



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 Outdoor Adventure Training	
Solicitation No. - N° de l'invitation W0103-187282/A	Date 2017-12-29
Client Reference No. - N° de référence du client W0103-187282	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-257-7409	
File No. - N° de dossier VIC-7-40164 (257)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-12	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Johnson, Laura E.	Buyer Id - Id de l'acheteur vic257
Telephone No. - N° de téléphone (250) 858-7200 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Chief of Land Staff (CLS) 101 Colonel By Drive Ottawa Ontario K1A 0K2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Amd. No. - N° de la modif.
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VIC-7-40164

Buyer ID - Id de l'acheteur
257
CCC No./N° CCC - FMS No./N° VME

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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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

The 4th Canadian Ranger Patrol Group (CRPG) intends to conduct its Junior Canadian Ranger (JCR) Enhanced Training Session (ETS) in the central Vancouver Island area during July 2018. As part of this activity, two separate camps are to be held. Firstly, Basic ETS (BETS) for 117 JCRs ages 12 - 18, plus 23 accompanying adults is intended to be held from 2 – 8 July, and secondly, Advanced ETS (AETS) for 45 JCRs and 12 adults is intended to be held from 10 – 15 July. Adult staff members are comprised of Canadian Army Reserve Members, Canadian Rangers, and adult civilian contractors (volunteers).

In addition to the 2018 ETS, the 4th Canadian Ranger Patrol Group requires the option to purchase training in two additional years.

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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), 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.

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.

"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:

- name of former public servant;
- 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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (One (1) hard copies)

Section II: Financial Bid (One (1) hard copies)

Section III: Certifications (One (1) hard copies)

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

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

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

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

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "C" 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.

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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

See Annex A.

4.2 Basis of Selection – Mandatory Technical Criteria

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

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".

7.1.1 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(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project 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, 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.

7.1.2.4 Canada's Obligation – Portion of the Work - Task Authorizations

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

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Base Logistics, CFB Esquimalt. 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

[2030](#) (2016-04-04), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2018 inclusive

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional years 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.5 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Laura Johnson
Public Works and Government Services Canada
Acquisitions Branch, Pacific Region
401 – 1230 Government St. Victoria, BC V8W 3X4
Telephone: 250-858-7200
Facsimile: 250-363-0395
E-mail address: Laura.Johnson@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.

In the event that you are unable to contact the above noted Authority, please contact:

PAC.VICCA@tpsgc-pwgsc.gc.ca.

7.5.2 Project Authority

(To be inserted at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

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VIC-7-40164

Buyer ID - Id de l'acheteur
257
CCC No./N° CCC - FMS No./N° VME

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.5.3 Contractor's Representative

The Bidder is required to complete the following:

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. 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.

7.7.5 Electronic Payment of Invoices – Contract

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

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

7.7.6 Discretionary Audit

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

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 copy must be forwarded to the PWGSC Contracting Authority identified under section 6.5.1

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 2030 (2016-04-04), General Conditions - Higher Complexity - Goods
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) the signed Task Authorizations (including all of its annexes, if any);
- f) the Contractor's bid dated _____,

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

**TRAINING, ACCOMMODATION, MEALS AND TRANSPORT:
4 CRPG JUNIOR CANADIAN RANGER ETS 2018**

Introduction

1. The 4th Canadian Ranger Patrol Group (CRPG) intends to conduct its Junior Canadian Ranger (JCR) Enhanced Training Session (ETS) in the central Vancouver Island area during July 2018. As part of this activity, two separate camps are to be held. Firstly, our Basic ETS (BETS) for 117 JCRs ages 12 - 18, plus 23 accompanying adults is intended to be held from 2 – 8 July, and secondly, our Advanced ETS (AETS) for 45 JCRs and 12 adults is intended to be held from 10 – 15 July. Adult staff members are comprised of Canadian Army Reserve Members, Canadian Rangers, and adult civilian contractors (volunteers).
2. Since the JCR Program is designed to be inclusive as much as possible in order to positively impact the greatest number of youth, there may be JCRs who struggle with behavioral or cognitive issues related to the Autism Spectrum, Fetal Alcohol Spectrum Disorder, abuse, violence, self-harm or other issues. The staff of 4 CRPG will be prepared to provide introductory training to the Contractor prior to the start of the contract, with a view to better preparing the Contractor's staff to deal with the youth in question. Should discipline or behavior issues be present among the participants, CRPG staff will work with the Contractor to resolve these issues.
3. The aim of this contract is to provide two separate outdoor adventure training experiences: Basic ETS and Advanced ETS. To assist in comprehension, two different Requirements, Constraints, and Client Support (DND) sections have been created to identify the specific requirements for each camp.
4. The 4 CRPG intent is that this contract be for a firm requirement for the summer of 2018, with the option for additional camps in the summer of 2019 and 2020 that may be exercised through Task Authorization. The numbers of participants and activities would remain relatively constant from 2018 through 2020.

