



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage , Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR 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 Rigid Tactical Ladders	
Solicitation No. - N° de l'invitation W6399-17JD22/A	Date 2018-05-04
Client Reference No. - N° de référence du client W6399-17JD22	
GETS Reference No. - N° de référence de SEAG PW-\$\$ML-058-26810	
File No. - N° de dossier 058ml.W6399-17JD22	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-25	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Nemati, Saeed	Buyer Id - Id de l'acheteur 058ml
Telephone No. - N° de téléphone (873) 469-3617 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 8355 Franktown Road Dwyer Hill Training Center Richmond Ontario K0A 2Z0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Marine Machinery and Services / Machineries et services
maritimes

11 Laurier St. / 11, rue Laurier

6C2, Place du Portage

Gatineau

Québec

K1A 0S5

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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058ml.W6399-17JD22

Buyer ID - Id de l'acheteur
058ml
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 Insurance 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, Operational Performance and Technical Requirements, the Basis of Payment, the Insurance Requirements, the DND 626 Task Authorization Form, the Bid Requirement and Technical Evaluation Plan, the Financial Evaluation Plan, the Federal Contractors Program for Employment Equity - Certification, and any other annexes.

1.2 Summary

The Department of National Defence (DND) has a requirement for Twelve (12) Rigid Tactical Ladders in accordance with the Operational Performance and Technical Requirements detailed in Annex "B" with an option to purchase up to an additional Twelve (12) Rigid Tactical Ladders as well as Training, In-Service Support and option to purchase supporting items and spare parts for a period of 5 years and option for five (5) additional one (1) year of In-Service Support, supporting items and spare parts in accordance with Annex "A" - Statement of Work.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the Annex "G" titled Federal Contractors Program for Employment Equity - Certification.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information.

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.

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) (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."

2.1.1 SACC Manual Clauses

B1000T (2014-06-26) Condition of Material - Bid

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.2.1 Delivery Date

While delivery of the deliverables is requested by 31 July 2018, best delivery that could be offered is _____.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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058ml
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2.5 Applicable Laws

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

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

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 fifteen (15) 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 2.1 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

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 (2 hard copies), and 1 soft copy on CD-ROM/USB key

Section II: Financial Bid (1 hard copy)

Section III: Certifications (2 hard copies), and 1 soft copy on CD-ROM/USB key

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.

"Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted."

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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>). 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 in accordance with the Annex "A", Statement of Work, Annex "B", Operational Performance and Technical Requirement and the Annex "C", Bid Requirements and Technical Evaluation Plan for the Rigid Tactical Ladders.

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 Financial Bid Presentation Sheet in the Financial Evaluation Plan at Annex "I". The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

SACC Manual clause 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The technical evaluation process will be done in two phases. First Phase includes the evaluation of the Technical Mandatory Criteria of the Bid documentation. Second Phase includes the evaluation of sample. Mandatory and point rated technical evaluation criteria are included in Annex "C".

4.1.1.1 Mandatory Technical Criteria

Bids must comply with the requirements of the Request for Proposal, including the Annex "A", Statement of Work and Annex "B", Operational Performance and Technical Requirement and meet all mandatory technical evaluation criteria. The Bidders must submit the supporting documentation required in paragraph A1.5 of Appendix "1" to Annex "C" – Bid Requirement and Technical Evaluation Plan and Bids must comply with its requirements.

4.1.1.2 Point Rated Technical Criteria

4.1.1.2.1 Submission of a Sample

Bids meeting the Mandatory Technical Criteria of the first phase will be asked at second phase to provide a sample, at no cost to Canada, as described in Annex "C" paragraph 2.1.2 - Phase II: Compliance Verification and Technical Evaluation Trials.

The Bidders must provide the above sample within two weeks of being notified by Canada.

4.1.1.2.2 Compliance Verification and Evaluation Trials

The Rigid Tactical Ladders provided by each Bidder will be assessed by DND to verify that the system meets the technical requirements in accordance with the Compliance Verification Checklist at Appendix 2 to Annex "C". If the Rigid Tactical Ladders are found to be non-compliant with any one of the mandatory technical requirements, the reasons will be recorded, and the bid will be deemed non-compliant and given no further consideration.

Each of the Rigid Tactical Ladders supplied by the Bidders will be subjected to the DND conducted Proof of Concept Field Trial Appendix 3 to Annex "C". The field trials are designed to test the Rigid Tactical Ladders for suitability within maritime interdiction operations in accordance with the operational performance requirements at Annex "B".

The bid must achieve a Performance Score equal to or greater than one hundred thirty-eight (138) out of one hundred sixty-two (162) available points (85%) in the evaluation trials to be declared technically compliant.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

1. The price of the bid will be evaluated as follows:
 - a. Canadian-based bidders must submit firm prices in Canadian dollars, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based bidders must submit firm prices in Canadian dollars, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Canada requests that bidders provide prices Delivered Duty Paid, DDP destination Incoterms 2010.
3. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

The price of the bids will be evaluated as described in Annex "I" Financial Evaluation Plan.

4.2 Basis of Selection

4.2.1 Basis of Selection - Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical and financial evaluation criteria; and
 - c. obtain the required minimum of one hundred thirty-eight (138) points overall (85%) for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of one hundred sixty-two (162) available points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest total 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.

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

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

5.2.3 Certification of compliance

The Bidder must provide a certification of compliance with each article of the Statement of Work detailed in Annex "A".

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PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

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

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

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 provide Twelve (12) Rigid Tactical Ladders in accordance with the Operational Performance and Technical Requirements detailed in Annex "B" with an option to purchase up to an additional Twelve (12) Rigid Tactical Ladders as well as Training, In-Service Support and option to purchase supporting items and spare parts for a period of 5 years and option for five (5) additional one (1) year of In-Service Support, supporting items and spare parts in accordance with Annex "A" - Statement of Work.

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" – Statement of Work of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "H".
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 Technical 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 Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 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.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 5 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

7.1.2.5 Task Authorization - Department of National Defence

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

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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.

7.2.2 Supplemental General Conditions

4010 (2012-07-16), Services - Higher Complexity, 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 Delivery Date

Rigid Tactical Ladders must be received on or before _____. ***To be inserted at contract award based on article 2.2.1 Delivery Date***

7.4.2 Period of the Contract

The period of the In-Service Support Contract will be from the delivery of the Rigid Tactical Ladders to five (5) years after that date 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 Five (5) additional One (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.4.4 Delivery Point

Department of National Defence
Richmond, Ontario
Attn: ***To be inserted at contract award***

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7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:Saeed Nemati M.Eng.
Title: Supply Team Leader
Public Works and Government Services Canada
Defence and Marine Procurement Branch
Directorate: REFIT, LOGISTICS AND SMALL VESSEL CONSTRUCTION DIRECTORATE
Address: 11 Laurier Street, Portage III, 6C2, Gatineau QC K1A 0S5
Telephone: 873-469-3617
E-mail address: Saeed.Nemati@tpsgc-pwgscc.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Contract is: ***To be inserted at contract award***

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

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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.

7.5.3 Procurement Authority

The Procurement Authority for the Contract is: ***To be inserted at contract award***

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has

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no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.4 Contractor's Representative *To be inserted at contract award*

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 – Firm Unit Prices and Firm Hourly Rates

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices and firm all-inclusive hourly rates in accordance with the Basis of Payment Annex "D". DDP Delivered Duty Paid Richmond, ON, Incoterms 2010. Canadian customs duties and excise taxes included and Applicable Taxes extra

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

7.7.2 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. ***To be inserted at contract award*** 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

7.7.4 Method of Payment

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

7.7.5 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Requests by Customer Department
C2000C (2007-11-30) Taxes - Foreign-based Contractor
C2605C (2008-05-12) Canadian Customs Duties and Sales Tax - Foreign-based Contractor
C2610C (2007-11-30) Customs Duties - Department of National Defence – Importer
C0305C (2014-06-26) Cost Submissions – Limitation of Expenditure or Ceiling Price
C0711C (2008-05-12) Time Verification

7.7.6 Electronic Payment of Invoices – Contract

To be updated at contract award

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)

7.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy of the supplier's own invoice form shall be forwarded by mail to:

Department of National Defence
101 Colonel By Dr.
Ottawa, ON
K1A 0K2
Attention: _____. *To be inserted at contract award*

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

- (c) One (1) copy must be forwarded to the consignee.

