandatory course content for SAR Tech Restricted Team Member (RTM) – Perform Mountaineering Rescue in Alpine Terrain

Given environmental clothing, personal alpine climbing equipment, mountain rescue equipment and a climbing partner in all terrains under all climatic conditions during all seasons both day and night, the SAR Tech shall be taught rescue in an alpine terrain by;

3.1.2.1. Travelling selected alpine routes to include,

- a) team climbing preparation,
- b) climbing and rescue knots,
- c) climbing equipment,
- d) anchor construction,
- e) climbing commands
- f) rope ascending,
- g) rappelling,
- h) belaying the lead climber, and
- i) lead climbing.

3.1.2.2. Maintaining personal alpine climbing and rock rescue equipment,

3.1.2.3. Tying applicable alpine rescue knots,

3.1.2.4. Assessing alpine hazards,

3.1.2.5. Placing alpine anchors and protection,

3.1.2.6. Belaying a partner,

3.1.2.7. Conducting rappelling procedures,

- 3.1.2.8.** Setting up lowering systems,
- 3.1.2.9.** Setting up raising systems,
- 3.1.2.10.** Climbing a multi-pitch route,
- 3.1.2.11.** Climbing selected routes to class 5.6 (top roped),
- 3.1.2.12.** Evacuating casualties utilizing mountain rescue systems to include,
 - a) pulley systems,
 - b) improvised stretchers and harness,
 - c) lowering and raising systems (including MPD use),
 - d) two-rope rescue highline / traverse,
 - e) stokes litter and attendant rigging,
 - f) rope ascending, and
 - g) snow and ice anchors (review).
- 3.1.2.13.** Performing self-rescue techniques to include,
 - a) team self-rescue,
 - b) crevasse rescue, and
 - c) avalanche rescue.
- 3.1.2.14.** Conducting medical procedures (Contractor not responsible for this training),
- 3.1.2.15.** Training is conducted for 14 students (Minimum:10 Maximum:20 Optimal: 14) over 10 training days in the May-Jun timeframe staged out of Jasper National Park, AB, and the Columbia Ice Fields in Alberta, Canada. Training locations will vary annually to expose SAR Techs to a range of rescue environments. The contractor and CFSSAR OPI are responsible for determining an acceptable training location,
- 3.1.2.16.** Training days are typically but not limited to 8:00am to 6:00pm Monday through Friday. Saturdays and Sundays are reserved as back-up/weather and/or travel days on an as required basis. The Phase NCM in consultation with the contractor can authorize alternative work hours to take best advantage of mountain environmental conditions,
- 3.1.2.17.** Instruction guidance and contractor accreditation shall meet both the ACMG and IFMGA prerequisites and be in line with current established SAR Tech RTM Qualification Standard, Training Plan documentation and be intimately familiar with a two man

mountaineering rope rescue team using the MPD rigging device and 2-rope mountaineering rope rescue techniques. These documents are available from the PWGSC Contracting Authority upon request, and

3.1.2.18. Contractor will require a minimum of three advisors/instructors per training day and shall employ accredited staff such that a 4:1 ratio is maintained between students and contracted staff. CFSSAR shall provide a minimum of two CFSSAR phase instructors for logistical, administrative, standards and mountain instruction, but shall not be included in the contractor's 4:1 ratio. On days where supervision is deemed critical by CFSSAR, project authority or the contractor, up to five contracted staff will be on site to meet a minimum staff to student ratio of 1:4 during critical phases of instruction, e.g. during lead or multi-pitch climbing, highline rigging, and anytime the environmental conditions dictate.