Background

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

Requirements – Basic Enhanced Training Session (BETS)

7. The Contractor:
 - a. between 2 - 8 July 2018, must provide a five and a half day adventurous outdoor training program for 117 youths. Two nights must be spent camping, away from cabin-based

accommodations. Every youth attending BETS is expected to receive the same training experience.

- b. for ease of training, supervision, administration, and logistics, the primary training audience of 117 will be separated into three platoons of 39 JCRs each. The three platoons will be further subdivided into three sections of 13 JCRs each. This will enable the Contractor to provide a dedicated staff member to each section to ensure safety, continuity of supervision, and delivery of training.
- c. must provide a proposed draft daily training schedule, listing the activity, dates, and times for each platoon. It is expected however, that within the platoon training schedule, sections may operate independently for safety, training, or supervisory needs. The training schedule must include:
 - a. Outdoor challenge/team building activities (ropes or obstacle courses for example);
 - b. Leave No Trace principles and practice;
 - c. Watermanship (canoe/kayak/SUP) activities;
 - d. Swim testing;
 - e. Rock climbing (basic level);
 - f. Camp skills (two nights camping);
 - g. Hiking (basic level);
 - h. Self care (maintain personal health and hygiene);
 - i. Maintaining personal and group equipment;
 - j. Preparing and consuming meals during the camping trip; and
 - k. Positive and healthy interaction with peers and instructors in a follower role.
- d. must provide one (1) staff member, with training and supervisory responsibilities, for each section of thirteen (13) participants for the entire period. This totals nine (9) staff. During the watermanship training, additional qualified instructors, to achieve a 1:6 instructor to student ratio must be provided. During rock climbing training, additional qualified instructors must be present to manage the technical aspects of this activity;
- e. while camping or away from the main camp, the guide with each group must have emergency communications, a first aid kit and hold a current and valid Advanced Wilderness First Aid certificate. Note that when camping, three adult supervisors from 4 CRPG will accompany each Platoon;
- f. must provide in camp accommodations for 140 people for 6 nights (2 - 7 July) with check out on the morning of 8 July 2018. Accommodation must be cabin-based while in camp and tented or in improvised shelters while conducting camping on the land. Note that a 14-person DND coordination team will remain in the Contractor's facility (single-occupancy cabin-based housing with clean linen sets for each individual) throughout. It is requested that the coordination team have exclusive access to a maximum of three buildings/cabins to enable efficient communications between us;
- g. participant accommodations must be flexible to allow for privacy of male and female youth as well as male and female adults. Numbers of M/F youth and adults will be communicated to the Contractor 45 days in advance of camp start date;
- h. must provide all meals and drinks (both in the main camp and while camping on the land) from lunch 2 July to breakfast 8 July for 140 personnel. Due to the existing diets of our Primary Training Audience (PTA), a minimum of one meal daily must contain meat. The Contractor must be prepared to provide a specified number of gluten-free, vegetarian, and/or vegan meals both in the main camp and while camping. Numbers of people for each type of

meal will be identified two weeks prior to the camp. A proposed nutritious meal plan that supports the caloric needs of the physical aspects of the training for both in camp and on the land meals must be submitted with all bids. The Contractor must specify how sufficient drinking water will be provided during the activities away from the main camp. The Canadian Armed Forces (CAF) currently provides on the land meals at 1200 calories per meal, or 3600 calories per day. The CAF standard kitchen meal plan is attached for reference at Annex A1;