3. Invoices must contain the following information:

- (a) The date
- (b) Name and address of the consignee
- (c) Item/reference number, deliverable and/or quantity or description of work
- (d) Contract /purchase order serial number and financial codes
- (e) All separate charges detailed individually the amount invoiced
- (f) Client Reference Number (CRN)
- (g) The Contractor's Vendor Code or Procurement Business Number (PBN)
- (h) Company GST Registration Number

4. Invoices are not be submitted prior to the shipment or delivery of the goods and services and all invoices must have original signatures and be stamped as "Original".

Payment will not be authorized until all material and services have been inspected and accepted by the Technical Authority.

5. If payment is to be made to an address other than the address on the cover page of the contract, it is to be clearly identified within the body of the contract as the "Remit to" address. This address should include the following:

Company name
Full Address
City
Province/State
Postal/Zip Code

7.9 Certifications

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.

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

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the

name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

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 supplemental general conditions 4010 (2012-07-16), Services - Higher Complexity;
- c. the general conditions 2030 (2016-04-04), General Conditions - Higher Complexity – Goods;
- d. Annex "A", Statement of Work;
- e. Annex "B", Operational Performance and Technical Requirements;
- f. Annex "D", Basis of Payment;
- g. Annex "F", Insurance Requirements;
- h. the signed Task Authorizations (including all of its annexes, if any); and
- i. the Contractor's bid dated _____. ***To be inserted at contract award***

7.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract.

7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.14 Insurance Requirements

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

7.15 SACC Manual Clauses

A1009C (2008-05-12) Work Site Access
A9062C (2011-05-16) Canadian Forces Site Regulations
B7500C (2006-06-16) Excess Goods
D2001C (2007-11-30) Labelling
D5510C (2014-06-26) Quality Assurance Authority (Department of National Defence) Canadian-based Contractor
D5515C (2010-01-11) Quality Assurance Authority (Department of National Defence) - Foreign-based and United States Contractor
D5540C (2010-08-16) ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code Q)
D5604C (2008-12-12) Release Documents (Department of National Defence) - Foreign-based Contractor
D5605C (2010-01-11) Release Documents (Department of National Defence) - United States-based Contractor
D5606C (2012-07-16) Release Documents (Department of National Defence) - Canadian-based Contractor
D9002C (2007-11-30) Incomplete Assemblies
D6010C (2007-11-30) Palletization

7.16 Condition of Material - Contract

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date.

7.17 Marking

The Contractor must ensure that the manufacturer's name and part number are clearly stamped or etched on each item for positive identification purposes.

Canada will allow adhesive labels of the highest commercial standard for components where etching or stamping could either impact the operational performance, is not practical due to the material used in manufacture, or otherwise outside the standard marking method determined by the Contractor.

7.18 Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;
- d. One (1) copy to:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention: DLP 6-1-2

- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and
- g. For all non-Canadian contractors, one (1) copy to:

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*DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2*

E-mail: ContractAdmin.DQA@forces.gc.ca

7.19 Packaging Requirement using Specification

The Contractor must prepare items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package item number 1 in quantities of 1 per unit pack.

7.20 Progress Meetings

Progress meetings, chaired by the Contracting Authority, will take place at the Contractor's facility as and when required. Interim meetings may also be scheduled. Contractor's attendees at these meetings will, as a minimum, be its Contract (Project) Manager, Production Manager (Superintendent) and Quality Assurance Manager. Progress meetings will generally incorporate technical meetings to be chaired by the Technical Authority.

7.21 Shipping Instructions – Delivery Duty Paid

Incoterms 2010 "DDP Delivered Duty Paid" Richmond, ON, Canada.

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ANNEX "A"

STATEMENT OF WORK

(Separately Attached)

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ANNEX "B"

OPERATIONAL PERFORMANCE AND TECHNICAL REQUIREMENTS

(Separately Attached)

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ANNEX "C"

BID REQUIREMENTS AND TECHNICAL EVALUATION PLAN FOR THE RIGID TACTICAL LADDER

(Separately Attached)

ANNEX "D"

BASIS OF PAYMENT

1.0 Basis of Payment

Annex "D" will form the Basis of Payment for the resulting Contract and must not be filled in at the bid submission stage.

The Price includes the transportation charges, Canadian customs duties and excise taxes, from out of country to Canada, DDP Richmond, ON, Incoterms 2010.

The Contractor will be paid firm unit prices and firm all-inclusive hourly rates as follows:

A. Contract:

i. Rigid Tactical Ladder

Description	Unit Price	Quantity	Extended Price
Rigid Tactical Ladder	_____ CAD\$	12	_____ CAD\$

ii. Training

Description	Hourly Rate
Operation and Maintenance Training IAW Annex "A", Statement of Work	_____ CAD\$

iii. In-Service-Support

Description	Hourly Rate
In Service Support Labour – Year 1	_____ CAD\$
In Service Support Labour – Year 2	_____ CAD\$
In Service Support Labour – Year 3	_____ CAD\$
In Service Support Labour – Year 4	_____ CAD\$
In Service Support Labour – Year 5	_____ CAD\$

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ANNEX "E" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "F"

INSURANCE REQUIREMENTS

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. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft

ANNEX "G" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

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ANNEX "H"

DND 626 TASK AUTHORIZATION FORM

(Separately Attached)

ANNEX "I"

FINANCIAL EVALUATION PLAN

1.0 Financial Evaluation plan

1.1 Financial Evaluation Criteria

The financial evaluation criteria are shown in the following table, named Financial Bid Presentation Sheet.

In order to present a bid to be consider receivable for the financial evaluation, all cells provided for rates or prices in the Financial Bid Presentation Sheet must be properly filled in. All amounts should be provided in Canadian dollars (\$CAD) only. The Bidder is to include the transportation charges and Canadian customs duties and excise taxes, from out of country to Canada, DDP Richmond, ON, Incoterms 2010.

The sum of the sub-totals shown in the Financial Bid Presentation Sheet (Table) will constitutes the basis of the financial evaluation.

The estimates of levels of effort and spending amounts shown in the table below are only estimations made in good faith and are not to be considered in any way as commitment from Canada. The Labour Firm Hourly Rates proposed by a bidder will be used in the evaluation and will be part of the Basis of payment of an eventual contract if the bid is selected.

Instructions

The Bidder must complete all Cells in the table below:

Financial Bid Presentation Sheet (table)

A. Rigid Tactical Ladder

Item	Description	Unit Price	Quantity	Extended Price
1	Rigid Tactical Ladder	_____CAD\$	12	_____CAD\$
2	Rigid Tactical Ladder (Option-Additional Qty.)	_____CAD\$	12	_____CAD\$
Sub-total (A)				_____CAD\$

B. Training

Description	Hourly Rate	Quantity	Extended Price
Operation and Maintenance Training IAW Annex "A", Statement of Work	_____CAD\$	16 hours	_____CAD\$
Sub-total (B)			_____CAD\$

C. In-Service-Support

Description	Hourly Rate	Quantity	Extended Price
In Service Support Labour – Year 1	___ CAD\$	10 hours	_____ CAD\$
In Service Support Labour – Year 2	___ CAD\$	10 hours	_____ CAD\$
In Service Support Labour – Year 3	___ CAD\$	10 hours	_____ CAD\$
In Service Support Labour – Year 4	___ CAD\$	10 hours	_____ CAD\$
In Service Support Labour – Year 5	___ CAD\$	10 hours	_____ CAD\$
Sub-Total (C)			_____ CAD\$

D. In-Service-Support Option-Additional years

Description	Hourly Rate	Quantity	Extended Price
In Service Support Labour – Option Year 1	___ CAD\$	10 hours	_____ CAD\$
In Service Support Labour – Option Year 2	___ CAD\$	10 hours	_____ CAD\$
In Service Support Labour – Option Year 3	___ CAD\$	10 hours	_____ CAD\$
In Service Support Labour – Option Year 4	___ CAD\$	10 hours	_____ CAD\$
In Service Support Labour – Option Year 5	___ CAD\$	10 hours	_____ CAD\$
Sub-Total (D)			_____ CAD \$

E. Total Evaluated Price

Item	Description	Prices
1	Sub-Total (A) - Rigid Tactical Ladders & Option-Additional Qty.	_____ CAD\$
2	Sub-Total (B) - Training	_____ CAD\$
3	Sub-Total(C) - In-Service-Support	_____ CAD\$
4	Sub-Total(D) - In-Service-Support (Option- Additional years)	_____ CAD\$
(E) Total Evaluated Price = Sub-total (A) + Sub-total (B) + Sub-total (C) +Sub-total (D)		_____ CAD\$

The above evaluation tables and prices are only estimations for the financial evaluation purpose and are not to be considered in any way as a commitment from Canada.

