



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
PWGSC/TPSGC Acquisitions  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1  
Bid Fax: (506) 851-6759

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> FMFS Civilian Instructor Pilots	
<b>Solicitation No. - N° de l'invitation</b> W0501-180111/A	<b>Date</b> 2018-05-23
<b>Client Reference No. - N° de référence du client</b> W0501-180111	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-032-5399	
<b>File No. - N° de dossier</b> MCT-7-40003 (032)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-07-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Savoie, Ginette	<b>Buyer Id - Id de l'acheteur</b> mct011
<b>Telephone No. - N° de téléphone</b> (506) 381-2680 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 5 CDSG GAGETOWN PO BOX 17000 STN FORCES OROMOCTO New Brunswick E2V4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Del. Offered Liv. offerte
1	0 FMFS Civilian Instructor Pilots	W0501	W0501	1	Each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

#### **1.2 Statement of Work - Bid**

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

*(Derived from - Provenant de: B4007T, 2014/06/26 )*

### **1.5 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.

### **1.7 Trade Agreements**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

### 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 electronic mail (e-mail) to PWGSC will not be accepted.**

### 2.3 Former Public Servant

#### Former Public Servant - Competitive Bid

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 FPS, 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 FPS 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.

*(Derived from - Provenant de: A3025T, 2014/06/26 )*

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

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

### **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid (2 hard copies)
- Section II: Financial Bid (1 hard copies)
- Section III: Certifications (1 hard copies)

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

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

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

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

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

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

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **3.1.1 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.

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

#### **3.1.3 SACC Manual Clauses**

### **Section III: Certifications**

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

### **Section IV: Additional Information**

- 3.1.4.1** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Mandatory Technical Criteria as specified in Annex D

##### **4.1.1.2 Point Rated Technical Criteria**

Point Rated Technical Criteria as specified in Annex D

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0220T](#) (2014/06/26), Evaluation of Price - Bid

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

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

*(Derived from - Provenant de: A0027T, 2012/07/16 )*

#### **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 evaluation criteria; and
  - (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

*(Derived from - Provenant de: A0034T, 2007/05/25 )*

## **Basis of Selection**

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

*(Derived from - Provenant de: A0069T, 2007/05/25 )*

## **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.

### **5.1.1 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 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 provided 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 website \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#\)](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.

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.

#### 5.2.3.2 Status and Availability of Resources

SACC Reference	Section	Date
A3005T	Status and Availability of Resources	2010/08/16

#### 5.2.3.3 Rate or Price Certification

##### Price Certification - Foreign Suppliers

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

*(Derived from - Provenant de: C0001T, 2007/05/25 )*

##### Price Certification - Canadian-based Suppliers (other than agency and resale outlets)

The Bidder certifies that the price proposed

- (a) is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- (c) does not include any provision for discounts to selling agents.

*(Derived from - Provenant de: C0002T, 2010/01/11 )*

##### Price Certification - Canadian Agency and Resale Outlets

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The Bidder certifies that the price proposed

- (a) is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and
- (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

(Derived from - Provenant de: C0004T, 2007/05/25 )

#### 5.2.3.4 Education and Experience

5.2.3.4.1 SACC Manual clause [A3010T](#) (2010/08/16) Education and Experience

### PART 6 - RESULTING CONTRACT CLAUSES

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

#### 6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

6.1.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

#### 6.2 Statement of Work

##### Statement of Work - Contract

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

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

[2010C](#) (2016/04/04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

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

*(Derived from - Provenant de: A9022C, 2007/05/25)*

### **6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) 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 ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

*(Derived from - Provenant de: A9009C, 2008/12/12)*

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Ginette Savoie  
Title: Supply Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: 1045 Main Street, Unit 108  
Moncton, New Brunswick  
E1C 1H1  
Telephone: (506) 381-2680  
Facsimile: (506) 851-6759  
E-mail address: ginette.savoie@pwgsc-tpsgc.gc.ca

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

Solicitation No. - N° de l'invitation  
W0501-180111/001MCT  
Client Ref. No. - N° de réf. du client  
W0501-180111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-7-40003