- i. while in camp, must provide toilet and hot and cold running water shower facilities capable of processing up to 140 personnel daily;
- j. must provide a meeting room/area with at least a 45-person seating capacity for the days while in camp;
- k. must provide access to an office with desk and phone in the Contractor's facility throughout (for the use of the coordination team). WIFI access is required for CRPG coordination staff only;
- l. must provide access to outdoor training areas able to support the training objectives as per paragraph 7.a. above. Any permits required must be obtained by the Contractor;
- m. must provide road transportation from the camp location to the trailhead locations and return, as appropriate. Transportation must be provided in a vehicle that is licensed, insured, and inspected to carry passengers. The driver(s) must be currently licensed to operate the equipment being used, and must not have consumed alcohol or illicit drugs within eight hours of the driving task. The vehicle must be operated within the applicable Provincial and Federal limits and laws;
- n. must facilitate and coordinate any medically necessary evacuation;
- o. must provide a parking area for up to six JCR vehicles (extended cab pickups) and one 3 ton cube van;
- p. must have at least one staff member at the central location 24 hours a day in case of facility issues or emergencies, in addition to the nine (9) staff members accompanying the groups;
- q. all main camp accommodations must be equipped with appropriate fire-fighting equipment and must meet the minimum local fire code;
- r. provide an area near the meeting facility sufficient to erect two large camp tents, with a footprint of approximately 20' X 16'; and
- s. must allow the emplacement and maintenance of one port-a-pottie by a third party contractor near to the camp tents identified in sub-paragraph p, above to facilitate staff ablutions.

8. Constraints (BETS)

- a. the facility (camp) must be located within 250 km of Comox, BC;
- b. the Contractor and staff, as well as any outside workers hired by the Contractor, must at all times deport themselves in a professional, respectful and healthy manner when interacting with or in view of JCR participants;

- c. the Contractor will be prepared to meet with the Technical Authority and staff to conduct detailed planning of the activities; and
- d. the DND group will arrive at the Contractor's facility prior to noon on 2 July and as such, the five and a half days of training will be from the afternoon of 2 July through the evening of 7 July. The DND group will depart the Contractor's facility following breakfast on 8 July.

9. Client Support (DND) (BETS)

- a. DND will provide sleeping bags and sleeping pads for all JCR participants;
- b. DND adults will provide additional supervision of the JCRs during the camping activities away from the main camp and may participate or assist in the supervision of the JCRs while in the main camp;
- c. DND will supply tents and/or improvised shelter materials for all of the participants;
- d. DND will supply 50 backpacks for the participants;
- e. 4 CRPG will be prepared to provide introductory training to familiarize the Contractor and staff with the JCR trainees; and
- f. DND will ensure the Contractor's facility is kept tidy by participants.

Requirements – Advanced Enhanced Training Session (AETS)

10. The Contractor:

- a. between 10 – 15 July 2018, must provide a four and a half-day mountaineering-focused training program for five groups of 10 people (9 x youth and 1 x adult per group). A minimum of two and a maximum of three nights must be spent on the land in a realistic training situation. Due to varying fitness levels among the youth, it will be necessary to separate the groups into low-challenge, moderate challenge, and high-challenge. The numbers of low, moderate, and high challenge groupings will be determined on arrival. The Contractor must provide a proposed draft daily training schedule, listing the activities and times for each challenge level. The training schedule must include:
 - (1) Introductory leadership challenges and opportunities where the youth participants are put in a leadership role and must plan and complete a task, providing necessary direction and supervision;
 - (2) Leave No Trace principles and practice;
 - (3) Mountaineering content to include:
 - i. Mountain navigation;
 - ii. Route finding;
 - iii. Hiking;
 - iv. Obstacle crossing;
 - v. Swim test;
 - vi. Positive and healthy interaction and communication with peers and instructors in a follower and leader role;
 - vii. Maintaining personal health and hygiene;
 - viii. Introduction to critical thinking and problem solving skills;

- ix. Introduction to emergency communications equipment;
- x. Maintaining and securing personal and group clothing and equipment; and
- xi. Travel safely across the land (including steep slopes, snow, and ice) if conditions permit.