The compliant bid with the lowest total evaluated price will be recommended for award of a contract.

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ANNEX "A"

STATEMENT OF WORK FOR THE RIGID TACTICAL LADDER

1.0 SCOPE

1.1 Purpose

The purpose of this statement of work is to describe the requirements that apply to the provision of military-off-the-shelf (MOTS) Rigid Tactical Ladders to the Department of National Defence (DND).

1.2 Background

DND has a mandate to conduct Maritime interdiction including the boarding of potentially hostile vessels of interest (VOIs) from the water. DND requires a tactical ladder to support training and operations involving VOIs that is reliable, robust, easy to operate, and minimizes the number of people required to utilize the system in the harsh and unforgiving Maritime environment. This equipment will be referred to as the Rigid Tactical Ladder.

1.3 Applicable Documents

The following documents form part of this statement of work to the extent specified and are supportive of this statement of work when referenced; any other documents are to be considered supplemental information only. In the event of a conflict between the documents and the contents of this statement of work, then the contents of this statement of work shall take precedence.

- MIL-HDBK-61A (SE) Configuration Management Guidance (copy available upon request)

1.4 Definitions

OEM Level Repair	Any tasks required to bring an item to full serviceable condition. OEM level repair will typically involve identification and correction of those specific effects, which degrade the performance of an item, causing it to function below the specifications.
Turn Around Time	The time from when a non-serviceable item arrives at the Contractor repair facility to when the repaired item departs the repair facility, en route to its destination.

1.5 Acronyms

AWR	Additional Work Request
DND	Department of National Defence
CA	Contracting Authority
ISO	International Standards Organization
ISS	In-Service Support
NATO	North Atlantic Treaties Organization
NCAGE	NATO Commercial and Government Entity
OEM	Original Equipment Manufacturer
PA	Procurement Authority
RMA	Return Material Authorization
TA	Technical Authority
TAT	Turn Around Time
TDP	Technical Data Package

2.0 DELIVERABLES

The Contractor must provide the following:

- (a) Twelve (12) Rigid Tactical Ladders in accordance with the Operational Performance and Technical Requirements at Annex B;
- (b) Training in accordance with Section 2.1;
- (c) A Technical Data Package (TDP) in accordance with Section 2.2;
- (d) In-Service Support in accordance with Section 3.2;
- (e) Supporting items from the list at Appendix 1 (based upon the list provided with the bid); and
- (f) A Manufacturer's Recommended Spare Parts List (in electronic format, MS Word, PDF or MS Excel) including the following information for each item:
 - i. Item Name and Description;
 - ii. NCage;
 - iii. Manufacturer Part Number (MPN);
 - iv. NATO Stock Number (if available);
 - v. Price (for a period of five (5) years);
 - vi. Weight; and
 - vii. Shelf Life (if applicable).

Optional procurements are given in Appendix 2.

2.1 Training

The Contractor must provide courses, in English, as follows:

- (a) A one (1) day (maximum) Maintenance Course that covers the following (as a minimum) for the Rigid Tactical Ladder:
 - i. A detailed description of all components;
 - ii. Break-down and rebuild of equipment;
 - iii. Preventive maintenance;
 - iv. Procedures, parts and special tools required to conduct repairs; and
 - v. Hands-on repair and replacement of all components;
- (b) A one (1) day (maximum) Operator Course that covers the following (as a minimum) for the Rigid Tactical Ladder:
 - i. A physical and functional description of the Rigid Tactical Ladder and all incorporated equipment and fittings;
 - ii. Preparations and usage instructions;
 - iii. Instructions on care, cleaning and routine maintenance;
 - iv. Safety warnings and emergency procedures;
 - v. Storage instructions; and
 - vi. Hands-on training;
- (c) Training Courses as follows:
 - i. Training serials in accordance with Table 1; and

- ii. For each course, each candidate is to be provided with a copy of the respective training course and manuals (as required) in both hard copy and in electronic format (MS Word, MS PowerPoint or PDF).

Table 1: Training Serials

Serial	Course Type	Location	Candidates
1	Maintenance	Victoria, British Columbia or Richmond, Ontario	6
2	Operator	Victoria, British Columbia or Richmond, Ontario	6

Note: Location of the training courses to be confirmed with the TA at a mutually agreeable time.

2.2 Technical Data Package

The Contractor must provide:

- (a) One (1) hard copy and one (1) electronic copy (MS Word or PDF format) of the Operators Manual with each Rigid Tactical Ladder. The manual must contain a physical and functional description of the Rigid Tactical Ladder and all incorporated equipment and fittings plus the following:
 - i. Instructions on care, cleaning and routine maintenance;
 - ii. Usage instructions;
 - iii. Safety warnings and emergency procedures;
 - iv. Troubleshooting procedures; and
 - v. Storage instructions;
- (b) One (1) hard copy and one (1) electronic copy (MS Word or PDF format) of the Maintenance Manual to the DND TA prior to the delivery of the first Rigid Tactical Ladder. The manual must include:
 - i. A detailed description and illustrated parts list in a top-down breakdown format including the following for each item:
 - a. Item Name and Description;
 - b. NCage;
 - c. Manufacturer Part Number (MPN);
 - d. NATO Stock Number (if available); and
 - e. Shelf Life (if applicable);
 - ii. List of replaceable components (including part numbers where applicable); and
 - iii. The procedures, parts and special tools necessary to conduct all first and second line repairs.

2.3 Kick-Off Meeting

The Contractor must hold a contract kick-off meeting at its facility, or by teleconference as arranged with the CA, within four to six (4-6) weeks of Contract Award. This meeting will be used to introduce the DND project team and to discuss production timelines, QA processes, and delivery options and locations. Minutes must be taken and promulgated by the Contractor within ten (10) working days of the meeting.

3.0 REQUIREMENTS

3.1 Quality Assurance Program

The Contractor must:

- (a) Establish, implement, document and maintain a quality system that ensures conformance to contractual requirements and meets the requirements of the ISO 9001 or equivalent quality system model during performance of this contract; and
- (b) Conduct Quality Conformance Inspections and Tests during manufacture in accordance with the Contractor's standard acceptance test plan. Details of the test plan, and documentation of all inspections and tests, are to be provided to DND upon request. DND reserves the right to send a representative(s) to witness production acceptance testing for all systems (mandatory and optional deliveries). DND will provide a minimum of two (2) weeks' notice of a Quality Assurance visit.

3.1.1 Testing

The Contractor must make available (upon request) for DND's review, all previous and current test results concerning the performance, reliability, maintainability, availability, environmental operating conditions and safety of the Rigid Tactical Ladder. Prior to delivery to DND (initial delivery and following repair), each Rigid Tactical Ladder must be tested as follows:

- (a) Conformance Inspection - Each Rigid Tactical Ladder must be inspected for compliance with the requirements of Annex B. Any redesign or modification of the Contractor's standard product to comply with specified requirements, or any necessary redesign or modification following failure to meet the specified requirements must be made known and must receive particular attention for adequacy and suitability. This element of inspection must encompass all visual examinations and dimensional measurements. Noncompliance with any specified requirements or the presence of one or more defects preventing or lessening maximum efficiency will constitute cause for rejection; and
- (b) Performance Testing - Each Rigid Tactical Ladder must be tested for compliance with the requirements of Annex B according to the Contractor production standards. A record of the completed tests addressing qualification of each unit must be captured in a test report that is to be delivered with each unit to DND. No redesign or modification of the Contractor's product verified in Factory Qualification Tests is acceptable. This performance testing must encompass all operational capabilities and noncompliance with any specified requirements or the presence of one or more defects preventing or lessening maximum efficiency will constitute cause for rejection.