Buyer ID - Id de l'acheteur  
MCT032  
CCC No./N° CCC - FMS No./N° VME

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

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

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

### 6.5.3 Contractor's Representative (Offeror please complete)

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

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

*(Derived from - Provenant de: A3025C, 2013/03/21 )*

### 6.7 Payment

#### 6.7.1 Basis of Payment

**Basis of Payment - Firm Price - Services**

**Professional Fees**

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

*(Derived from - Provenant de: C0213C, 2013/04/25 )*

### 6.7.2 Limitation of price

SACC Manual clause C6000C (2017/08/17) Limitation of price

### 6.7.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
H1001C	Multiple Payments	2008/05/12

### 6.7.5 Electronic Payment of Invoices – Contract

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

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

*(Derived from - Provenant de: H3027C, 2016/01/28 )*

### 6.8 Invoicing Instructions

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

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## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

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

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

### 6.9.3 SACC Manual Clauses

SACC Reference	Section	Date
A3060C	Canadian Content Certification	2008/05/12

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) [2010C](#) (2016/04/04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex C, Security Requirements Check List
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

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## 6.15 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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.

*(Derived from - Provenant de: G1001C, 2013/11/06 )*

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.

- 
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - (o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - (p) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
  - (q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - (r) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

Solicitation No. - N° de l'invitation  
W0501-180111/001MCT  
Client Ref. No. - N° de réf. du client  
W0501-180111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-7-40003

Buyer ID - Id de l'acheteur  
MCT032  
CCC No./N° CCC - FMS No./N° VME

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

*(Derived from - Provenant de: G2001C, 2014/06/26 )*

## **403 HELICOPTER OPERATIONAL TRAINING SQUADRON CH146 FLIGHT SIMULATOR CIVILIAN INSTRUCTIONAL SERVICES**

### **1 INTRODUCTION**

#### **1.1 Background**

To support RCAF readiness and modernization through the conduct of training, the preservation of individual training standards, and maintenance of assigned Operational Training Unit (OTU) responsibilities. The intent of the Commander 1 Wing is to maximize CH146 Full Motion Flight Simulator (FMFS) capability to synthesize Force Generation (FG) training, increase FG throughput, and provide recurrency training for all 1 Wing Tactical Aviators, Combat Support Squadron (CSS), Primary Search and Rescue (SAR), and Special Operations Aviation Squadron (SOAS) crews. The addition of two (2) lines of instruction services with FMFS Civilian IPs to the existing cadre of 403 Sqn instructional staff will significantly contribute to the achievement of this objective.

#### **1.2 Requirement**

In support of CH146 Operational Training and re-currency training, 403 Helicopter Operational Training Squadron (403 Sqn), requires Full Motion Flight Simulator (FMFS) Civilian Instructor Pilots (Civilian IPs) to augment the delivery of Canadian Helicopter (CH) 146 Griffon training in Canadian Forces Base (CFB) Gagetown. This document identifies the necessary background, experience, and capabilities needed to instruct Royal Canadian Air Force (RCAF) CH146 aircrew on FMFS training.

#### **1.3 Responsibilities**

This Statement of Work (SOW) is intended to outline the tasks that will be performed by the Supplier in support of the 403 Sqn. The objective is to set the framework required to provide civilian instructional services to support 403 Sqn FMFS-based training.

### **2 SCOPE**

#### **2.1 Summary of Work**

The Supplier will be required to provide qualified FMFS Civilian IPs resources and demonstrate the capability to:

- a. provide qualified FMFS Civilian IPs to accomplish the tasks as describes in this SOW; and
- b. support FMFS instructional services by providing two (2) lines of instruction services with FMFS Civilian IPs. For each line of instruction:
  - Working days – Monday to Friday.
  - Working hours – 8 consecutives hours between 08h00 and 24h00 according to 403 Sqn requisites (40 hrs work week);

ANNEX A  
STATEMENT OF WORK

- Working schedule – Schedule for each line of instruction will be published two weeks in advance.
- Occasionally, weekend work may be required.

## **2.2 FMFS Civilian IPs - Description of Tasks**

FMFS Civilian IPs will be qualified to train students on assignments comprising of both ground school and device-based instruction for CH146 aircrew. The instructors will be expected to collaborate very closely with the 403 Sqn simulation staff, support (civilian and military) personnel, standards officers and instrument check pilots (ICPs), as well as interacting closely with 403 Sqn instructional staff to develop and administer training. FMFS Civilian IPs will respond to the Officer Commanding (OC) 403 Sqn Standards and Simulation (SAS) or designate in their support role to provide student and re-currency training to meet RCAF needs for the Qualification Standard (QS) as established by the Canadian Armed Forces (CAF). Contracted simulator instructors will ensure that they are aligned with the needs of OC SAS, OC SIM and Chief Instructor for all matters related to standards of instruction, teaching methodologies, and handling of and reporting of CH146 students. FMFS Civilian IPs will work from 403 Sqn assigned locations and integrated with other RCAF instructors.