In identifying and planning hiking/mountaineering routes for each of the five groups, shorter total distances and elevation gains are preferred over longer/higher routes. In this manner, more skill development instructional time will be afforded to the guide and a larger variety of skills will be learned by the JCR.

- b. must provide two (2) staff members, with training and supervisory responsibilities, for each section of ten (10) participants for the entire period. This totals ten (10) staff. A minimum of one staff member per group must be a fully qualified Association of Canadian Mountain Guides Alpine Guide or equivalent;
- c. while on the land conducting mountaineering training, the senior guide with each group must have emergency communications, a first aid kit and hold a current and valid Advanced Wilderness First Aid certificate;
- d. must provide accommodations for 57 people for 5 nights (10 – 14 July) with check out on the morning of 15 July 2018. Accommodation must be cabin-based while in camp and tented while conducting mountaineering training on the land. Note that a seven-person coordination team will remain in the Contractor's facility (single-occupancy cabin-based housing with clean linen sets for each individual) throughout. It is requested that the coordination team have exclusive access to a maximum of two buildings/cabins to enable efficient communications between us;
- e. accommodations must be flexible to allow for privacy of male and female youth as well as male and female adults. Numbers of M/F youth and adults will be communicated to the Contractor 45 days in advance of camp start date;
- f. must provide all meals and drinks (both in camp and while conducting mountaineering training away from the main camp) from lunch 10 July to breakfast 15 July for 57 personnel. Due to the existing diets of our Primary Training Audience (PTA), a minimum of one meal daily must contain meat. The Contractor must be prepared to provide a specified number of gluten-free, vegetarian, and/or vegan meals both in the main camp and while camping. Numbers of people for each type of meal will be identified two weeks prior to the camp. A proposed nutritious meal plan that supports the caloric needs of the physical aspects of the training for both in camp and on the land meals must be submitted with all bids. The Contractor must specify how sufficient drinking water will be provided during the activities away from the main camp. The Canadian Armed Forces (CAF) currently provides on the land meals at 1200 calories per meal, or 3600 calories per day. The CAF standard kitchen meal plan is attached for reference;
- g. while in camp, must provide toilet and hot and cold running water shower facilities capable of processing up to 57 personnel daily;

- h. must provide a meeting room/area with at least a 57-person seating capacity for the days while in camp;
- i. must provide access to an office with desk and phone in the Contractor's facility throughout (for the use of the coordination team). WIFI access is required for CRPG coordination staff only;
- j. must provide access to outdoor training areas able to support the training objectives as per paragraph 7.a. above. Any permits required must be obtained by the Contractor;
- k. must provide road transportation from the camp location to the trailhead locations and return, as appropriate. Transportation must be provided in a vehicle that is licensed, insured, and inspected to carry passengers. The driver(s) must be currently licensed to operate the equipment being used, and must not have consumed alcohol or illicit drugs within eight hours of the driving task. The vehicle must be operated within the applicable Provincial and Federal limits and laws;
- l. must facilitate and coordinate any medically necessary evacuation;
- m. must provide a parking area for up to four JCR vehicles (extended cab pickups);
- n. must have at least one staff member at the central location 24 hours a day in case of facility issues or emergencies, in addition to the ten (10) staff members accompanying the groups;
- o. all accommodations must be equipped with appropriate fire-fighting equipment and must meet the minimum local fire code; and

11. Constraints (AETS)

- a. the facility (camp) must be located within 250 km of Comox, BC;
- b. the Contractor and staff, as well as any outside workers hired by the Contractor, must at all times deport themselves in a professional, respectful and healthy manner when interacting with or in view of JCR participants;
- c. the Contractor will be prepared to meet with the Technical Authority and staff to conduct detailed planning of the activities; and
- d. the DND group will arrive at the Contractor's facility prior to noon on 10 July and as such, the four and a half days of training will be from the afternoon of 10 July through the evening of 14 July. The DND group will depart the Contractor's facility following breakfast on 15 July.