3.1.2 Configuration Control

The Contractor will have an established, DND verifiable, Configuration Management (CM) Program with control systems in place in accordance with MIL-HDBK-61A, and will provide configuration identification, control and status accounting of all new and modified hardware and documentation. All Rigid Tactical Ladders delivered must have the same product baseline and support interchangeability and interoperability of parts. The established product baseline must be maintained during repair and any deviation from the baseline must be approved in advance by the TA.

3.2 In-Service Support

The in-service support requirements for the Rigid Tactical Ladder includes the following:

- (a) Warranty Repair in accordance with Section 3.2.1;

- (b) Additional Work Request (AWR) services in accordance with Section 3.2.2 including:
 - i. Non-warranty repair;
 - ii. Repair and Overhaul (R&O);
 - iii. Non-destructive testing; and
 - iv. Equipment and component upgrade;
- (c) Technical support in accordance with Section 3.2.3.

3.2.1 Warranty Repair

The Contractor must provide warranty on the Rigid Tactical Ladder components against material defects and workmanship, including parts and labor, at no additional cost to DND in accordance with the Contractor's standard warranty provisions for a minimum of one (1) year. During the warranty period, the Contractor must provide a new component if a failed Rigid Tactical Ladder component cannot be repaired and returned to DND.

3.2.2 Additional Work Request

The Contractor must provide Additional Work Request services for a period of five (5) years following initial delivery. All AWR repairs on a Rigid Tactical Ladder component are to be authorized in advance by the PA (in writing) in accordance with the repair procedure detailed below.

3.2.2.1 Repair Procedure

All Rigid Tactical Ladder components returned to the Contractor for repair must have a Return Material Authorization (RMA) number assigned by the Contractor prior to the item being shipped from DND. The Contractor must perform OEM level repair on the Rigid Tactical Ladder components to equal or better than original performance parameters. Non-repairable components or systems must be returned to DND. Upon receipt, the Contractor must:

- (a) Verify that the articles received correspond with the packing slip that accompanies the shipment;
- (b) Items incorrectly received are to be segregated pending receipt of disposition instructions;
- (c) Verify receipt to the PA including any losses or discrepancies in the shipment and receipt of incorrect items;
- (d) Open a work order;
- (e) Carry out a physical check to ensure that the item is complete and is in accordance with the accompanying delivery documents;
- (f) Notify the PA of receipt of the equipment;
- (g) Action any warranty activities in accordance with Section 3.2.1;
- (h) Determine the extent of the work required, prepare a cost estimate and submit it to the PA for approval. If approved, the PA will issue a Task Authorization on a DND 626 to complete the repair in accordance with the Task Authorization process at Appendix 3. No work is to commence until the DND 626 is received authorizing the repair;
- (i) Complete the repair;

- (j) Conduct post-servicing trials to confirm operation of the component or system; and
- (k) Return the Rigid Tactical Ladder component to DND.

3.2.2.2 Repair to Product Baseline

Following repair, the Contractor must ensure all Rigid Tactical Ladders are in accordance with the current (at time of repair) approved Product Baseline for the Rigid Tactical Ladder prior to being returned to DND. Following repair or maintenance, the Contractor must conduct performance testing to ensure proper operation of the Rigid Tactical Ladder, and then ship the Rigid Tactical Ladder to the delivery point specified in the delivery order, unless otherwise requested by the PA.

3.2.2.3 Contractor Supplied Parts

The Contractor must be responsible to provide the repair parts required for warranty and AWR repairs, including the location of sources for the required parts. The Contractor is not required to maintain a spares inventory specifically for DND; however, they must maintain a spares supply chain that is compatible with the targeted turn-around time (TAT). The targeted TAT is ten (10) weeks after receipt of the delivery order (warranty) or PA approval (AWR). Where this target cannot be met, the Contractor must immediately notify the PA of the delay and of any extenuating circumstances that would cause significant impediment to timely completion of the repair. In the event that an original part is no longer available and the Contractor determines that a replacement part will serve with respect to fit, form, function and reasonable cost, then the use of that part must be approved by the PA in advance of the repair. As a minimum, substituted parts must remain fully interchangeable (fit, form and function) with articles catalogued under the same reference number, part number and of the same modification status.

3.2.2.4 Time-Expiring Parts

During repairs, any parts with time expiry dates within four months of the date that the equipment is to be returned to DND must be replaced as follows:

- (a) If the Rigid Tactical Ladder is undergoing warranty repair, the Contractor must send a request, in writing, to the PA for authorization to change the necessary time-expiring part(s);
- (b) If the Rigid Tactical Ladder is undergoing AWR repair, the Contractor must include the replacement of the time-expiring parts on the cost estimate; and
- (c) The Contractor must return items that are in Serviceable Condition to DND.

3.2.3 Technical Support

The Contractor must provide technical support by phone and email, Monday-Friday (holidays excluded) during the hours 0800-1600 EST, to the TA during the warranty period.

APPENDIX 1 SUPPORTING ITEMS

Item #	Description	Manufacturer Part Number	Price					
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	

Note: The above list of optional items is to be completed at time of Contract award based upon the list of items provided with the bid.

APPENDIX 2 OPTIONAL PROCUREMENTS

DND is under no obligation to purchase additional Rigid Tactical Ladders. Should DND decide to exercise options, the Contractor must deliver the following:

- (a) Year 1 - Within twelve (12) months of Contract Award:
 - i. Spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f); and
 - ii. Supporting items from the list at Appendix 1;

- (b) Year 2 - Within twenty-four (24) months of Contract Award:
 - i. Up to an additional twelve (12) Rigid Tactical Ladders in accordance with the Operational Performance and Technical Requirements at Annex B;
 - ii. Additional spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f); and
 - iii. Additional supporting items from the list at Appendix 1;

- (c) Year 3 - Within thirty-six (36) months of Contract Award:
 - i. Additional spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f); and
 - ii. Additional supporting items from the list at Appendix 1;

- (d) Year 4 - Within forty-eight (48) months of Contract Award:
 - i. Additional spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f); and
 - ii. Additional supporting items from the list at Appendix 1;

- (e) Year 5 - Within sixty (60) months of Contract Award:
 - i. Five (5) additional one (1) year periods of In-Service Support in accordance with Section 3.2;
 - ii. Five (5) additional one (1) year periods of spare parts, on an as-requested basis, from the Manufacturer's Recommended Spare Parts List at Section 2.0(f); and
 - iii. Five (5) additional one (1) year periods of supporting items, on an as-requested basis, from the list at Appendix 1.

APPENDIX 3 TASK AUTHORIZATION PROCESS

The Contractor must provide the Work in accordance with this Statement of Work on an “as and when required” basis. Work authorized up to and including the Contract expiry date must be performed in accordance with the terms and conditions of the Contract. The Task Authorization process is as follows:

- (a) The Contractor must conduct the receipt inspection and provide the work estimate to the PA that details the following:
 - a. Identification plate information (Manufacturer #, Serial #, Year/Month/Date of Manufacture);
 - b. Condition report of all systems and components;
 - c. A list of repairs required to bring the Rigid Tactical Ladder or component to the baseline configuration and condition including labour costs;
 - d. A list of materials required with an itemized replacement cost;
 - e. An estimated time to complete repairs (including performance testing);
 - f. A list of inspections, tests and trials to be performed including a schedule; and
 - g. Total cost;
- (b) The Contractor will be authorized to proceed with the Work by the issuance of a Task Authorization (DND 626). Each Task Authorization will be signed by the TA to approve the scope of Work, and the PA to authorize the Work;
- (c) The Contractor must provide, within five (5) working days after receipt of the signed DND 626, acknowledgment of receipt of the task and acceptance of the terms. Upon acceptance of the terms of the task, the Contractor must complete the task within the time frame and price stated;
- (d) Upon completion of each task, the Contractor must submit a Completion Certificate to the TA identified in the DND 626. The Certificate must include the following information:
 - i. Completion date;
 - ii. Reasons for any delay;
 - iii. Recommendations for future improvements; and
 - iv. Lessons learned;
- (e) The TA identified on the DND 626 will approve or reject the work performed, with rationale in writing, within fifteen (15) working days after receipt of the Completion Certificate and related reports.

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ANNEX "B"

**OPERATIONAL PERFORMANCE AND TECHNICAL REQUIREMENTS
FOR THE
RIGID TACTICAL LADDER**

1.0 SCOPE

1.1 General

This specification outlines the requirements for the Rigid Tactical Ladder.