3.1.3. Advise and co-instruct the following mandatory course content for the SAR Tech Restricted Team Leader (RTL) - Winter Mountain Operations

Given environmental clothing, personal mountain rescue harness and a climbing partner in all terrains under all climatic conditions during all seasons both day and night, the SAR Tech shall be taught rescue in a snow and ice terrain by;

- 3.1.3.1.** Reviewing RTM programs as described above and advising/co-instructing up to 20 SAR Tech RTLs attending course. This Course develops individual and team competencies in managing /supervising large fully supported groups and autonomous two-man teams using a two-rope system and Multi-Purpose Devices (MPD) for mountain rope rescue and during mountainous terrain travel,
- 3.1.3.2.** Using route-finding to take advantage of nuances in terrain to manage personal risk to travel selected winter routes on skis,
- 3.1.3.3.** Using avalanche danger rating verification techniques for personal use on a local scale. Students shall attain Avalanche Skills Training (AST) Level II certification to be issued by the contractor,
- 3.1.3.4.** Using avalanche terrain exposure scales (ATES) technical model as a means to develop personal, local terrain ratings,
- 3.1.3.5.** Using travel techniques in avalanche terrain appropriate to the avalanche conditions,

- 3.1.3.6.** Carrying out a companion rescue in avalanche terrain,
- 3.1.3.7.** Understanding the limits of personal training,
- 3.1.3.8.** Leading a multi-pitch ice climb on grade 3 waterfall ice,
- 3.1.3.9.** Evacuating casualties utilizing mountain rescue systems,
- 3.1.3.10.** Performing first line maintenance on mountain rescue equipment,
- 3.1.3.11.** Performing self-rescue techniques, and
- 3.1.3.12.** Conducting medical procedures (Contractor not responsible for this training).
- 3.1.3.13.** Training is conducted for 14 students (Minimum:10 Maximum:20 Optimal: 14) over 8 training days in the March timeframe staged out of the most cost effective and realistic winter mountaineering environment within the British Columbia-Alberta Rocky Mountain Range. The Contractor is responsible for recommending a training location acceptable to CFSSAR. Training locations will vary annually to expose SAR Techs to a range of rescue challenges,
- 3.1.3.14.** Training days are typically but not limited to 8:00 am to 6:00 pm Monday to Friday. Saturdays and Sundays are reserved as back-up/weather and/or travel days on an as required basis. The Phase NCM in consultation with the contractor can authorize alternative hours to take best advantage of mountain environmental conditions,
- 3.1.3.15.** Instruction guidance and contractor accreditation shall meet both the ACMG and IFMGA prerequisites and be in line with current established SAR Tech RTL Qualification Standard, Training Plan documentation and be intimately familiar with a two man mountaineering rope rescue team using the MPD rigging device and 2-rope mountaineering rope rescue techniques. These documents are available from the PWGSC Contracting Authority upon request, and

3.1.3.16. Contractor will require a minimum of three advisors/instructors per training day and shall employ accredited staff such that a 4:1 ratio is maintained between students and contracted staff. CFSSAR shall provide a minimum of two CFSSAR phase instructors for logistical, administrative, standards and mountain instruction, but shall not be included in the contractor's 4:1 ratio. On days where supervision is deemed critical by CFSSAR, project authority or the contractor, up to five contracted staff will be on site to meet a minimum staff to student ratio of 1:4 during critical phases of instruction, e.g. during lead or multi-pitch climbing, highline rigging, and anytime the environmental conditions dictate.

3.1.4. Advise and co-instruct the following mandatory course content for the SAR Tech Restricted Team Leader (RTL) - Supervise Mountain Rescue Operations in Rock Terrain

Given mountain climbing kit, medical equipment set, environmental clothing, stokes litter, reference materials, team members, communications equipment and transportation while denied supervision, the SAR Tech shall be taught to supervise a mountain rescue operation by;

3.1.4.1. Reviewing RTM/RTL programs as described above and advise / co-instruct up to 20 SAR Tech RTLs attending course. This Course develops individual and team competencies in managing/supervising large fully supported groups and autonomous two-man teams using a two-rope system and Multi-Purpose Devices (MPD) during mountainous terrain travel and mountain rope rescue,

3.1.4.2. Planning and executing a mountain rescue operation to include,

- a) creating a rescue plan,
- b) evaluating hazards,
- c) assessing rock climbing anchors and protection placement,
- d) assessing rock rescue/high angle protection,
- e) establishing types of on-site communication,
- f) determining manpower requirements,
- g) belaying,
- h) rappelling,
- i) supervising a multi-pitch climb,
- j) selecting travel routes,
- k) selecting climbing routes,
- l) setting up a raising and lowering systems,
- m) setting up a crevasse rescue systems, and
- n) setting up a traverse system.