## **2.3 FMFS Civilian IPs Validation period**

Due to RCAF regulations and directives, a validation period of eight (8) weeks will be conducted for each FMFS Civilian IPs to ensure the FMFS Civilian IPs have the experience and skills to:

- a. pass the CH146 FSim IP qualification detailed in 1 Canadian Air Division Orders using the 1 Wing Simulator Training Guidance;
- b. satisfactorily present Simulator Lesson Plan briefs in all 1 Wing Training Plans to course members at 403 Sqn;
- c. satisfactorily present recurrency Lesson Plan briefs to recurrency CH146 crews;
- d. execute and debrief 403 Sqn Simulator Lesson Plan and FMFS sorties;
- e. execute and debrief 403 Sqn Recurrency Lesson Plan and FMFS sorties to recurrency crews;
- f. write evaluations and training feedback according to 1 Wing guidelines and standards;
- g. complete the RCAF HPMA training program administered by 403 Sqn HPMA Coordinator;
- h. complete the Controlled Goods program;
- i. after training been provided, demonstrate understanding of CAF and 403 Sqn policies and procedures, to include OP HONOUR, CF Harassment and Ethics policies, standard 403 Sqn operating procedures and training plans; and
- j. demonstrate instructional performance validated by the 403 Squadron and 1 Wing standards officers to the proficiency standard required of military instructors.

## **2.4 Deliverables**

Specific requirements to assist in updating courseware and lesson plans, and to provide reports and evaluations of student performance will be routinely promulgated by OC SAS.

ANNEX A  
STATEMENT OF WORK

**2.5 Acceptance – Technical Authority**

OC SAS remains the technical authority of a FMFS Civilian IPs based on the FMFS Civilian IPs Experience and Validation period assessment. OC SAS in collaboration with the Supplier will:

- a. verify each FMFS Civilian IP Experience
- b. evaluate each FMFS Civilian IP during a validation period of eight (8) weeks; and
- c. ensure FMFS Civilian IP holds requirements such as security clearance.

**2.6 Working Location and Hours**

FMFS Civilian IPs will be provided office space within 403 Sqn at CFB Gagetown, Oromocto, NB. They must be available on-site for up to five days in any given week and for up to 8 hours daily (40 hour work week) during normal hours of operation according to the appropriate lines of instruction service.

Occasionally, weekend work or out of lines of instruction service may be required to support the Squadron Flying Schedule. This notification will be provided in advance to the Supplier for authorization.

**2.7 Travel and Living expenses**

DND will not be responsible for any costs associated with travel and relocation to provide services at the delivery destination. When requested by the OC SAS, the Supplier's resources may have to travel outside of the CFB Gagetown. In such cases, and with the prior written authorization of the OC SAS, travel and living expenses may be reimbursed to the Supplier. All travel and living expenses are subject to Treasury Board (TB) regulations and guidelines.

**3 RESSOURCES**

**3.1 Relationship**

**3.1.1 General**

The relationship is based on a contract for service. The Supplier cannot subcontract the work but can create a pool of substitute FMFS Civilian IPs in order to provide the instructional services as required. The Supplier has to ensure FMFS Civilian IPs are able to work independently and provide services according to the statement of work and OC SAS' direction.

**3.1.2 Lines of communication**

The OC SAS is the only authority to discuss with the Supplier; and vice-versa.

Any complaint or problem regarding a FMFS Civilian IPs performance or services shall be addressed to the OC SAS. Afterwards, the OC SAS will communicate with the Supplier.

Any complaint or problem from a FMFS Civilian IPs performance shall be addressed and managed by the Supplier, in collaboration with the OC SAS (if required).

**3.2 Dress and deportment**

As a service Supplier to 403 Sqn, the Supplier's resources will be expected to maintain a high level of dress and deportment commensurate with that of an industry professional (business attire). The Squadron routinely hosts VVIPs, dignitaries, foreign military personnel, and a civilian personnel, accordingly well-mannered and professional conduct is demanded at all times.

ANNEX A  
STATEMENT OF WORK

**3.3 Language of instruction**

A high level of proficiency in both oral and written English is essential. As well, effective public speaking and presentation skills (in English) are required.