1.2 Applicable Documents

The following documents form part of this specification and are supportive of this specification when referenced; any other documents are to be considered supplemental information only. In the event of a conflict between the documents and the contents of this specification, then the contents of this specification will take precedence.

- DRDC-RDDC-2015-R186 2012 Canadian Forces Anthropometric Survey (pubs.rddc-drdc.gc.ca)

1.3 Definitions

5th Percentile Male	Defined as 166.4 cm (5 ft 5.5 in) tall with a weight of 67.7 kg (148.9 lb) in accordance with DRDC-RDDC-2015-R186.
95th Percentile Male	Defined as 188.2 cm (6 ft 2.1 in) tall with a weight of 113.8 kg (250.4 lb) in accordance with DRDC-RDDC-2015-R186.
Vessel-of-Interest	A vessel that has been deemed by a nation to be of high interest as that vessel may pose a security risk to the nation.

1.4 Acronyms

RHIB	Rigid Hull Inflatable Boat
SS	Sea State
VOI	Vessel-of-Interest
WMO	World Meteorological Organization

1.5 Sea States

The following World Meteorological Organization (WMO) Sea States (SS) are referenced in this document:

WMO Sea State	Descriptive Term	Sea Height (m)
SS0	Calm (glassy)	0
SS1	Calm (rippled)	0 - 0.1
SS2	Smooth (wavelets)	0.1 - 0.5
SS3	Slight	0.5 - 1.25
SS4	Moderate	1.25 - 2.5
SS5	Rough	2.5 - 4
SS6	Very rough	4 - 6
SS7	High	6 - 9
SS8	Very high	9 - 14
SS9	Phenomenal	Over 14

2.0 REQUIREMENTS

2.1 Operational Performance Requirements

The Rigid Tactical Ladder must:

- (a) Be a light weight, rigid, multi-section ladder with a hook mechanism purpose-designed specifically for attaching on to a Vessel-of-Interest (VOI) to enable boarding the VOI from a small craft (e.g., RHIB) or from the water;
- (b) Be quickly and easily assembled/dis-assembled and reconfigured for lengths from minimum to maximum, by a single trained operator wearing 5 mm (0.2 in) thick neoprene gloves, as follows:
 - i. Not require tools for assembly/dis-assembly; and
 - ii. Permit assembly in low light;
- (c) When operated by a single trained individual:
 - i. Position the hook in elevation, azimuth, and distance without repositioning of the hands or loss of the hook point on the VOI from the operator's line of sight;
 - ii. Permit hook establishment on to multiple deck surfaces and anchor points including, but not limited to, deck edges (with and without a lip), railings, bulkheads, ship superstructure, in all environmental conditions including icy surfaces;
 - iii. Permit hook establishment on to a VOI with a hull slope (cant) outwards from the waterline of up to 15 degrees; and
 - iv. Permit positioning and establishment of a hook on a VOI at a height/distance as follows:
 - a. Minimum at a distance (from the waterline) of no more than 2 m (6.6 ft) combined height and distance;
 - b. Maximum at a distance (from the waterline) of no less than 9 m (29.5 ft) combined height and distance; and
 - c. Any combination of height and distance in between the minimum and maximum;
- (d) Be compatible with tactical equipment (e.g., dive set, dry and wet dive suits, weapons, body armour, helmets, etc.);
- (e) Have a low hydrodynamic drag to permit underwater transport by a team of divers;
- (f) Permit quick reconfiguration to be used for hooking and climbing between decks once aboard the VOI;
- (g) Be designed to permit operation by the 5th to 95th Percentile male;
- (h) Operate (day and night) in the following environmental conditions:
 - i. Air Temperature: -20°C to +40°C;
 - ii. Water Temperature: +2°C to +25°C;
 - iii. WMO Sea State:
 - a. From a small boat: Up to and including Sea State 5; and
 - b. From the water: Up to and including Sea State 3;
 - iv. Water conditions: Both salt and fresh water with minimal impact to buoyancy characteristics; and
 - v. Subsequent to exposure to water including complete submersion;
- (i) Be transportable by air and on small watercraft; and

- (j) Have safety provisions as follows:
 - i. Include non-illuminated markings (no florescent or other type of glow markings acceptable);
 - ii. Constructed with no sharp edges or hazards to bare hand operation or assembly (with the exception of the hook tip(s)); and
 - iii. Free of any gaps or protrusions which may catch equipment, fingers and clothes.

2.2 Technical Requirements

The technical requirements for the Rigid Tactical Ladder are detailed in the following sections.

2.2.1 General Requirements

The Rigid Tactical Ladder must:

- (a) Consist of the following components:
 - i. Pole Assembly; and
 - ii. Hook;
- (b) Be manufactured from materials as follows:
 - i. Corrosion resistant suitable for use in a salt water environment (e.g., carbon fiber, titanium, etc.);
 - ii. Materials exposed to sunlight are resistant to degradation caused by ultraviolet radiation; and
 - iii. Dissimilar metals are insulated from each other;
- (c) Have a black outer finish including all fasteners that is compatible with night vision devices.

2.2.2 Pole Assembly

The Pole Assembly must:

- (a) Be a "Pole" style with climbing rungs with a breaking strength of no less than 1000 kg (2200 lbs);
- (b) Be constructed of low water absorbing materials and have a neutral, or slight positive or negative buoyancy (not more than 1 kg (2.2 lbs)), in salt water for the complete ladder system configured at minimum to maximum length;
- (c) Have rungs as follows:
 - i. Spaced along the length of each pole section to permit climbing on to the VOI;
 - ii. Have a non-slip surface to facilitate climbing in wet and/or icy condition; and
 - iii. Have stand-off supports (away from the VOI) that permit easy rung access and reduce contact with the side of the VOI to minimize noise signature;
- (d) Have multiple sections that can be attached together to achieve the minimum/maximum overall length as follows:
 - i. Minimum: No more than 2 m (6.6 ft); and
 - ii. Maximum: No less than 9 m (29.5 ft);
- (e) Securely retain the Hook in order to deliver it on to the VOI;
- (f) Have an attachment point at the bottom of each pole section to attach a caving ladder extension; and

- (g) Have an attached data plate that includes the following information (as a minimum):
 - i. Make;
 - ii. Model;
 - iii. Revision/Series;
 - iv. Serial Number; and
 - v. Date of Manufacture.

2.2.3 Hook

The Hook must:

- (a) Have a single hook that is designed to snag onto multiple deck edges and anchor points on the VOI (deck edge, gunwale, bollards, etc.) and embed onto multiple common surface types (railings, bulkheads, deck, etc.) under wet and icy conditions;
- (b) Have a breaking strength and working load of no less than the pole assembly; and
- (c) Have a unique serial number permanently etched/embedded into the hook.

Note: A single hook, at the discretion of the Bidder, that is capable of performing in accordance with the requirements detailed in this specification is to be provided with the Rigid Tactical Ladder for the Evaluation Trials (Annex C). Available optional hooks are to be listed in the "Optional Support Items" list provided with the Bid.

Solicitation No. - N° de l'invitation
W6399-17JD22/A
Client Ref. No. - N° de réf. du client
W6399-17JD22

Amd. No. - N° de la modif.
File No. - N° du dossier
058ml.W6399-17JD22

Buyer ID - Id de l'acheteur
058ml
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

BID REQUIREMENTS AND EVALUATION PLAN FOR THE RIGID TACTICAL LADDER

1.0 GENERAL

1.1 Purpose

This document outlines the bid requirements and evaluation plan for the Rigid Tactical Ladder.

2.0 EVALUATION

2.1 Evaluation Process

The evaluation process will be done in phases as detailed in the following sections.

2.1.1 Phase I: Bid Screening

The Phase I: Bid Screening will be conducted using the Compliance Matrix in Table 2 of Appendix 1. The Bidder's experience in delivering Rigid Tactical Ladders will be assessed and an evaluation of the technical proposal against the technical requirements in Annex B will be conducted. The evaluation will be conducted on the supplied information only. All mandatory criteria must be met or the bid submission will be deemed non-compliant. Failure to provide all of the information requested in Table 2 of Appendix 1 for the Rigid Tactical Ladder being offered will deem the bid non-compliant for that Rigid Tactical Ladder. Only Bidders' Bids meeting the mandatory criteria of Phase I will proceed to Phase II.