3.1.4.3. Lead-climbing rock formations to class 5.6,

- 3.1.4.4.** Treating casualties (Contractor not responsible for this training),
- 3.1.4.5.** Evacuating casualties,
- 3.1.4.6.** Performing first line maintenance on mountain kit,
- 3.1.4.7.** Training is conducted for 14 students (Minimum: 10 Maximum: 20 Optimal: 14) over 15 training days in the May-June timeframe staged out of Jasper National Park. The Contractor and CFSSAR OPI are responsible for determining an acceptable training location. Training locations will vary annually to expose SAR Techs to a range of rescue challenges,
- 3.1.4.8.** Training days are typically but not limited to 8:00 am to 6:00 pm Monday to Friday. Saturdays and Sundays are reserved as back-up/weather and/or travel days on an as required basis. The Phase NCM in consultation with the contractor can authorize alternative hours to take best advantage of mountain environmental conditions,
- 3.1.4.9.** Instruction guidance and contractor accreditation shall meet both the ACMG and IFMGA prerequisites and be in line with current established SAR Tech RTL Qualification Standard, training plan documentation and be intimately familiar with a two man mountaineering rope rescue team using the MPD rigging device and 2-rope mountaineering rope rescue techniques. These documents are available from the PWGSC Contracting Authority upon request, and
- 3.1.4.10.** Contractor will require a minimum of three advisors/instructors per training day and shall employ accredited staff such that a 4:1 ratio is maintained between students and contracted staff. CFSSAR shall provide a minimum of two CFSSAR phase instructors for logistical, administrative, standards and mountain instruction, but shall not be included in the contractor's 4:1 ratio. On days where supervision is deemed critical by CFSSAR, project authority or the contractor, up to five contracted staff will be on site to meet a minimum staff to student ratio of 1:4 during critical phases of instruction, e.g. during lead or multi-pitch climbing, highline rigging, and anytime the environmental conditions dictate.

3.2 Constraints:

- 3.2.1.** CFSSAR Mountaineering training is part of a yearlong inflexible curriculum. The Contractor will serve as a subject matter expert (SME) and provide

advice and instruction in accordance with the list of training objectives detailed within this Statement of Work during the times listed below (subject to minor adjustments);

3.2.1.1. SAR Tech Restricted Team Member (RTM) – Perform Mountaineering Rescue in Snow and Ice Terrain
(9 Days) 28 Feb 18 – 8 Mar 18,

3.2.1.2. SAR Tech Restricted Team Member (RTM) – Perform Mountaineering Rescue in Alpine Terrain
(10 Days) – 22 May 18 – 1 Jun 18,

3.2.1.3. SAR Tech Restricted Team Leader (RTL) – Supervise Mountain Rescue Operations in Snow and Ice Terrain
(8 Days) – 10 Mar 18 – 17 Mar 18, and

3.2.1.4. SAR Tech Restricted Team Leader (RTL) - Supervise Mountain Rescue Operations in Rock Terrain
(20 Days) – 28 May 18 – 16 Jun 18

3.2.2. The Contractor must meet all requirements as specified in section 4.1 of this SOW. This will ensure the contractor has the necessary qualifications to advise and instruct in all aspects of the training,

3.2.3. The Contractor must have intimate knowledge of the Jasper, Hinton, Columbia Ice Fields and the Wapta traverse. They are to be familiar with the area's terrain, bolted routes, hidden crevasses, local hazards, weather conditions and local phenomena. They will have access/legal rights to instruct within the Park's boundaries used by the SAR Tech's mountaineering and rope rescue training program, and

3.2.4. The Contractor, with CFSSAR augmentation staff, must be capable of effectively instructing and supervising all candidates simultaneously. Enough routes and stations will be made available to ensure that candidates are engaged in either instruction or training at all times. The condensed time period allocated to this training and its inability to be rescheduled requires that the contractor and CFSSAR staff have well prepared and adapted training venues capable of sustaining a maximum of 20 candidates while maximizing the allotted candidate training time.

