



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

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

Address inquiries to the Contracting Authority at
wayne.cook@pwgsc-tpsgc.gc.ca

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply and
Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet Military Training	
Solicitation No. - N° de l'invitation W6448-19DH14/A	Date 2018-09-17
Client Reference No. - N° de référence du client SFC1901	
GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1525	
File No. - N° de dossier PET-8-49014 (906)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-04	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cook, Wayne	Buyer Id - Id de l'acheteur pet906
Telephone No. - N° de téléphone (613) 401-0623 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS

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Solicitation No. - N° de l'invitation
W6448-19DH14/A
Client Ref. No. - N° de réf. du client
SFC1901

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-8-49014

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Department of National Defence (DND) is looking to secure the services of a Contractor to provide an all-inclusive facility, and who can provide a one-time tactical shooting and driver training from 03 November 2018 to 04 December 2018.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) 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

2.2 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 in the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

- a. an individual;

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

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

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

Former Public Servant in Receipt of a Pension

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

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

- 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 ten (10) 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 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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 in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

Section IV: Additional Information

NON-DISCLOSURE AGREEMENT Attached as annex G

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 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

The Bidder must complete and submit its financial bid in accordance with Annex B – Basis of Payment. All prices are in Canadian dollars, Applicable Taxes excluded and excise taxes included.

Bidders must provide a price (or percentage when applicable) for all items listed in Annex B – Basis of Payment, Pricing basis A through C inclusive.

The price used in the evaluation will be the Evaluated Price which is calculated as follows:

Pricing basis A:

The firm lot price will be totaled to establish the extended price.

Pricing basis B

The estimated usage will be multiplied by the firm unit price to arrive at the extended price.

Pricing basis C

The Estimated usage plus (the Estimated Usage) multiplied by the mark-up or discount to arrive at the extended price.

The Evaluated Price will be the sum of all extended prices.

4.1.1.2 SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0069T](#) (2007-05-25), Basis of Selection

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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - 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 7 - 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;
2. 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.

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award.

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 24 hours of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 40,000.00, 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.

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

SACC *Manual* Clause [B9031C](#) (2011-05-16), Canada's Obligation – Portion of the Work – Task Authorizations

7.1.2.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

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

All **FOREIGN CLASSIFIED** information/assets, furnished to the Foreign recipient **Contractor / Offeror / Subcontractor**, shall be safeguarded as follows:

1. The Foreign recipient **Contractor / Offeror / Subcontractor** shall, at all times during the performance of the **Contract / Standing Offer / Subcontract**, hold a valid Facility Security Clearance (FSC), issued by the National Security Authority (NSA) or Designated Security Authority (DSA) of **the UNITED STATES OF AMERICA**, at the equivalent level of **SECRET**, and hold an approved Document Safeguarding Capability Clearance at the level of **SECRET**.
2. All **FOREIGN CLASSIFIED** information/assets provided or generated under this **Contract / Standing Offer / Subcontract** will continue to be safeguarded in the event of withdrawal by the recipient party or upon termination of the **Contract / Standing Offer / Subcontract**, in accordance with the national policies of **the UNITED STATES OF AMERICA**.
3. The Foreign recipient **Contractor / Offeror / Subcontractor** shall provide the **FOREIGN CLASSIFIED** information/assets a degree of safeguarding no less stringent than that provided by the Government of Canada in accordance with the national policies, National Security legislation and regulations and as prescribed by the National Security Authority (NSA) or Designated Security Authority (DSA) of **the UNITED STATES OF AMERICA**.
4. All **FOREIGN CLASSIFIED** information/assets provided to the Foreign recipient **Contractor / Offeror / Subcontractor** pursuant to this **Contract / Standing Offer / Subcontract** by the Government of Canada, shall be marked by the Foreign recipient **Contractor / Offeror / Subcontractor** with the equivalent security classification utilized by **the UNITED STATES OF AMERICA** and in accordance with the national policies of **the UNITED STATES OF AMERICA**.
5. The Foreign recipient **Contractor / Offeror / Subcontractor** shall, at all times during the performance of this **Contract / Standing Offer / Subcontract**, ensure the transfer of **FOREIGN CLASSIFIED** information/assets be facilitated in accordance with the national policies of **the UNITED STATES OF AMERICA**, and in compliance with the provisions of the Bilateral Industrial Security Instrument between **the UNITED STATES OF AMERICA** and Canada.
6. Upon completion of the work, the Foreign recipient **Contractor / Offeror / Subcontractor** shall return to the Government of Canada, via government-to-government channels, all **FOREIGN CLASSIFIED** information/assets furnished or produced pursuant to this **Contract / Standing Offer / Subcontract**, including all **FOREIGN CLASSIFIED** information/assets released to and/or produced by its subcontractors.
7. Throughout the duration of this **Contract / Standing Offer / Subcontract**, the Foreign recipient **Contractor / Offeror / Subcontractor** shall adhere to its respective national policies pertaining to the examination, possession and / or transfer of Canadian Controlled Goods and shall immediately report to its responsible National Security Authority (NSA) all cases in which it is known or there is reason to suspect that Canadian Controlled Good, furnished or generated pursuant to this **Contract / Standing Offer / Subcontract** have been lost or disclosed to unauthorized persons, including but not limited to a third party government, person, firm, or representative thereof. Canadian Controlled Goods which are lost or compromised while handled outside of Canada, should be immediately reported to the Canadian Government Authority owner of the Canadian Controlled Goods, for example the Canadian Department that

issued the Canadian Controlled Goods to the Foreign recipient **Contractor / Offeror / Subcontractor**, as part of this **Contract / Standing Offer / Subcontract**. The *Defence Production Act* defines Canadian Controlled Goods (S.35).

