



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

**Bid Receiving - PWGSC / Réception des
soumissions – TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Gatineau
Core 0B2 / Noyau 0B2
K1A0S5
Bid Fax: (819) 997-9776

**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

Title - Sujet Bombardier CL601-01 SIM	
Solicitation No. - N° de l'invitation W8485-18SO01/B	Date 2018-02-15
Client Reference No. - N° de référence du client W8485-18SO01	
GETS Reference No. - N° de référence de SEAG PW-\$\$LS-101-74421	
File No. - N° de dossier Is101.W8485-18SO01	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-28	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Brousseau, Line	Buyer Id - Id de l'acheteur Is101
Telephone No. - N° de téléphone (819) 420-0245 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Charter and Transportation Services Division/Division de
services d'affrètement et transport
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Gatineau
Quebec
K1A0S5

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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Financial 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, Basis of Payment, and Task Authorization Form.

The Attachments include the Technical Criteria, Pricing Schedule, and Certifications Precedent to Contract Award.

1.2 Summary

This requirement is for Bombardier CL601 Challenger pilot training and provision of flight simulator services.

The Department of National Defence 412 (Transport) squadron has a requirement for CL601-1A Challenger (Bombardier CL601) pilot flight training on a TC/FAA certified Level D flight simulator. The requirement is for the provision of an approved initial and recurrent training including; ground school and simulator time.

The period of the Contract is from Contract award to March 31, 2019 inclusive.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to six (6) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (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.

Request for services under the Contract will be via a DND 626, Task Authorization.

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This requirement does not have security requirements.

1.3 Debriefings

After contract award, 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 of 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.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) calendar days.

2.2 Submission of Bids

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

"Transmission by facsimile or by epost Connect

 1. Facsimile
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC

- headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
- i. receipt of garbled or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
2. ePost Connect
- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- b. To submit a bid using epost Connect service, the Bidder must either:
- i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- i. receipt of a garbled or incomplete bid;

- ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

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.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a) Name of former public servant;
- b) Conditions of the lump sum payment incentive;
- c) Date of termination of employment;
- d) Amount of lump sum payment;
- e) Rate of pay on which lump sum payment is based;
- f) Period of lump sum payment including start date, end date and number of weeks; and
- g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

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

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2.5 Applicable Laws

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

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.

2.6 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.2 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid one (1) hard copy and one (1) soft copy on *any medium such as USB, CD, DVD*

Section II: Financial Bid one (1) hard copy and one (1) soft copy on *any medium such as USB, CD, DVD*

Section III: Certifications two (2) hard copies

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

Prices must appear in the financial 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.

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

Section II: Financial Bid

- a) Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule. The total amount of Applicable Taxes must be shown separately.
- b) Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- c) When preparing their financial bid (Attachment 2 to Part 3), Bidders should review Annex B - The Basis of Payment and Part 4 - Financial Evaluation, clause 4.1.2.1

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information - Attachment 3 to Part 3.

- a) Bidders must complete their Certifications by using the PDF fillable form in Attachment 3 to Part 3- Certifications and Additional Information.
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications.
- c) The form must be signed.
- d) Any additional information (supporting information) is to be included in Section IV of the Bid package (additional information).

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ATTACHMENT 1 TO PART 3

Technical Proposal

See attached Word Form - Attachment 1 to part 3 - technical bid

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ATTACHMENT 2 TO PART 3

Pricing Schedule

See attached Excel Workbook - Attachment 2 to part 3 - Pricing Schedule.xls

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ATTACHMENT 3 TO PART 3

Certifications prior to contract award

See attached PDF fillable Form - Attachment 3 to part 3 - certifications.pdf

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

The Bidder must meet the Mandatory Technical Criteria's **M1 to M4**, specified in the Attachment 1 of 3. **Bidders are advised to give special attention to each criterion.**

Each mandatory criterion should be addressed separately.

A bid must comply with the requirements of the Request for Proposal and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for issuance of a standing bid.

4.1.2 Financial Evaluation

- 4.1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 2 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.
- 4.1.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 2 to Part 3.

4.2. Basis of Selection

4.2.1 Basis of Selection - Lowest Compliant Evaluated Price

- 1. To be declared responsive, a bid must:
 - (a) Comply with all the requirements of the bid solicitation; and
 - (b) Meet all the mandatory evaluation criteria.
- 2. Bids not meeting a) or b) will be declared non-responsive.