3.3 Client Support:

3.3.1. The following expenses and/or resources will be paid by / provided by DND (CFSSAR) and should not be included in advisor / instructional fees;

3.3.1.1. all local travel between training sites and local accommodation,

3.3.1.2. commercial accommodations for instructors (when required) in separate rooms. Meals will be reimbursed on the contractor's final

invoice IAW treasury board rates and shall not be included in the contractors bid. 100 Percent daily meal rate is prescribed at

<http://www.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng>

- 3.3.1.3.** equipment for all students,
- 3.3.1.4.** meeting/training rooms, and
- 3.3.1.5.** park vehicle permits, and fees required for the CFSSAR students and staff to obtain course related legal access to the mountainous training areas.

SECTION 4 - DELIVERABLES

4.1. The Contractor agrees that the training deliverables shall be provided fully and diligently in a professional and competent manner by advisors/instructors qualified and skilled in the training profession, and who hold, at a minimum, the following experience and credentials:

- 4.1.1.** two primary instructors shall hold the following certifications,
 - a) ACMG/IFMGA Full Mountain Guide Certification with a minimum of 10 years professional experience and expertise,
 - b) Canadian Avalanche Association (CAA) - Avalanche Operations Level II, and
- 4.1.2.** any supplementary instructors utilized beyond two instructors / advisors will meet requirements as ACMG assistant guide or ACMG/IFMGA full mountain guide accreditation, and
- 4.1.3.** No less than two (2) instructors shall be qualified in a nationally recognized mountaineering and mountain rope rescue rigging and rope rescue highline training.

4.2. Contractor shall provide proof of these experiences and credentials to the Contracting Authority, on the Contracting Authority's request. Proof will include:

- 4.2.1.** resumes for all personnel utilized in support of training,
- 4.2.2.** current certifications or other evidence, where appropriate, and
- 4.2.3.** appropriate credentials and authorization to work in all parts of the Banff and Jasper National Parks.

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4.3 At least 30 calendar days prior to course start date, the contractor will provide the training methodology to CFSSAR for review, consideration and advice. Generally speaking the training methodology shall outline how the contractor and CFSSAR will bring students from little or no experience to an appropriate level in accordance with the training plans, and to eventually be trained as a team leader. The training methodology shall be in accordance with the qualification standard and teaching plan, and shall be mutually agreed upon by CFSSAR and the Contractor.

4.4 At least 30 calendar days prior to course start date, the contractor will provide a projected daily training schedule to CFSSAR for review, consideration and advice. The course schedule will be in line and in accordance with the approved training plan (which is available upon request from the contracting authority) and will take into consideration all of the industry's latest standards in mountaineering and rope rescue systems.

4.5 At least 30 calendar days prior to course start date, the contractor will provide a projected daily equipment check list to CFSSAR for review, consideration and advice. This list will be in line and in accordance with the CFSSAR approved training plan and take into consideration all of the industry's latest standards in Mountaineering and rope Rescue systems

SECTION 5 – SAFTEY

5.1 Trained SAR Techs employed within Operational Squadrons conduct currency training in accordance with the enclosed SARTECH SAFE TRAINING PRACTICES – MOUNTAIN RESCUE (Appendix 1). These guiding principles will be considered and implemented for all student training within the requirements of this contract.

Annex A1 – Evaluation Criteria

Bidders must provide certificates or other documents in their bids as follows:

MANDATORY CRITERIA		Complies (Y/N)	Page/Section of Bid	Comments
<u>Personnel Certification</u>				
1.	<p>The two (2) primary instructors proposed to perform the work as specified herein must each hold all of the following:</p> <p>At time of contract award, the two (2) primary instructors proposed to perform the work herein shall hold the following certifications as a minimum:</p> <p>a) Full Mountain Guide with current certification from the Association of Canadian Mountain Guides (ACMG) (Ski, Alpine, and Rock), AND</p> <p>b) Have completed; High Angle Rescue Dynamics (HARD) - Level 1 & 2 & 3 certification , and/or Rigging for Rescue and/or, Rigging for Rescue Update and Beyond and/or, Rigging for Rescue Self Rescue and Small Team Response certification and/or, Ropes that Rescue certification , within the last 10 years, AND</p> <p>c) Current Canadian Avalanche Association Professional Members, AND</p> <p>d) Have completed Outdoor Emergency Care and/or Wilderness First Aid within the last 5 years,</p>			