12. Client Support (DND) (AETS)

- a. DND will provide sleeping bags and sleeping pads for all JCR participants;

-
- b. DND adults will be included in each group of ten people and will provide all non-mountaineering supervision for the JCRs for the duration of the event;
 - c. DND will supply the tents for all participants;
 - d. DND will supply the backpacks for all participants;
 - e. 4 CRPG will be prepared to provide introductory training to familiarize the contractor and staff with the JCR trainees; and
 - f. DND will ensure the Contractor's facility is kept tidy by participants.

13. Potential Change of Training Focus – Optional Camps

The Contractor must confirm that they have the capability and expertise to change the training focus for the AETS from mountaineering in 2018 to water-based activities, such as kayaking and/or canoeing in future camps.

14. Deliverables

Once a contract is in place, the Contractor must teleconference with the Technical Authority not later than one month prior to the start date of each of the events to review requirements and finalize details.

ANNEX A2

MANDATORY EVALUATION CRITERIA – Basic ETS

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

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

ITEM	MANDATORY TECHNICAL REQUIREMENTS – Basic ETS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
	Bidders must submit the following technical information <u>with their bid</u>. Failure to provide this information with the bid will render the bid non-responsive.			
1	The facility (camp) must be located within 250 Km driving distance of Comox, BC.			
2	Contractor must accommodate training for the dates listed in accordance with Annex A – Statement of Work (SOW).			

3	<p>The Contractor must provide a proposed draft daily training schedule, listing the activities and times for each of the three platoons. The training schedule must include:</p> <ul style="list-style-type: none"> a. Outdoor challenge/team building activities (ropes or obstacle courses for example); b. Leave No Trace principles and practice; c. Watermanship (canoe/kayak/SUP) activities; d. Swim testing; e. Rock climbing (basic level); f. Camp skills (two nights camping); g. Hiking (basic level); h. Self care (maintain personal health and hygiene); i. Maintaining personal and group equipment; j. Preparing and consuming meals during the camping trip; and k. Positive and healthy interaction with peers and instructors in a follower role. <p>The Contractor shall confirm their ability to deliver and/or facilitate training in each of the sub-paragraphs above.</p>			
ITEM	MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
4	<p>The Contractor must confirm being able to provide 9 dedicated staff members for the DND group throughout. While conducting watermanship training, the contractor must provide additional instructors to comply with a 1:6 instructor to student ratio. While conducting rock climbing training, the contractor must provide additional qualified instructors to manage the technical aspects of this activity. The names, qualifications, and experience levels of these staff must be provided to the Technical Authority no later than one month before the training commences.</p>			
5	<p>The Contractor must confirm that each of the 9 dedicated staff members will have emergency communication, a first-aid kit, and be qualified Advanced Wilderness First Aid. Qualification certificates, or equivalent, must be available for inspection by the Technical Authority no later than one month before the training commences.</p>			
6	<p>Assuming a ratio of 50% male and 50% female, the Contractor must specify their proposed accommodation arrangements for 140 people for each of the six nights (nights of 2 - 7 July 2018).</p>			

7	The Contractor must provide a proposed meal plan for all meals from lunch on 2 July, through breakfast 8 July. This is to include one meal per day with meat.			
8	The Contractor must identify the number and gender of toilet and shower facilities to be allocated to the group while in camp.			
9	The Contractor must identify the space capable of acting as a 45 person meeting room while in camp.			
10	The Contractor must identify the office space to be provided to the coordination team during the contract.			
11	The Contractor must confirm that WIFI will be available to the BETS coordination team during the camp.			
12	The Contractor must identify the proposed training locations for each of the proposed activities, and confirm they are licensed or authorized to access those areas. Detailed plans are to be developed in cooperation with the Technical Authority by no later than one month before the training commences.			
ITEM	MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
13	The Contractor must provide the make, model and year of the vehicle(s) to be used in the transport of the groups to and from their training locations. The name(s) of the driver(s) and confirmation of vehicle insurance must be provided to the Technical Authority no later than one month before the training commences.			