**3.4 Client support**

403 Sqn will provide parking, office space, and the infrastructure deemed appropriate for the execution of assigned tasks.

**3.5 Information technology (IT)**

Service Supplier computer systems, removable media devices or other communication devices shall not be employed on the DND computer networks (Defence Wide Area Network (DWAN) and Consolidated Secret Network Infrastructure (CSNI)). Access to networks will be provided as necessary in support of the service Supplier's tasks. Wireless access and devices are not permitted within operational zones at 403 Sqn. 403 Sqn will coordinate internet connectivity and provide task-specific software on an as required basis.

**3.6 Specific IT Requirements**

Contractor Use of and Integration with AFIILE and Microsoft Office. The FMFS Civilian IP will be required to use the following software applications:

- a. Air Force Integrated Information Learning Environment (AFIILE). Civilian IPs will be operating within AFIILE environment resident on the Defence Wide Area Network (DWAN), composed of web-based applications including a Learning Content Management System, Resource Management & Scheduling System, Learning Management System and related tools to facilitate delivery of courseware. The majority of ground school and exercise briefs will be administered through AFIILE.
- b. Microsoft Office. Progress Cards and reports will be filled out using the current CAF contracted version of Microsoft Office on DWAN.

**4 INTELLECTUAL PROPERTY**

FMFS courseware and instructional materials, including source code, used or developed by contracted instructors will remain the intellectual property of the Department of National Defence (DND). These materials shall be surrendered on request without delay and may not be used for any personal or commercial endeavor outside of this contract by the contract Supplier, FMFS civilian instructors, or any third party.

ANNEX B  
BASIS OF PAYMENT

**403 HELICOPTER OPERATIONAL TRAINING SQUADRON CH146  
FLIGHT SIMULATOR  
CIVILIAN INSTRUCTIONAL SERVICES**

You will be paid your cost reasonably and properly incurred for the performance of the work as follows:

For the initial period from date of award to 31 March 2019, then recurring on an annual basis thereafter: **Two lines of operations for Civilian Flight Simulation Instructors**

Labour at the follow firm rates:

Initial Contract Period (date of award to March 31, 2019)	Estimated number of days 250	\$ _____ Rate per day	Total for initial contract period \$ _____
Option year 1	Estimated number of days 250	\$ _____ Rate per day	Total for option year 1 \$ _____
		Total Estimated Cost	\$ _____

Notes:

1. The basis of payment will be on an all-inclusive per diem rate based on height (8) hours of work per instructors. For work performed for a duration of more of less than one day, the daily rate specified will be prorated accordingly. The Supplier is to submit a monthly invoice for days/hours utilized each month before the 15<sup>th</sup> day of the following month.
2. All resources must be available to start working within 30 days of contract award unless otherwise specified.
3. DND will be not responsible for any costs associated with travel and relocation to provide services to the delivery destination (403 Squadron Gagetown). All other travel outside of the delivery destinations must have the prior approval of the Project Authority and Travel and living cost incurred must be in accordance with National Joint Council Travel Directive in effect at the time of travel.



Contract Number / Numéro du contrat W0501-180111
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine National Defence	2. Branch or Directorate / Direction générale ou Direction Royal Air Force	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provide training in a simulator for the CH-46 aircrew.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à: <input type="checkbox"/>	Restricted to / Limité à: <input type="checkbox"/>	Restricted to / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

SM



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité.  No / Non  Yes / Oui
9. Will the supplier require access to extremely sensitive (INFOSEC) information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrême/à hautement délicate?  
Shon Title(s) of material / Titre(s) abrégé(s) du matériel  
Document Number / Numéro du document:  No / Non  Yes / Oui

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET-SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS   | Special comments<br>Commentaires spéciaux: _____                |  |  |

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

- INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui
- PRODUCTION
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui
- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

W0501-180111

Security Classification / Classification de sécurité

ENCLASSEMENT

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet) the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				CANDEO						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO REFERENCE	NATO CONFIDENTIAL	NATO SECRET	NATO TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Aspects / renseignements : Base / Producteur																	
IMPRESS / Support II																	
TYPE / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat <b>W0501-180111</b>
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Maj Sébastien Montreuil</b>		Title - Titre <b>DCO 403 Sqn</b>	Signature 
Telephone No. - N° de téléphone <b>506-422-2108</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>Sebastien.montreuil@forces.gc.ca</b>	Date <b>15 Jan 2018</b>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst</b>		Title - Titre <b>Tel: 613-996-0286</b>	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>E-mail: sasa.medjovic@forces.gc.ca</b>	Date <b>2018 - May 11 SM</b>
Additional instructions (e.g. Security Manual, Security Classification Guide) attached? <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX D  
Source Selection Criteria