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	<p>AND</p> <p>e) Canadian Avalanche Association (CAA) –Avalanche Operations Level II</p> <p>OTHER COURSES PROVIDED BY BIDDERS WILL BE EVALUATED AT THE TIME FOR EQUIVALENCE.</p> <p>ALL EQUIVALENCIES PROVIDED WITH THE BID WILL BE REVIEWED. PLEASE PROVIDE ALL RELEVANT INFORMATION FOR EVALUATION PURPOSES. SEE CLAUSE BELOW.</p> <p>Bidder shall provide proof of these credentials to the Contracting Authority, on the Contracting Authority's request. Proof will include resumes for all personnel utilized in support of training and/or current certifications or other evidence, where appropriate.</p>			
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RATED EVALUATION CRITERIA (With Low – Cutoff Scores)		POINTS AVAIL	PAGE/SECTION of BID	POINTS GIVEN	Does Not Meet
2.	<p><u>PERSONNEL EXPERIENCE - Relevant Locales</u></p> <p>Taken together, the resumes for the two (2) primary instructors include Search and Rescue mountaineering, winter operations and rescue rigging experience within 250 km of one or more of the following areas within the past three years:</p> <ul style="list-style-type: none"> a. Town of Hinton, b. Town of Jasper (Moreau Slabs, and Hidden Valley Area, and c. Town of Lake Louise (Columbia Ice fields, Athabasca Glacier, Parker's Ridge). <p>Bidders should illustrate that they have experience in at least 1 of the areas above within the past three years.</p>	<p>20 Points Minimum [10] points required</p> <p>Each instructor shall receive:</p> <p>5 points for 1 locales 8 points for 2 locales 10 points for 3 locales</p> <p>Instructor 1 10 Points</p>			
		Instructor 2 10 Points			

3.	<p><u>CONTRACTOR'S EXPERIENCE – Relevant Locales</u></p> <p>THIS IS THE COMPANY'S EXPERIENCE, NOT THE INDIVIDUAL'S EXPERIENCE</p> <p>The contractor must show Search and Rescue Mountaineer Rescue in Alpine terrain and in Winter Mountain operations experience within 250 km of one or more of the following areas within the past three years:</p> <ul style="list-style-type: none"> a. Town of Hinton, b. Town of Jasper (Moreau Slabs, and Hidden Valley Area, and c. Town of Lake Louise (Columbia Ice fields, Athabasca Glacier, Parker's Ridge) <p>Bidders should illustrate that they have experience in at least 1 of the areas above within the past three years.</p>	<p>10 Points</p> <p>Minimum [05] points required</p> <p>Contractor shall receive:</p> <p>5 points for 1 locale 8 points for 2 locales 10 points for 3 locales.</p>			
4.	<p><u>PERSONNEL EXPERIENCE – Relevant Years and Experience</u></p> <p>Resumes for the 2 primary instructors should describe their extensive alpine rescue, mountaineering and winter/avalanche rescue experience.</p> <p>Extensive Experience:</p>	<p>Instructor 1 Max 10 points</p> <p>Minimum [05] points required</p>			

	<p>Minimum Three (3) years' experience within the past ten (10) (Year measured as 12 months);</p> <p>Leading/Instructing groups in a mountaineering environment (Minimum of eight 8 or more people).</p> <p>Each instructor shall receive 3 points for:</p> <p>Minimum Extensive experience of 3 years, with 1 additional point for every additional year of experience to a maximum of 6 points.</p> <p>Bidders with less than 3 years' experience will receive 0 points for extensive experience.</p>	<p>Instructor 2 Max 10 points</p> <p>Minimum [05] points required</p>		
5.	<p><u>PERSONNEL – Resumes</u></p> <p>Bidders must provide a resume that includes the following for each proposed primary instructor (2) with their bid:</p> <p>a) Any actual small team mountaineering environment rescue using low and/or high angle rigging system, (Max 4 points per instructor)</p> <p>b) Any mountain environment aeronautical evacuation experience, and (Max 3 points per instructor)</p> <p>c) Additional points shall be awarded based on a combination of the complexity, variety, frequency and how recent the rescues were. Training scenarios are acceptable; however actual rescues will receive higher ratings. (Max 3 points per instructor)</p>	<p>Instructor 1 10 points</p> <p>Minimum [05] points required</p>		
		<p>Instructor 2 10 points</p> <p>Minimum [05] points required</p>		