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PART 5 – CERTIFICATIONS

5. Certifications Precedent to Contract Award

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

Bidders must complete their certifications required under Part 5 by using the Attachment 3 to Part 3.

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PART 6 - FINANCIAL REQUIREMENTS

6. Financial Capability

A9033T (2012-07-16), Financial Capability

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 in Annex A.

7.2 Task Authorization

7.2.1 Statement of Work, described in Annex A, will be performed under the Contract on an "as and when requested basis".

7.2.2 With respect to the Work mentioned under paragraph 7.2.1 of this clause,

- a) An obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
- b) The TA Authority and limit will be determined in accordance with paragraph 7.2.3 of this clause;
- c) The Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
- d) The task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A ; and
- e) The TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex C, Task Authorization Form. An authorized TA is a completed Annex C signed by the TA Authority.

7.2.3 Task Authorization Limit

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$100,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

7.2.4 The authority specified under paragraph 7.4.2 of this clause is granted subject to the sum specified in the Contract under clause 7.5.7 Limitation of Expenditure - Cumulative Total of all authorized TAs, not being exceeded.

7.2.4.1 TA Process

7.2.5 For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex C Task Authorization Form DND 626, containing as a minimum:

- a) The task or revised task description of the Work required, including:
 - i) The details of the activities or revised activities to be performed;
 - ii) A description of the deliverables or revised deliverables to be submitted; and

- iii) A schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- b) The Contract basis (bases) of payment applicable to the task or revised task; and
- c) The Contract method(s) of payment applicable to the task or revised task and the associated schedule of milestones.

7.2.6 Within seven (7) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

- a) The total estimated cost proposed for performing the task or, as applicable, revised task;
- b) A breakdown of that cost in accordance with Annex B; and
- c) For each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract:
 - i) The name of the proposed resource; and
 - ii) The resume of the proposed resource.

7.2.7 TA Authorization

The TA Authority will authorize the TA based on:

- a) The request submitted to the Contractor pursuant to paragraph 7.2.2 above;
- b) The Contractor's response received, submitted pursuant to paragraph 7.2.2 above; and
- c) The agreed total estimated cost for performing the task or, as applicable, revised task.

7.2.8 The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph 7.2.5 above.

7.2.9 The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

7.2.10 Minimum Work Guarantee - All the Work - Authorized TAs

7.2.11 "Maximum Contract Value" means the sum specified in Contract clause 7.5.7, Limitation of Expenditure - Cumulative Total of All Authorized TAs; and "Minimum Contract Value" means 20% of the Maximum Contract Value.

7.2.12 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 7.5.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

7.2.13 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 cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

7.2.14 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2.15 Periodic Usage Reports - Contracts with TAs

7.2.16 The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

7.2.17 No later than fifteen (15) calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 7.2.18 and 7.2.19 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: January 1 to March 31
2nd quarter: April 1 to June 30;
3rd quarter: July 1 to September 30; and
4th quarter: October 1 to December 31.

7.2.18 For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- a) The TA number appearing on the TA form;
- b) The date the task was authorized appearing on the TA form;
- c) The total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- d) The following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc.:
 - i) The TA revision number;
 - ii) The date the revision to the task was authorized;
 - iii) The authorized increase or decrease (Applicable Taxes extra);
 - iv) The total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- e) The total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- f) The total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- g) The total amount of Applicable Taxes invoiced;
- h) The total amount paid, Applicable Taxes included;
- i) The start and completion date of the task (as last revised, as applicable); and
- j) The active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

7.2.19 For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- a) The sum (Applicable Taxes extra) specified in clause 7.5.7 Limitation of Expenditure - Cumulative Total of all Authorized TAs of the Contract (as last amended);
- b) The total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- c) The total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- d) The total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- e) The total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

7.3. Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Security Requirement

There is no security requirement applicable to this Contract.

7.3.3 Period of the Contract

The period of the Contract is from Contract award to March 31, 2019 inclusive.

7.3.4 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to six (6) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (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.