**1 WING/403 SQUADRON  
FMFS CIVILIAN INSTRUCTIONAL SERVICES  
SOURCE SELECTION CRITERIA**

**TITLE: FULL MOTION FLIGHT SIMULATOR (FMFS) CIVILIAN INSTRUCTOR SERVICES**

**SECTION 1 – MANDATORY EVALUATION CRITERIA**

	Mandatory Criteria	Met	Not Met	Comments
<p>The Supplier shall demonstrate their capability to provide proposed FMFS Civilian IPs for the two (2) lines of operations</p>	<p><b>MI.</b> Supplier must provide at least two qualified FMFS Civilian IPs with the <b>all</b> following background/experience:</p> <ul style="list-style-type: none"> <li>a. RCAF Military-Winged rotary pilot or Airline Transport Pilot License (Helicopter) (ATPL(H));</li> <li>b. minimum 1000 hrs experience on Bell 412, Bell 412 CF, or CH146;</li> <li>c. RCAF Qualified Flying Instructor (QFI), CAF Flight Instructor Course (FIC) qualified, or Transport Canada licensed Civilian Instructor CAT 2 or higher; and</li> <li>d. English language (speaking, writing and reading).</li> </ul> <p>Curriculum vitae will be required with the bid.</p>			

Note - The Supplier submitting offers must understand that to be considered valid, all resources submitted **MUST** meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all these minimum mandatory requirements will be given no further consideration.

ANNEX D  
Source Selection Criteria

**SECTION 2 – POINT RATED EVALUATION CRITERIA**

The maximum points allowed for criteria is 100 points:

- a. P1. A maximum of 94 points allocated for the two best proposed FMFS Civilian IPs, 47 points each. The score of the two best proposed FMFS Civilian IPs is determined in accordance to the section 3; and
- b. P2. A maximum of 6 points allocated for the number of proposed FMFS Civilian IPs.

<b>Point rated</b>	<b>Evaluation Criteria</b>	<b>Points</b>	<b>Score</b>	<b>Comments</b>
P1. Quality/Experience (preference) of the two (2) best proposed FMFS Civilian IPs scores – 94 points (see section 3)	Candidate #1	47		
	Candidate #2	47		
P2. Number of proposed FMFS Civilian IPs with a demonstration of a minimum qualification/experience – 6 points (see section 3)	Number of Candidate $\geq 4$	6		
	Number of Candidate = 2 or 3	3		

ANNEX D  
Source Selection Criteria

**SECTION 3 – PREFERENCE POINT RATED EVALUATION CRITERIA FOR EACH FMFS CIVILIAN IPS**

Criteria	Points	Candidate #1	Candidate #2	Candidate #3	Candidate #4
Relevant rotary wing instructional experience	17				
CH146 formation training/experience	4				
Instrument Check Pilot or civilian equivalent	8				
minimum 100 hrs of helicopter experience on Night Vision Devices	3				
experience in deployed and domestic CAF operations	3				
RCAF Human Performance in Military Aviation (HMPA) qualified instructional experience	3				
French language proficiency	6				
Knowledge/experience in RCAF tactical aviation mission profiles equivalent to I Wing Cat II standard	3				
Total (maximum 47 points)					
Met (minimum 32 points)					
Not Met					

Note 1 - All proposed FMFS Civilian IPs will be rated to demonstrate a minimum of qualification/experience. Each FMFS Civilian IPs must obtain a minimum of 32 points on 47 points allocated. The number of candidates with a minimum of 32 points must be reported to section 2 – Point rated #2 (P2).

Note 2 – The two best candidate scores must be reported to section 2 – Point rated #1 (P1).

Note 3 - When personnel resumes are used within the context of this section, the resume should provide detail regarding the qualifications, relevant experience, and expertise of the proposed FMFS Civilian IP. The evaluation team reserves the right to contact any reference provided.

Solicitation No. - N° de l'invitation  
W0501-180111/001MCT  
Client Ref. No. - N° de réf. du client  
W0501-180111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-7-40003

Buyer ID - Id de l'acheteur  
MCT032  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX E - ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts 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)