6.	<p><u>CONTRACTOR'S STATEMENT OF EXPERIENCE – Previous Contracts</u></p> <p>THIS IS THE COMPANY'S EXPERIENCE, NOT THE INDIVIDUAL'S EXPERIENCE</p> <p>The Bidder should provide details of two (2) contracts performed within the past five (5) years demonstrating items identified below as it pertains to the SOW and to Alpine Mountain Rescue. For each contract performed, the information provided should include at a minimum;</p> <ol style="list-style-type: none"> Project description and dates (including a generic course schedule) Details on training provided (including daily kit lists) Number of instructors involved, number of students (preferably 8 or more), and instructor to student ratio (lowest and highest). Training areas/locations Contact names and current telephone numbers. 	20 Points	Minimum [10] points required		
7.	<p><u>SAFETY PLAN</u></p> <p>Based on Winter and Summer Mountain Training in:</p> <ol style="list-style-type: none"> Town of Hinton, Town of Jasper (Moreau Slabs, and Hidden Valley Area, and Town of Lake Louise (Columbia Ice fields, Athabasca Glacier, Parker's Ridge). 	30	Minimum [15] points required		

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	and based on the SAR Tech Safe Training Practices Appendix 1, section 6, detail steps to be taken by the contractor to demonstrate how training detailed in 3.1.1, 3.1.2, 3.1.3, 3.1.4 of the Statement of Work in Annex "A" will be taught in a safe manner.				
		Total Points / 120 (minimum 60)			

ANNEX "B"

BASIS OF PAYMENT

Evaluation of Price: The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Course		Year 1	Year 2	Year 3	Option Year 1	Option Year 2	Totals
	# of Students	A	B	C	D	E	F
FIRM UNIT PRICE PER STUDENT							
RTM – Perform Mountaineering Rescue in Snow and Ice	Min 10	\$	\$	\$	\$	\$	\$
	11 -- 12	\$	\$	\$	\$	\$	\$
	13-16	\$	\$	\$	\$	\$	\$
	17-20	\$	\$	\$	\$	\$	\$
RTM – Perform Mountaineering Rescue in Alpine Terrain	Min 10	\$	\$	\$	\$	\$	\$
	11 -- 12	\$	\$	\$	\$	\$	\$
	13-16	\$	\$	\$	\$	\$	\$
	17-20	\$	\$	\$	\$	\$	\$
RTL – Supervise Mountain Rescue Operations in Snow and Ice	Min 10	\$	\$	\$	\$	\$	\$
	11 -- 12	\$	\$	\$	\$	\$	\$
	13-16	\$	\$	\$	\$	\$	\$
	17-20	\$	\$	\$	\$	\$	\$
RTL – Supervise Mountain Rescue	Min 10	\$	\$	\$	\$	\$	\$

Operations in Rock Terrain	11 -- 12	\$		\$		\$		\$		\$
	13-16	\$		\$		\$		\$		\$
	17-20	\$		\$		\$		\$		\$
	EVALUATION TOTAL									

Contractors shall stay with DND students during the course of instruction. DND will be paying for the Contractor's meals, accommodation, and transportation to the work sites from lodging during the execution of all 3 courses. Therefore the Contractor should not include these costs in their bids.

ANNEX "C"

INSURANCE REQUIREMENTS

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action

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

ANNEX “D”

DND 626 TASK AUTHORIZATION FORM



National Defence	Défense nationale
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TASK AUTHORIZATION
AUTORISATION DES TÂCHES

[illegible]

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	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

DND 626 (01-05)

Design: Forms Management 993-4050
Conception : Gestion des formulaires 993-4062

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

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Applicable only to PWGSC contracts

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

Note:

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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

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ANNEX “E” 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)

APPENDIX 1

SARTECH SAFE TRAINING PRACTICES MOUNTAIN RESCUE (Draft – July 11, 2017)

1. GENERAL INTRODUCTION

Training in Mountain Rescue necessitates the awareness of a degree of risk. SAR Tech mountain rescue training must balance the requirement to challenge rescuers without unduly exposing personnel to unnecessary hazard. The safe training practices (STP) outlined in the following paragraphs were developed using qualification standard (QS) from the Restricted Team Member course (RTM), Restricted Team Leader course (RTL) part 3(snow and ice) and part 4 (Mountain rescue), and in consultation with Technical rope seminars best practices, the Canadian Avalanche Association (CAA), and the Association of Canadian Mountain Guides (ACMG).