14	The Contractor must provide a synopsis of how they would facilitate and coordinate any medically necessary evacuation and must provide their Standard Operating Procedures for casualty evacuation.			
15	The Contractor must confirm the availability of parking spaces for up to six extended cab trucks and one 5-ton cube van at the camp location.			
16	The Contractor must provide an area near the meeting facility sufficient to erect two large camp tents, with a footprint of approximately 20' X 16'.			
17	The contractor must allow the emplacement and maintenance of one port-a-pottie by a third party contractor near to the camp tents identified above to facilitate staff ablutions.			
18	The Contractor must confirm that they will have at least one staff member on site at the camp 24 hours per day during the training for coordination issues.			
19	The Contractor must confirm that each accommodation building is equipped with fire-fighting equipment and meets the local fire code.			
<p>If not submitted with their bid, Bidders must be prepared to submit the following additional information within three (3) calendar days of the written request by the Contracting Authority:</p> <p>Failure to provide this information within the timeframe specified will render the bid non-responsive.</p>				

20	<p><u>Corporate Experience*</u></p> <p>Bidders must provide a document demonstrating corporate experience dealing with large organized groups such as other cadet camps, school outings, or other youth groups participating in outdoor adventurous activities within the last five (5) years.</p> <p>The document must reference at least <u>two (2) contracts</u> that demonstrate the Bidder's ability to perform the work specified in Annex A, Statement of Work, paragraph 7.c.</p> <p>The document must include the following information for each contract:</p>			
20.1	<p><u>Contract Reference No. 1</u></p> <p>a) Details of the customer(s) under the contract (name, address, telephone number, email address); b) Number of instructors; c) Number of participants; d) Age range of participants; e) Date(s) and duration of experience; f) Location(s) of experience.</p>			
20.2	<p><u>Contract Reference No. 2</u></p> <p>a) Details of the customer(s) under the contract (name, address, telephone number, email address); b) Number of instructors; c) Number of participants; d) Age range of participants; e) Date(s) and duration of experience; f) Location(s) of experience.</p>			

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

ANNEX A3

MANDATORY EVALUATION CRITERIA – Advanced ETS

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

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

ITEM	MANDATORY TECHNICAL REQUIREMENTS – Advanced ETS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
	Bidders must submit the following technical information <u>with their bid</u>. Failure to provide this information with the bid will render the bid non-responsive.			
1	The facility (camp) must be located within 250 Km driving distance of Comox, BC.			
2	Contractor must accommodate training for the dates listed in accordance with Annex A – Statement of Work (SOW).			

3	<p>The Contractor must provide a proposed draft daily training schedule, listing the activities and times for each challenge level (low, moderate, and high). The training schedule must include:</p> <p>(1) Introductory leadership challenges and opportunities where the youth participants are put in a leadership role and must plan and complete a task, providing necessary direction and supervision;</p> <p>(2) Leave No Trace principles and practice;</p> <p>(3) Mountaineering content to include:</p> <ul style="list-style-type: none"> i. Mountain navigation; ii. Route finding; iii. Hiking; iv. Obstacle crossing; v. Swim test; vi. Positive and healthy interaction and communication with peers and instructors in a follower and leader role; vii. Maintaining personal health and hygiene; viii. Introduction to critical thinking and problem solving skills; ix. Introduction to emergency communications equipment; x. Maintaining and securing personal and group clothing and equipment; and xi. Travel safely across the land (including steep slopes, snow, and ice) if conditions permit. <p>The Contractor shall confirm their ability to deliver and/or facilitate training for each of the sub-paragraphs above.</p>			
ITEM	MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
4	<p>The Contractor must confirm being able to provide a total of 10 staff members for the DND group, five of whom are to be qualified as ACMG Alpine Guide or equivalent. The names, qualifications, and experience levels of these staff must be provided to the Technical Authority no later than one month before the training commences.</p>			
5	<p>The Contractor must confirm that each two-person staff team will have emergency communication, a first-aid kit, and that one person is qualified Advanced Wilderness First Aid. Qualification certificates, or equivalent, must be available for inspection by the Technical Authority no later than one month before the training commences.</p>			