7.3.5 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 30 days under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 60 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.3.6 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.4. Authorities

7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Line Brousseau
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Traffic Management Division –LS
Division des Services de gestion du trafic- LS
11 Laurier Street
Gatineau, Québec K1A 0S5 Telephone: 819-420-0245
Facsimile: (tbc)
E-mail address: line.brousseau@tpsgc-pwgsc.gc.ca

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

7.4.2 Technical Authority

(The Technical Authority will be identified at Contract award)

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

7.4.3 Contractor's Representative

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____
Cell Phone: _____
Fax: _____
E-mail: _____

7.5 Payment

7.5.1 Basis of Payment

7.5.2 TA subject to a Limitation of Expenditures

7.5.3 When the basis of payment specified in a TA authorized and issued under the Contract is

limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

- 7.5.4 Canada's total 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.
- 7.5.5 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 specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:
- (a) when it is 75 percent committed, or
 - (b) four (4) months before the final delivery date specified in the authorized TA, or
 - (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,
- whichever comes first.
- 7.5.6 If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.
- 7.5.7 Limitation of Expenditure - Cumulative Total of all Authorized TAs**
- 7.5.8 Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ _____ (*amount inserted at contract award*). Customs duties are included and the Applicable Taxes are extra.
- 7.5.9 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.
- 7.5.10 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 and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 7.5.3, TA subject to a Limitation of Expenditure), whichever comes first.
- 7.5.11 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.

7.5.12 Method of Payment - Authorized TA

The following method of payment will form part of the authorized TA:

a) **Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii) all such documents have been verified by Canada;
- iii) the Work performed has been accepted by Canada.

7.5.13 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.5.14 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit
C0305C (2014-06-26), Cost Submission

7.6 Invoicing Instructions

7.6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

In addition, each invoice must be supported by certified flight reports covering all charges for hours flown or other expenditures.

7.6.2 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.

7.7. Certifications

7.7.1 **Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.7.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "" list.

The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

7.7.3 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*inserted at contract award*) Canada.

7.8. 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, Task Authorization Form DND 626; and
- (h) the Contractor's bid dated _____ (*inserted at time of contract award*).

7.9 Insurance Requirements

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.

7.10 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

ANNEX A STATEMENT OF WORK

1. Title

The provision of Initial and recurrent pilot training for Bombardier CL601-1A Challenger , Simulator Operator training of Department of National Defence (DND) instructors, and the lease of a CL601 Simulator for training purposes.

2. Objectives

To gain and/or increase pilot proficiency for DND personnel on aircraft type Bombardier CL601-1A Challenger fleet operated by DND 412 (Transport) Squadron.

3. Background

As directed in the Royal Canadian Air force's (RCAF) Flight Operations Manual, "RCAF training practices shall fully embrace the use of simulators and flight training / procedural training devices." As such, 412 (T) Squadron requires regular access to, and the use of, high fidelity simulators for training to ensure its pilots maintain a high level of proficiency in all facets of Challenger 601 flying.

4. Scope

The Contractor must provide DND with access to a Bombardier CL601 Challenger Level D simulator along with instructional services associated with certifying DND personnel as certified simulator instructors/operators. The Contractor will also provide in-class training to Challenger CL601 pilots in accordance with the Contractor's Challenger Initial Pilot Training. The Contractor must provide DND pilots with the simulator training sessions required by the Challenger Initial Pilot Training Syllabus and Challenger Recurrent Pilot Training Syllabus, DND personnel will serve as the simulator instructor/operator during these sessions. A copy of the Bidder's Initial Pilot Training syllabus and the Bidder's Recurrent Pilot Training Syllabus must be submitted with the Proposal.

The provision of simulator leasing services, instructor services and training outline will be broken down as follows:

The Contractor will provide DND Instructors with the necessary knowledge and credentials to provide DND pilots with the Simulator training associated with the Initial and Recurrent Pilot Training Courses.

4.1 Contractor-led Simulator Training:

The simulator and the simulator training conducted with the instructions provided by a contractor supplied instructor. This is also known as **wet lease**. There will be one (1) Simulator Instructor Training Course per year which consists of a two (2) hours training of wet lease session and 75 wet lease sessions (4 hours/session) for a pilot.

4.2 DND-led Simulator Training:

The simulator training conducted with the instructions provided by a DND supplied instructor. This is also known as **dry lease**. There will be one hundred (100) dry lease pilot trainings (4 hours/session).