2. AIM

The aim of this document is to provide guiding principles to safely conduct training in rope access, mountainous and high angle terrain rescue in all seasonal and climatic conditions.

3. PURPOSE

The purpose of this document is to provide a training standard on safety, procedures and equipment required for training in the technical rope rigging and mountain environment.

4. ASSUMPTIONS

SAR Tech training carries with it a degree of risk. Training in mountain environments assumes the following risks may be elevated:

- a. being struck by falling objects;
- b. burial or injury by snow avalanches;
- c. exposure to intense sunlight, extreme cold and heat;
- d. exposure to high altitude (low atmospheric pressure);
- e. exposure to adverse weather/ lightning; and
- f. impact from falling from height.

5. PERSONAL EQUIPMENT

SAR Tech mountain rescue training shall at a minimum incorporate the use of the following equipment, to ensure familiarity and commonality:

- a. Helmet (UIAA 106, CE EN12492, or Aircrew);

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- b. Climbing Harness;
 - c. Belay gloves;
 - d. locking carabiners x 4;
 - e. Non locking carabiners x 4;
 - f. Pear shaped auto locking carabiner x1;
 - g. Prusik minding pulley (P21) x 2;
 - h. Auto blocking belay device;
 - i. 7mm static cordelette x 6metres;
 - j. Nylon sewn sling (60cm) x 2;
 - k. Nylon sewn sling (120cm) x 2;
 - l. Purcell prusiks (short, med, long);
 - m. small prusik x 1;
 - n. Stainless steel quick link (min 20KN strength) x 1;
 - o. Crampons Alpine x1 (as appropriate);
 - p. Ice screw (22cm) x 1 (as appropriate); and
 - q. V-thread hooker x 1 (as appropriate).

6. GENERAL SAFETY

When planning SAR Tech Mountain Rescue training the following safety minima shall be followed:

- a. Thorough medical evacuation plan to include self-rescue, aeromedical evacuation and local emergency services (as appropriate);
- b. Appropriate medical/drug kit to be readily available;
- c. Safety vehicle stationed as close to training site as practicable with keys accessible in emergency (cached), and all pers briefed on routes to medical facility;
- d. Unit Training Plan left with Sqn Ops to include:
 - (1) number of participants;
 - (2) primary and alternate routes;
 - (3) location and description of start, bailout, and end points;
 - (4) colour of jackets, tents, and packs;
 - (5) avalanche beacons (as appropriate) and what type are carried; and
 - (6) estimated return time.
- e. One means of emergency communication per member. This is to include at least 1x Personal Locator Beacon and 1x cell phone/SAT phone per group. 2 way radios should be considered for all members of the team; and
- f. Approved MALA;

Note: During training in locations where the assistance of outside agencies may be required to facilitate rescue (ie National Parks), a copy of the Unit Training Plan shall be provided to the agency responsible.

7. SAFETY BRIEF

Prior to training, and on each day of multi day trips, a safety brief shall be given. The following points and means to mitigate associated risks shall be included:

- a. weather forecast/ avalanche danger (as appropriate);
- b. danger areas/ areas out of bounds;
- c. medical and evacuation plan;
- d. communication plan (internal and external); and
- e. immediate actions/ words of command to conduct "No Duff" rescue.