2.1.2 Phase II: Compliance Verification and Evaluation Trials

2.1.2.1 Bidder Participation

Bidders meeting the mandatory criteria of Phase I will be asked to provide, at no cost to Canada, the following for the Phase II Evaluation Trials:

- (a) Quantity one (1) Rigid Tactical Ladder in accordance with the Operational Performance and Technical Specifications at Annex B; and
- (b) Quantity one (1) Operator/Maintenance Manual.

The trials will commence within 30-60 days following the Phase I assessment; therefore the Rigid Tactical Ladder must be provided within thirty (14) days of being notified that the Bidder's Bid meets criteria at Phase I. Following Contract Award, the Rigid Tactical Ladder provided by the winning Bidder will be retained by DND as part of the deliverables of the Contract (Annex A). All other Rigid Tactical Ladders will be returned to the respective Bidder at DND's expense. DND will pay for any damages that occur to the Rigid Tactical Ladders while in DND possession.

2.1.2.2 Compliance Verification

The Rigid Tactical Ladders provided by each Bidder will be assessed by DND to verify that the system meets the technical requirements in accordance with the Compliance Verification Checklist at Appendix 2. If the Rigid Tactical Ladders are found to be non-compliant with any one of the mandatory technical requirements, the reasons will be recorded and the bid will be deemed non-compliant and given no further consideration.

2.1.2.3 Evaluation Trials

Each of the Rigid Tactical Ladders supplied by the Bidders will be subjected to the DND conducted Proof of Concept Field Trial (Appendix 3). The field trials are designed to test the Rigid Tactical Ladders for

suitability within maritime interdiction operations in accordance with the operational performance requirements at Annex B. The field trials are expected to take no more than two (2) days per Bidder system. Conduct of the field trials will be based upon a random order between the various Bidders. The Proof of Concept Field Trial plan is detailed in Appendix 2 and includes:

- (a) Activity 1 - Assembly/Disassembly;
- (b) Activity 2 - Hooking and Scaling against various target ship configurations; and
- (c) Activity 3 - Navigation Swim;

2.1.2.4 Human Factor Assessment

Following the field trial, each trial participant will complete a human factors assessment designed to quantify the useability of the Rigid Tactical Ladder in the Maritime Counter-Terrorism environment. The participants (individually) will complete a series of questionnaires that rate the Rigid Tactical Ladder in various rated categories as detailed in Appendix 3 and Appendix 4. The total Performance Score is the sum of the average score for all participants for the Rigid Tactical Ladder across all of the rated categories. Score breakdown for the rated categories is provided in Table 1.

Table 1: Performance Scoring

Rated Category	Description	Score
1	Assembly Design	____ out of 42
2	Hook Design	____ out of 30
3	Operational Effectiveness	____ out of 72
4	Compatibility	____ out of 18
Performance Score		____ out of 162

Minimum Score

A minimum Performance Score of one hundred thirty-eight (138) out of one hundred sixty-two (162) available points (85%), representing an evaluated assessment between "Reasonably Acceptable" and "Completely Acceptable", must be obtained to be deemed technically compliant. If the Rigid Tactical Ladder from a Bidder does not achieve the minimum score, the bid will be deemed non-compliant and given no further consideration.

APPENDIX 1 PHASE I BID REQUIREMENTS

A1.1 Instructions

Canada will assess Bidders in accordance with the instructions and criteria as detailed below. The following instructions will apply to the Bidder evaluation:

- (a) Mandatory requirements are identified by the word "must". All mandatory requirements must be met in order to meet compliance with the requirements; and
- (b) Documentation provided with the bid must be either hard copy or in electronic format (PDF, MS Word or MS Word compatible format).

A1.2 Multiple Bids

A Bidder may provide a bid for more than one product; however, each bid must be separate and will be evaluated as a stand-alone bid. Duplicate documentation that is applicable to each bid MUST be provided separately for each bid.

A1.3 Bid Documentation

The Bidder must provide the following documentation:

- (a) A completed Compliance Matrix including proof of compliance and certifications as specified in Table 2;
- (b) Documentation provided with the bid as proof of compliance may include any or all of the following:
 - i. A system brochure that details the components and operating characteristics of the system;
 - ii. The system Operator's Manual;
 - iii. The system Maintenance Manual;
 - iv. Drawing or schematic which clearly depicts the product's dimensions and scale; and
 - v. Any additional documentation that provides product information;
- (c) A complete list of optional support items that are available for the Rigid Tactical Ladder (e.g., transport bags/cases, hooks, end caps, steel/rope ladders, etc.) that are not included as part of the mandatory deliverable in accordance with the Operational Performance and Technical Specifications at Annex B. These items will be included as options in any contract that is awarded. The list must include the following information for each item:
 - i. Item Name and Description;
 - ii. NCage;
 - iii. Manufacturer Part Number (MPN);
 - iv. NATO Stock Number (if available);
 - v. Price (for a period of five (5) years);

- vi. Weight; and
- vii. Shelf Life (if applicable).

A1.4 Evaluation Approach

DND will assemble a Technical Evaluation Team who will evaluate the proposals in accordance with the Mandatory Requirements in Table 2. The evaluation will be conducted on the supplied information only. All mandatory criteria must be met or the bid submission will be deemed non-compliant. Failure to provide sufficient detail in the bid submission to evaluate the proposal against the mandatory criteria will also deem the bid non-compliant. Even if a bid fails to meet as few as one mandatory criterion that bid will be non-compliant and will be given no further consideration.

A1.5 Mandatory Requirements

Table 2: Compliance Matrix

Item #	Annex B Reference	Requirement	Proof of Compliance	Bid Reference
1	N/A	<p><u>Expertise and Proven Design</u> The Rigid Tactical Ladder must be based upon a military off-the-shelf system that is in current production and is in use by at least one (1) of the following organizations:</p> <ul style="list-style-type: none"> - American, British, Canadian, Australian and New Zealand (ABCA) military forces; - Special Service Forces of other allied nations; and - North American civilian police agency (federal, state or provincial) in a Counter-Terrorism role. <p>A minimum of ten (10) Rigid Tactical Ladders must have been supplied (not necessarily on one contract) to these organizations/agencies within the last five (5) years.</p>	<p>The Bidder must provide details of contracts that demonstrates that the Rigid Tactical Ladder is in use by at least one (1) of the organizations listed, and that they have sold a minimum of ten (10) Rigid Tactical Ladders to these organizations in the past five (5) years.</p> <p>Note: Cumulative sales from multiple contracts are acceptable. Where the Bidder is a distributor, sales of the Rigid Tactical Ladders by the OEM are acceptable as proof of compliance.</p>	
TECHNICAL REQUIREMENTS				
2	2.2.1	<p><u>General Requirements</u> The Rigid Tactical Ladder must:</p> <p>(a) Consist of the following components:</p> <ul style="list-style-type: none"> i. Pole Assembly; and ii. Hook; <p>(b) Be manufactured from materials as follows:</p>	<p>The Bidder must provide technical data, including that specified in Section A1.3(b) of this Appendix and any other documentation that is required, to confirm that the Rigid Tactical Ladder meets the General Requirements specified.</p>	

3	2.2.2	<p>i. Corrosion resistant suitable for use in a salt water environment (e.g., carbon fiber, titanium, etc.);</p> <p>ii. Materials exposed to sunlight are resistant to degradation caused by ultraviolet radiation; and</p> <p>iii. Dissimilar metals are insulated from each other;</p> <p>(c) Have a black outer finish including all fasteners that is compatible with night vision devices.</p> <p><u>Pole Assembly</u></p> <p>The Pole Assembly must:</p> <p>(a) Be a "Pole" style with climbing rungs with a breaking strength of no less than 1000 kg (2200 lbs);</p> <p>(b) Be constructed of low water absorbing materials and have a neutral, or slight positive or negative buoyancy (not more than 1 kg (2.2 lbs)), in salt water for the complete ladder system configured at minimum to maximum length;</p> <p>(c) Have rungs as follows:</p> <p>i. Spaced along the length of each pole section to permit climbing on to the VOI;</p> <p>ii. Have a non-slip surface to facilitate climbing in wet and/or icy condition; and</p> <p>iii. Have stand-off supports (away from the VOI) that permit easy rung access and reduce contact with the side of the VOI to minimize noise signature;</p> <p>(d) Have multiple sections that can be attached together to achieve the minimum/maximum overall length as follows:</p> <p>i. Minimum: No more than 2 m (6.6 ft); and</p> <p>ii. Maximum: No less than 9 m (29.5 ft);</p> <p>(e) Securely retain the Hook in order to deliver it on to the VOI;</p> <p>(f) Have an attachment point at the bottom of each pole</p>	<p>DND will evaluate compatibility with night vision devices during the Proof of Concept Field Trial.</p>	
			<p>The Bidder must provide technical data, including that specified in Section A1.3(b) of this Appendix and any other documentation that is required, to confirm that the Rigid Tactical Ladder meets the Pole Assembly requirements specified.</p>	