6	Assuming a ratio of 50% male and 50% female, the Contractor must specify their proposed accommodation arrangements for 57 people for each of the five nights (nights of 10 – 14 July 2018).			
7	The Contractor must provide a proposed meal plan for all meals from lunch on 10 July, through breakfast 15 July. This is to include one meal per day with meat.			
8	The Contractor must identify the number and gender of toilet and shower facilities to be allocated to the group while in camp.			
9	The Contractor must identify the space capable of acting as a 57 person meeting room while in camp.			
10	The Contractor must identify the office space to be provided to the coordination team during the contract.			
11	The Contractor must identify that WIFI will be available to the AETS coordination team during the camp.			
12	The Contractor must identify the proposed mountaineering/hiking routes for each of the five training groups, and confirm they are licensed or authorized to access those areas. Detailed plans are to be developed in cooperation with the Technical Authority by no later than one month before the training commences.			
ITEM	MANDATORY TECHNICAL REQUIREMENTS	MET	NOT MET	SUBSTANTIAL INFORMATION PAGE LOCATOR
13	The Contractor must provide the make, model and year of the vehicle(s) to be used in the transport of the groups to and from their training locations. The name(s) of the driver(s) and confirmation of vehicle insurance must be provided to the Technical Authority no later than one month before the training commences.			

14	The Contractor must provide a synopsis of how they would facilitate and coordinate any medically necessary evacuation and must provide their Standard Operating Procedures for casualty evacuation.			
15	The Contractor must confirm the availability of parking spaces for up to four extended cab trucks at the camp location.			
16	The Contractor must confirm that they will have at least one staff member on site at the camp 24 hours per day during the training for coordination issues.			
17	The Contractor must confirm that each accommodation building is equipped with fire-fighting equipment and meets the local fire code.			
<p>If not submitted with their bid, Bidders must be prepared to submit the following additional information within three (3) calendar days of the written request by the Contracting Authority:</p> <p>Failure to provide this information within the timeframe specified will render the bid non-responsive.</p>				
18	<p><u>Corporate Experience*</u></p> <p>Bidders must provide a document demonstrating corporate experience dealing with large organized groups such as other cadet camps, school outings, or other youth groups participating in mountaineering activities within the last five (5) years.</p> <p>The document must reference at least <u>two (2) contracts</u> that demonstrate the Bidder's ability to perform the work specified in Annex A, Statement of Work, paragraph 10.</p> <p>The document must include the following information for each contract:</p>			

Solicitation No. - N° de l'invitation
W0103-187282/A
Client Ref. No. - N° de réf. du client
W0103-187282

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-7-40164

Buyer ID - Id de l'acheteur
257
CCC No./N° CCC - FMS No./N° VME

18.1	<u>Contract Reference No. 1</u> a) Details of the customer(s) under the contract (name, address, telephone number, email address); b) Number of instructors; c) Number of participants; d) Age range of participants; e) Date(s) and duration of trip; f) Location(s) of trip.			
18.2	<u>Contract Reference No. 2</u> a) Details of the customer(s) under the contract (name, address, telephone number, email address); b) Number of instructors; c) Number of participants; d) Age range of participants; e) Date(s) and duration of trip; f) Location(s) of trip.			

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

ANNEX "B"

BASIS OF PAYMENT

Bidders must submit their financial bid using the financial evaluation table provided in this Annex. The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Firm unit price shall be inclusive of all direct and indirect expenses incurred in performing the Requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Supplier such as additional surcharges, and transportation fees. No other charges will be accepted.

Failure to comply with any of the instructions provided in this Annex will render the bid non-responsive.

YEAR 1, 2018			
Basic Enhanced Training Session (BETS) 2 - 8 July 2018, five and a half day adventurous outdoor training program for 117 youths plus 23 accompanying adults.			
Item	Description	Unit	Price
1.1	Instruction and supervision of training	Lump sum	\$ _____
1.2	Accommodations	Lump sum	\$ _____
1.3	Meals	Lump sum	\$ _____
1.4	Transportation	Lump sum	\$ _____
TOTAL (1.1-1.4)			\$ _____
Advanced Enhanced Training Session (AETS) 10 – 15 July, 2018, four and a half-day mountaineering-focused training program for 45 JCRs and 12 adults.			
Item	Description	Unit	Price
1.5	Instruction and supervision of training	Lump sum	\$ _____
1.6	Accommodations	Lump sum	\$ _____

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1.7	Meals	Lump sum	\$ _____
1.8	Transportation	Lump sum	\$ _____
TOTAL (1.5-1.8)			\$ _____
Total evaluated price in Canadian Dollars (1.1-1.8)			\$ _____