4.3 Initial Pilot Training:

All Pilot Initial Training serials must incorporate up to thirteen (13) simulator sessions (for a three student course), for a total of up to fifty-two (52) hours (13 times 4 hours per session). Simulator costs must be charged at dry leased. If requested by DND, additional simulator sessions may be added and will be charged at the simulator hourly rate. The Canada reserves the right to have a Contractor Instructor present in the simulator during the Initial Pilot Training. There will be an estimate of four (4) initial pilot training sessions.

4.4 Recurrent Pilot Training:

Pilot recurrent training will be scheduled as mutually agreed by the Contractor and DND. The Squadron will normally have a crew of two (2) pilots. The ground training must be conducted in accordance with the TC or FAA approved Contractor's Challenger Recurrent Training Syllabus. The in-class instruction will be provided by the Contractor. There will be an estimate of eight (8) recurrent pilot training sessions.

5. Simulator Requirements

5.1 Aircraft simulator Model

The Contractor must provide a Bombardier CL601 Challenger Level D simulator with and Electronic Flight Instrument System (EFIS) that meets Transport Canada (reference document # TP9685 Rev 1) / Federal Aviation Administration Certification Standards (reference document # AC 1120-40B) for training and type certificate issue on the CL601. If the in-class components of the Introduction and Recurrent Pilot training consists of only DND personnel, the Contractor must provide instruction on only the 601-1A model. If the Contractor is unable to exclusively provide 601-1A instruction due to civilian members in the course, the Contractor must outline the differences between the 601-3A and the 601-1A models.

6. Course General Requirements

6.1 Contractor Instructor Qualifications

The Contractor must have an Approved Training Organisation Certificate (ATO) in good standing with Transport Canada or the Federal Aviation Administration. The ATO Certificate number must be provided. The Contractor must also be qualified to administer the simulator training qualification to DND instructors.

6.2 Training Facility

The training Facility must be located in North America and suitable for conducting the outlined training. The Contractor must provide a minimum of thirty—six (36) square feet per person of classroom floor space for theory or classroom instruction. Space must be sufficiently sound proof to ensure that instructors can be clearly heard and ambient noises are kept to a minimum. The Contractor must provide adequate heating/cooling, lighting, laboratory facilities, consumable supplies, and furniture necessary for the health, comfort and convenience of the students. Address of the base of operation on the North America must be provided.

7. **Tasks and Deliverables**

7.1 Course Report

The Contractor must forward a record of training for each pilot candidate who has taken initial and/or recurrent training to the 412 Sqn no later than three (3) days following the completion of the training. The mailing address is as follows:

412 (T) Squ/C Stds & Trg
200 Comet Private
Ottawa, Ontario K1V 9B2

7.2 Course Certificate

The Contractor must forward a certificate of ground school training completion for each pilot candidate who has successfully completed the Contractor's Challenger Pilot Training Syllabus. The certificates will be sent to the mainlining address outlined in 7.1

8. **Client Support**

8.1 DND will:

- a) Be responsible for the provision of a training schedule as early as possible;
- b) Be responsible for the provision of a list of candidates;
- c) Providing the Contractor with DND 626 Form.

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W8485-18SO01/B
Client Ref. No. - N° de réf. du client
W8485-18SO01

Amd. No. - N° de la modif.
File No. - N° du dossier
Is101. W8485-18SO01

Buyer ID - Id de l'acheteur
Is101
CCC No./N° CCC - FMS No./N° VME

9. Terminology

Terminology Table	
Term	Acronym
Statement of Work	SOW
Approved Training Organization	ATO
Technical Authority	TA
Flight Management System	FMS
Federal Aviation Administration	FAA
Pilot in Command	PIC
Supplemental Type Certificate	STC
Transport Canada	TC
Department of National Defence	DND
Royal Canadian Air Force	RCAF

ANNEX B

BASIS OF PAYMENT

A. Contract Period (From award to March 31, 2019)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below. Prices are in Canadian dollars.

1. Minimum Contract Guarantee

The minimum work guarantee is 20% of the annual estimated number of sessions. In regards to training sessions, the Contractor will invoice for actual training sessions, on a monthly basis. If applicable, minimum training session shortfalls will be identified on the last monthly invoice e.g. March of each year.