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4	2.2.3	<p>(g) section to attach a caving ladder extension; and Have an attached data plate that includes the following information (as a minimum):</p> <ol style="list-style-type: none"> i. Make; ii. Model; iii. Revision/Series; iv. Serial Number; and v. Date of Manufacture. <p><u>Hook</u></p> <p>The Hook must:</p> <p>(a) Have a single hook that is designed to snag onto multiple deck edges and anchor points on the VOI (deck edge, gunwale, bollards, etc.) and embed onto multiple common surface types (railings, bulkheads, deck, etc.) under wet and icy conditions;</p> <p>(b) Have a breaking strength and working load of no less than the pole assembly; and</p> <p>(c) Have a unique serial number permanently etched/embedded into the hook.</p>	<p>The Bidder must provide technical data, including that specified in Section A1.3(b) of this Appendix and any other documentation that is required, to confirm that the Rigid Tactical Ladder meets the Hook requirements specified.</p>	
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APPENDIX 2 COMPLIANCE VERIFICATION CHECKLIST

Item	Requirement	Meet (Y/N)
TECHNICAL PERFORMANCE REQUIREMENTS		
General Requirements - The Rigid Tactical Ladder must:		
2.2.1 (a)	Consist of the following components: <ol style="list-style-type: none"> i. Pole Assembly; and ii. Hook; 	
2.2.1 (b)	Be manufactured from materials as follows: <ol style="list-style-type: none"> i. Corrosion resistant suitable for use in a salt water environment (e.g., carbon fiber, titanium, etc.); ii. Materials exposed to sunlight are resistant to degradation caused by ultraviolet radiation; and iii. Dissimilar metals are insulated from each other; 	
2.2.1 (c)	Have a black outer finish including all fasteners.	
The Pole Assembly must:		
2.2.2 (a)	Be a "Pole" style with climbing rungs with a breaking strength of no less than 1000 kg (2200 lbs);	
2.2.2 (b)	Be constructed of low water absorbing materials and have a neutral, or slight positive or negative buoyancy (not more than 1 kg (2.2 lbs)), in salt water for the complete ladder system configured at minimum to maximum length;	
2.2.2 (c)	Have rungs as follows: <ol style="list-style-type: none"> i. Spaced along the length of each pole section to permit climbing on to the VOI; ii. Have a non-slip surface to facilitate climbing in wet and/or icy condition; and iii. Have stand-off supports (away from the VOI) that permit easy rung access and reduce contact with the side of the VOI to minimize noise signature; 	
2.2.2 (d)	Have multiple sections that can be attached together to achieve the minimum/maximum overall length as follows: <ol style="list-style-type: none"> i. Minimum: No more than 2 m (6.6 ft); and ii. Maximum: No less than 9 m (29.5 ft); 	
2.2.2 (e)	Securely retain the Hook in order to deliver it on to the VOI;	
2.2.2 (f)	Have an attachment point at the bottom of each pole section to attach a caving ladder extension;	
2.2.2 (g)	Have an attached data plate that includes the following information (as a minimum): <ol style="list-style-type: none"> i. Make; ii. Model; iii. Revision/Series; iv. Serial Number; and v. Date of Manufacture. 	
The Hook must:		
2.2.3 (a)	Have a single hook that is designed to snag onto multiple deck edges and anchor points on the VOI (deck edge, gunwale, bollards, etc.) and embed onto multiple common surface types (railings, bulkheads, deck, etc.) under wet and icy conditions;	

2.2.3 (b)	Have a breaking strength and working load of no less than the pole assembly;	
2.2.3 (c)	Have a unique serial number permanently etched/embedded into the hook.	

APPENDIX 3 PROOF OF CONCEPT FIELD TRIAL

A3.1 General

This Appendix details the Proof of Concept Field Trial for the Rigid Tactical Ladder.

A3.2 Aim

The aim of the Proof of Concept trial is to evaluate the effectiveness of the Rigid Tactical Ladder and its affect on the operator mobility, survivability and lethality during boarding operations. The trials will consider both the operator's ability to effectively conduct tasks while using the Rigid Ladder, and the effect the ladder has on the conduct of the boarding operation. Each Rigid Tactical Ladder will be assessed in the DND conducted field trials, as detailed in Section A3.4.

A3.3 Scheduling

The Proof of Concept trial will be conducted at a DND facility and each participant will be required to complete the trials wearing the specified equipment for the particular trial and using the Rigid Tactical Ladder being evaluated. The Bidders will not be permitted to witness any portion of the trials.

A3.4 Proof Of Concept Trial Plan

The Proof of Concept trials are task-based and are focused on the operator's ability to effectively conduct these tasks. The trials will be conducted in an environment that simulates an operational environment, and each task will be rated qualitatively through the use of a systematic user rating. A group of non-participants will assist the participants in recording the results at each phase of the trial program as well as ensuring that there are no unfair or biased components injected into the trial program.

A3.4.1 Participants

A group of four (4) participants (minimum) will be selected based on their specialty skill sets, and be familiar with the use a tactical ladder in the operational environments for which it is used. Each participant will complete all tasks within the specific test for all Rigid Tactical Ladders under evaluation. Should a participant become incapacitated or unavailable to complete the test for all systems, the activity will be deemed incomplete for that participant and none of the results for that participant will be included in the overall assessment of that test.

A3.4.2 Trial Program

The trial will be conducted over a period of several days depending on the number of Rigid Tactical Ladders to be assessed. The trial program for each Rigid Tactical Ladder is expected to take two (2) days to complete; however, additional time may be required due to unforeseen circumstances. Each participant will be required to complete the trials wearing Canadian Armed Forces issued operational equipment (swimmer suit, weapons, body armour, helmets, etc.) relevant to the task, and the Rigid Tactical Ladder being evaluated. Rest periods will be included in the trial program to eliminate the bias of physical exhaustion from the assessment process.

A3.4.2.1 User Rating

Participants will provide task evaluations at the completion of various activities for each Rigid Tactical Ladder. The trial data collected, including the participant evaluations, will be recorded on the Proof of Concept Trial Questionnaire (Appendix 4), which will be completed for each participant. The participant evaluations will be captured by individual ratings of various criteria using a non-biased approach to collecting user perception. A 7-point scale (Table 3) will be used to provide a clear and understandable quantification of the participants' perceptions in a controlled manner.

Table 3: 7-Point Scale

Participant Perception	Definition	Score
Completely Unacceptable	The Rigid Tactical Ladder did not meet any requirements for the task and had severe limitations that would prevent the operator from completing the task.	0
Reasonably Unacceptable	The Rigid Tactical Ladder met the minimal requirements for the task and had some limitations that may prevent the operator from completing the task.	1
Barely Unacceptable	The Rigid Tactical Ladder met some of the requirements for the task and performed in a manner that would permit the operator to complete the task with some limitations on range of use.	2
Borderline	The Rigid Tactical Ladder met some of the requirements for the task and performed in a manner that would permit the operator to complete the task with only minor limitations on range of use.	3
Barely Acceptable	The Rigid Tactical Ladder met some of the requirements for the task and performed well in the hands of the operator with only minor limitations.	4
Reasonably Acceptable	The Rigid Tactical Ladder met most of the requirements for the task and performed well in the hands of the operator with minimal limitations.	5
Completely Acceptable	The Rigid Tactical Ladder met or exceeded all requirements for the task and performed in every way expected by the operator.	6

A3.4.3 Activities and Procedures

The trials and the data collection procedures are detailed in the following sections. The activities are based upon the actual training and qualification tests used in advanced combat diving and, as such, only generic descriptions of the tests are provided.