8. ADDITIONAL SAFETY REQUIREMENTS

In addition to the above regulations, specific training environments require additional safety precautions be followed:

- a. ROCK/ INDOOR CLIMBING:
 - (1) Dynamic/ high stretch ropes shall be used;
 - (2) focal point of the top rope anchor must contain two (2) 20 KN min locking or non-locking carabiners. All rigging configurations require carabiners to be oriented opposite and opposed;
 - (3) helmets shall be worn at all times;
 - (4) rings shall not be worn while climbing;
 - (5) no soloing on 5th class terrain; and
 - (6) a lead climber shall not attempt a route rated > 5.11 YDS or beyond the ability and skill level of the follower/ belayer.

b. ICE CLIMBING:

- (1) helmets shall be worn;
- (2) all members must rehearse avalanche rescue skills and shall have immediately available an avalanche beacon, probe, and shovel when the hazard is present;
- (3) the OPI must have a means of obtaining accurate and current avalanche and weather forecasts;
- (4) dry ropes shall be used; and
- (5) a lead climber shall not climb a route rated greater than WI 4 or beyond the ability and skill level of the follower/ belayer.

c. ALPINE CLIMBING:

- (1) helmets shall be worn;
- (2) all members must rehearse avalanche rescue skills and shall have immediately available an avalanche beacon, probe, and shovel when the hazard is present;
- (3) the OPI must have a means of obtaining accurate and current avalanche and weather forecasts;
- (4) all teams will have emergency bivouac equipment, signaling equipment, and stove;
- (5) participants will rehearse and employ safe glacier travel techniques, including rescue, whenever the possibility of crevasses are present; and
- (6) all SAR Techs shall carry crampons and ice axe when travelling on snow/ice.

d. ALPINE TOURING (AT) SKIING:

- (1) all members must rehearse avalanche rescue skills and shall have immediately available an avalanche beacon, probe, and shovel when the hazard is present;
- (2) all teams will have emergency bivouac equipment, signaling equipment, and stove;
- (3) participants shall rehearse and employ safe glacier travel techniques, including rescue, whenever the possibility of crevasses are present;
- (4) helmets shall be worn while ski training in excess of a 20 degree slope. The use of helmets may be waived if the use prevents wear of appropriate environmental protection. Helmets are not required when traversing if there is no risk of overhead hazard;

- (5) an Avalanche Operations Level 1 (or higher) qualified member will obtain detailed and current avalanche and weather forecasts for the training area in order to brief participants; and

- (6) daily transceiver checks will be conducted.

e. AVALANCHE TERRAIN:

- (1) all members must rehearse avalanche rescue skills and shall have immediately available an avalanche beacon, probe, and shovel prior to entering avalanche terrain;
- (2) an Avalanche Operations Level 1 (or higher) qualified member will obtain detailed and current avalanche forecasts for the training area and brief participants;
- (3) night movement(except movement to safety) is prohibited if the avalanche danger is \geq High and the terrain is Complex; and
- (4) movement (except movement to safety) is prohibited if the avalanche danger is Extreme and terrain is Complex.

f. HIGH ANGLE RESCUE

- (1) A 10:1 static system safety factor (SSSF) shall be adhered to during all high angle/technical rescue training;
- (2) helmets shall be worn;
- (3) personnel shall be secured to an appropriate anchor when operating near the edge;
- (4) Static/ low stretch ropes designed for rescue shall be used;
- (5) leather gloves shall be worn; and
- (6) if a scenario requires personnel to work below the edge, the safety brief shall highlight the overhead risk, exposure should be minimized.

9. ENVIRONMENTAL SAFETY REQUIREMENTS

Weather situations can create unsafe conditions during training in the mountain environment. If deemed necessary or of significant benefit a request to continue training during adverse weather shall be made by the exercise/ serial OPI in consultation with chain of command and only once risk mitigation is in place. Training shall normally be suspended in the following conditions:

- a. avalanche hazard is Extreme;
- b. whiteout/ blizzard conditions occurring or forecasted;
- c. snow accumulation at a rate that may reasonably result in Extreme avalanche conditions;
- d. air temp or wind chill exceed -40°C (If cold weather exposure is deemed integral to training it shall be captured in MALA);
- e. precipitation creates a slip hazard on the climbing surface;

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- f. thunderstorms/ lightning strikes are present or forecasted;
 - g. prevailing or forecasted conditions prevent the implementation of the medevac plan; or
 - h. wet globe bulb temp exceeds 31 degrees. If wet globe bulb temp unavailable, a Humidex ≥ 40 shall warrant suspension of training.