2. Firm All Inclusive Rate

The Contractor will be paid the following firm all-inclusive rate(s):

2.1 All Inclusive Firm Rate

Period	Services		Rate (CAD)	
Contract Period (Contract Award to March 31, 2019)	Contract Simulator Training (as per Annex A 4.1)	W	(per hour)	\$ -
	DND Simulator Training (as per Annex A 4.2)	D	(per hour)	\$ -
	Initial Training (as per Annex A 4.3)	G	(per course)	\$
	Recurrent Training (as per Annex A 4.4)	G	(per course)	\$
			Sub Total	
Period	Services		Rate (CAD)	
Period 1 (April 1, 2019 to March 31, 2020)	Contract Simulator Training (as per Annex A 4.1)	W	(per hour)	\$ -
	DND Simulator Training (as per Annex A 4.2)	D	(per hour)	\$ -
	Initial Training (as per Annex A 4.3)	G	(per course)	\$
	Recurrent Training (as per Annex A 4.4)	G	(per course)	\$
			Sub Total	
Period			Rate (CAD)	

Period 2 (April 1, 2020 to March 31, 2021)	Contract Simulator Training (as per Annex A 4.1)	W	(per hour)	\$ -
	DND Simulator Training (as per Annex A 4.2)	D	(per hour)	\$ -
	Initial Training (as per Annex A 4.3)	G	(per course)	\$
	Recurrent Training (as per Annex A 4.4)	G	(per course)	\$
			Sub Total	
Period	Services		Rate (CAD)	
Period 3 (April 1, 2021 to March 31, 2022)	Contract Simulator Training (per Annex A 4.1) DND Simulator Training (as per Annex A 4.2)	W	(per hour)	\$ -
		D	(per hour)	\$ -
	Initial Training (as per Annex A 4.3)	G	(per course)	\$
	Recurrent Training (as per Annex A 4.4)	G	(per course)	\$
			Sub Total	
Period	Services		Rate (CAD)	
Period 4 (April 1, 2022 to March 31, 2023)	Contract Simulator Training (as per Annex A 4.1) DND Simulator Training (as per Annex A 4.2)	W	(per hour)	\$ -
		D	(per hour)	\$ -
	Initial Training (as per Annex A 4.3)	G	(per course)	\$
	Recurrent Training (as per Annex A 4.4)	G	(per course)	\$
			Sub Total	
Period	Services		Rate (CAD)	
Period 5 (April 1, 2023 to March 31, 2024)	Contract Simulator Training (as sessions per Annex A 4.1) DND Simulator Training (as per Annex A 4.2)	W	(per hour)	\$ -
		D	(per hour)	\$ -
	Initial Training (as per Annex A 4.3)	G	(per course)	\$
	Recurrent Training (as per Annex A 4.4)	G	(per course)	\$
			Sub Total	
Period	Services		Rate (CAD)	
Period 6 (April 1, 2024 to	Contract Simulator Training (as per Annex A 4.1)	W	(per hour)	\$ -

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 File No. - N° du dossier
Is101. W8485-18SO01

Buyer ID - Id de l'acheteur
Is101
 CCC No./N° CCC - FMS No./N° VME

March 31, 2025)	DND Simulator Training (as per Annex A 4.2)	D	(per hour)	\$ -
	Initial Training (as per Annex A 4.3)	G	(per course)	\$
	Recurrent Training (as per Annex A 4.4)	G	(per course)	\$
			Sub Total	
TOTAL				\$ -

References: G = Ground School Training W = Wet Lease Training D = Dry Lease Training

3. Total Estimated Cost - Contract Period

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 6.3 Limitation of Expenditure - Cumulative Total of all Authorized TAs, of the Contract.

3.1 Total Estimated Cost - Contract Period: \$ _____ (amount inserted at contract award).

ANNEX "C"

Solicitation No. - N° de l'invitation
W8485-18SO01/B
Client Ref. No. - N° de réf. du client
W8485-18SO01

Amd. No. - N° de la modif.
File No. - N° du dossier
Is101. W8485-18SO01

Buyer ID - Id de l'acheteur
Is101
CCC No./N° CCC - FMS No./N° VME

**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.