A3.4.3.1 Activity 1: Assembly & Design

The participant will conduct the following tasks:

- (a) Test 1A - The participant will assemble the Rigid Tactical Ladder from the storage condition to a full operational length condition; and
- (b) Test 1B - The participant will disassemble the Rigid Tactical Ladder from the full operational length condition and pack the ladder into the storage container.

A3.4.3.2 Operational Effectiveness

The participant will conduct the following tasks:

- (a) Test 2A - The participants (unassisted) will complete a series of hook establishments from the water using the Rigid Tactical Ladder. The participant will lower the Rigid Tactical Ladder back into the water following each hook establishment attempt. The hook establishments will be attempted at the following:
 - i. Vertical on to a chain handrail at a height of 2 m (6.6 ft);
 - ii. Vertical on to a flat deck with no lip at a height of 5-9 m (16.5-29.5 ft); and
 - iii. Vertical on to a flat deck with a 2.5 cm (1 in) lip, canted at an angle of 15 degrees outward, at a height of 5-9 m (16.5-29.5 ft);
- (b) Test 2B - The participants will conduct a series of ascents and descents from the water to the top of the Rigid Tactical Ladder in the following conditions:

- i. Vertical climb of 2 m (6.6 ft) with the Rigid Tactical Ladder hooked on to a chain handrail at a height of 2 m (6.6 ft);
 - ii. Vertical climb of 5-9 m (16.5-29.5 ft) with the Rigid Tactical Ladder hooked on to a flat deck with no lip at a height of 5-9 m (16.5-29.5 ft); and
 - iii. Vertical climb of 5-9 m (16.5-29.5 ft) with the Rigid Tactical Ladder hooked on to a flat deck with a 2.5 cm (1 in) lip, canted at an angle of 15 degrees outward, at a height of 5-9 m (16.5-29.5 ft);
- (c) Test 2C - The participants (as a group) will conduct a navigation swim with the Rigid Tactical Ladder of no less than 500 m (547 yds).

A3.4.3.3 Human Factors Assessment

The participants will complete the Proof of Concept Trial Questionnaire at Appendix 4 taking into consideration the following when answering the questions:

- (a) Assembly & Design:
 - i. Easy and quick assembly with no reliance on tools in dry conditions and following extended submersion in salt water;
 - ii. Assembled by a single person using gloves up to 5 mm (0.2 in) in thickness;
 - iii. Adaptable for a variety of low-freeboard vessels and provide horizontal length between 2 m (6.6 ft) reach and 9 m (29.5 ft) reach;
 - iv. Not cause unacceptable drag while conducting dive operations; and
 - v. Not impede dive operations;
- (b) Hook Design:
 - i. Provide a solid positive hook establishment onto multiple deck edges/anchor points and common surfaces with minimal effort under icy and wet conditions;
 - ii. Easy and quick assembly with no reliance on tools (if applicable); and
 - iii. A single person can hook the system unassisted;
- (c) Operational Effectiveness:
 - i. Safe and efficient vertical ascent and descent including up to a 15 degree slope;
 - ii. Support night operations with little lighting;
 - iii. Silent assembly and operation with no induced or projected noise detectable by persons 5 m (16.5 ft) away;
 - iv. The system should not cause undue fatigue to accomplish tasks;
 - v. A single person can scale with the system unassisted; and
 - vi. Suitable for water use;
- (d) Compatibility with Other Equipment:
 - i. Compatibility with operational equipment during day and night operations;
 - ii. Interference with equipment worn; and
 - iii. Ability to attach caving ladder.

APPENDIX 4 PROOF OF CONCEPT TRIAL QUESTIONNAIRE

Participant Number:	Ladder OEM:
Date:	Ladder Make/Model:
	Ladder serial #:

Participant Perception	Definition	Score
Completely Unacceptable	The Rigid Tactical Ladder did not meet any requirements for the task and had severe limitations that would prevent the operator from completing the task.	0
Reasonably Unacceptable	The Rigid Tactical Ladder met the minimal requirements for the task and had some limitations that may prevent the operator from completing the task.	1
Barely Unacceptable	The Rigid Tactical Ladder met some of the requirements for the task and performed in a manner that would permit the operator to complete the task with some limitations on range of use.	2
Borderline	The Rigid Tactical Ladder met some of the requirements for the task and performed in a manner that would permit the operator to complete the task with only minor limitations on range of use.	3
Barely Acceptable	The Rigid Tactical Ladder met some of the requirements for the task and performed well in the hands of the operator with only minor limitations.	4
Reasonably Acceptable	The Rigid Tactical Ladder met most of the requirements for the task and performed well in the hands of the operator with minimal limitations.	5
Completely Acceptable	The Rigid Tactical Ladder met or exceeded all requirements for the task and performed in every way expected by the operator.	6

Rate the acceptability of the system while using during operational tasks	User Assessment						
	☹					☺	☺
	0	1	2	3	4	5	6
(a) Assembly & Design							
Overall, the ladder was easy to assemble.	<input type="checkbox"/>						
The amount of drag experienced during the swim was acceptable.	<input type="checkbox"/>						
Ability to assemble the ladder in a reasonable amount of time.	<input type="checkbox"/>						
The ladder features were adequate to complete tasks.	<input type="checkbox"/>						
The weight of the ladder was acceptable to complete tasks.	<input type="checkbox"/>						
The design of the ladder is suitable for hooking and scaling on a variety of surface types and deck edge/anchor points and slopes/cants.	<input type="checkbox"/>						
Overall, the ladder design meets operational needs.	<input type="checkbox"/>						
Score	_____ out of 42						
(b) Hook Design							
Establishing the hook can be done quickly and efficiently.	<input type="checkbox"/>						
It was easy to un-hook from the vessel.	<input type="checkbox"/>						
Hooking and un-hooking the ladder can be easily accomplished by one person.	<input type="checkbox"/>						
Ability to successfully hook the ladder in a reasonable amount of time.	<input type="checkbox"/>						
Ability to successfully establish hooks on to multiple surface types.	<input type="checkbox"/>						
Score	_____ out of 30						

(c) Operational Effectiveness	
Operating the ladder can easily be achieved by one person.	<input type="checkbox"/>
Using the system would enable me to accomplish tasks more quickly.	<input type="checkbox"/>
Operating the ladder induced little or no noise throughout the trial.	<input type="checkbox"/>
The steps accommodated sufficient width for hands and feet during the climb.	<input type="checkbox"/>
The standoffs provide good space between the ladder and the vertical surface for climbing.	<input type="checkbox"/>
It was easy to operate the ladder in low light conditions.	<input type="checkbox"/>
Confidence using this system.	<input type="checkbox"/>
It is easy to descend the ladder.	<input type="checkbox"/>
The ladder did not interfere with mission critical tasks.	<input type="checkbox"/>
It was easy to hold onto the ladder during the entire swim.	<input type="checkbox"/>
Using the ladder requires minimal effort (swim only).	<input type="checkbox"/>
The ladder is useful as a buddy line for the navigational swim (swim only).	<input type="checkbox"/>
Score	____ out of 72
(d) Compatibility with Other Equipment	
Overall, the ladder integrates well with equipment.	<input type="checkbox"/>
The ladder did not interfere with equipment during the swim.	<input type="checkbox"/>
It was easy to integrate the ladder with existing equipment and gear.	<input type="checkbox"/>
Score	____ out of 18
Sub-Total - Assembly & Design	____ out of 42
Sub-Total - Hook Design	____ out of 30
Sub-Total - Operational Effectiveness	____ out of 72
Sub-Total - Compatibility with Other Equipment	____ out of 18
Total	____ out of 162

Comments

Solicitation No. - N° de l'invitation
W6399-17JD22/A
Client Ref. No. - N° de réf. du client
W6399-17JD22

Amd. No. - N° de la modif.
File No. - N° du dossier
058ml.W6399-17JD22

Buyer ID - Id de l'acheteur
058ml
CCC No./N° CCC - FMS No./N° VME

ANNEX "H"

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

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	<p>TO THE CONTRACTOR</p> <p>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.</p> <p>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.</p> <p>À L'ENTREPRENEUR</p> <p>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.</p> <p>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.</p>	
Delivery location – Expédiez à	Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

**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.