OPTIONAL YEAR 2, 2019				
<u>Basic Enhanced Training Session (BETS)</u> Dates and numbers to be confirmed, but estimated to be approximately the same as 2018 details.				
Item	Description	Per Student	Per Supervising Adult	Extended Daily Price (Student + Adult)
2.1	Instruction and supervision of adventurous outdoor training	\$_____/day per student	\$_____/day per adult	\$_____
2.2	Instruction and supervision of water training	\$_____/day per student	\$_____/day per adult	\$_____
2.3	Accommodations	\$_____/night per student	\$_____/night per adult	\$_____
2.4	Meals	\$_____/day per student	\$_____/day per adult	\$_____
2.5	Transportation	\$_____/day per student	\$_____/day per adult	\$_____
TOTAL (2.1-2.5)				\$_____
<u>Advanced Enhanced Training Session (AETS)</u> Dates and numbers to be confirmed, but estimated to be approximately the same as 2018 details.				
Item	Description	Per Student	Per Supervising Adult	Extended Daily Price (Student + Adult)
2.6	Instruction and supervision of adventurous outdoor training	\$_____/day per student	\$_____/day per adult	\$_____
2.7	Instruction and supervision of water training	\$_____/day per student	\$_____/day per adult	\$_____
2.8	Accommodations	\$_____/night per student	\$_____/night per adult	\$_____
2.9	Meals	\$_____/day per student		\$_____

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			\$_____/day per adult	
2.10	Transportation	\$_____/day per student	\$_____/day per adult	\$_____
TOTAL (2.6-2.10)				\$_____
Total evaluated price in Canadian Dollars (2.1-2.10)				\$_____

OPTIONAL YEAR 3, 2020				
<u>Basic Enhanced Training Session (BETS)</u> Dates and numbers to be confirmed, but estimated to be approximately the same as 2018 details.				
Item	Description	Per Student	Per Supervising Adult	Extended Daily Price (Student + Adult)
3.1	Instruction and supervision of adventurous outdoor training	\$_____/day per student	\$_____/day per adult	\$_____
3.2	Instruction and supervision of water training	\$_____/day per student	\$_____/day per adult	\$_____
3.3	Accommodations	\$_____/night per student	\$_____/night per adult	\$_____
3.4	Meals	\$_____/day per student	\$_____/day per adult	\$_____
3.5	Transportation	\$_____/day per student	\$_____/day per adult	\$_____
TOTAL (3.1-3.5)				\$_____
<u>Advanced Enhanced Training Session (AETS)</u> Dates and numbers to be confirmed, but estimated to be approximately the same as 2018 details.				
Item	Description	Per Student	Per Supervising Adult	Extended Daily Price (Student + Adult)
3.6	Instruction and supervision of adventurous outdoor training	\$_____/day per student	\$_____/day per adult	\$_____
3.7	Instruction and supervision of water training	\$_____/day per student	\$_____/day per adult	\$_____
3.8	Accommodations	\$_____/night per student	\$_____/night per adult	\$_____
3.9	Meals	\$_____/day per student		\$_____

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			\$_____/day per adult	
3.10	Transportation	\$_____/day per student	\$_____/day per adult	\$_____
TOTAL (3.6-3.10)				\$_____
Total evaluated price in Canadian Dollars (3.1-3.10)				\$_____

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ANNEX “C” 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)

ANNEX "D"

INSURANCE REQUIREMENT

A. Commercial General Liability Insurance

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

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

B. Automobile Liability Insurance

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

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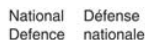
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ANNEX "E"

TASK AUTHORIZATION FORM DND 626 TASK AUTHORIZATION FORM

See Attached



All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À		TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. <div><div></div><div>Date</div><div></div><div>for the Department of National Defence pour le ministère de la Défense nationale</div></div>	
Delivery location – Expédiez à			
Delivery/Completion date – Date de livraison/d'achèvement			
Contract item no. N° d'article du contrat	Services		Cost Prix
	GST/HST TPS/TVH		
	Total		
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.			
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.			
<div><div></div><div>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</div></div>			

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.

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.

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.

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.