8. **FOREIGN CLASSIFIED** information/assets shall be released only to Foreign recipient **Contractor / Offeror / Subcontractor** personnel, who have a need-to-know for the performance of the **Contract / Standing Offer / Subcontract** and who have a Personnel Security Clearance at the level of **SECRET**, granted by their respective National Security Authority (NSA) or Designated Security Authority (DSA) of **the UNITED STATES OF AMERICA**, in accordance with national policies of **the UNITED STATES OF AMERICA**.
9. **FOREIGN CLASSIFIED** information/assets provided or generated pursuant to this **Contract / Standing Offer / Subcontract** shall not be further provided to a third party Foreign recipient Subcontractor unless:
 - a. written assurance is obtained from the third-party Foreign recipient's National Security Authority (NSA) or Designated Security Authority (DSA) to the effect that the third-party Foreign recipient Subcontractor has been approved for access to **FOREIGN CLASSIFIED** information/assets by the third-party Foreign recipient's NSA/DSA; and
 - b. written consent is obtained from the NSA/DSA of **the UNITED STATES OF AMERICA**, if the third-party Foreign recipient Subcontractor is located in a third country.
10. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of their respective National Security Authority (NSA) or Designated Security Authority (DSA), in accordance with the national policies of the **the UNITED STATES OF AMERICA**.
11. The Foreign recipient **Contractor / Offeror / Subcontractor** shall not use the **FOREIGN CLASSIFIED** information/assets for any purpose other than for the performance of the **Contract / Standing Offer / Subcontract** without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.
12. The Foreign recipient **Contractor / Offeror / Subcontractor** visiting Canadian Government or industrial facilities, under this contract, will submit a Request for Visit form to Canada's Designated Security Authority (DSA) through their respective National Security Authority (NSA) or Designated Security Authority (DSA).
13. The Foreign recipient **Contractor / Offeror / Subcontractor** shall immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **FOREIGN CLASSIFIED** information/assets pursuant to this **Contract / Standing Offer / Subcontract** has been compromised.
14. The Foreign recipient **Contractor / Offeror / Subcontractor** shall immediately report to its respective National Security Authority (NSA) or Designated Security Authority (DSA) all cases in which it is known or there is reason to suspect that **FOREIGN CLASSIFIED** information/assets accessed by the Foreign recipient **Contractor / Offeror / Subcontractor**, pursuant this **Contract / Standing Offer / Subcontract**, have been lost or disclosed to unauthorized persons.
15. The Foreign recipient **Contractor / Offeror / Subcontractor** shall not disclose **FOREIGN CLASSIFIED** information/assets to a third party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent shall be sought through the **recipient's National Security Authority/ Designated Security Authority (NSA/DSA)**.

16. The Foreign recipient **Contractor / Offeror / Subcontractor** shall comply with the provisions of the International bilateral industrial security instrument between **the UNITED STATES OF AMERICA** and Canada, in relation to equivalencies.
17. The Foreign recipient **Contractor / Offeror / Subcontractor** must comply with the provisions of the Security Requirements Check List attached at Annex _____.
18. The Foreign recipient **Contractor / Offeror / Subcontractor** must use the below table of equivalency in conjunction with the above paragraphs, in accordance with the national policies of **the UNITED STATES OF AMERICA**, and in accordance with the provisions of the International bilateral industrial security instrument between **the UNITED STATES OF AMERICA** and Canada, in relation to the equivalencies of **FOREIGN CLASSIFIED SECRET** information/assets.

UNITED STATES of AMERICA & CANADA TABLE OF EQUIVALENCY	
CANADA	UNITED STATES of AMERICA
SECRET	SECRET

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 2018-11-03 to 2019-03-04 inclusive

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Wayne Cook
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Reagion
Address: 101 Menin Rd. Bldg. S-111 Rm. C-114
4 CDSG Garrison Petawawa, Petawawa ON K8H 2X3
Telephone: 613 – 401 - 0623
Facsimile: 613 – 687 - 6656
E-mail address: wayne.cook@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

Solicitation No. - N° de l'invitation
W6448-19DH14/A
Client Ref. No. - N° de réf. du client
SFC1901

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-8-49014

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

The Project Authority for the Contract is:

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.

7.5.3 Contractor's Representative

Name and telephone number of the person responsible for:

General Enquiries

Name: _____
Telephone No: _____
Facsimile No: _____
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 Price, Firm Unit Prices(s) or Firm Lot Price(s)

For the Work described in the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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 Basis of Payment – Firm Unit Price(s) or Firm Lot Price – Task Authorization

For the Work described in Part B and C of the Pricing Basis in Annex B:

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

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

7.7.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

7.7.4 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

Ensure the applicable law selected by the proposed contractor, or in the absence of such selection, the law indicated in the bid solicitation, is inserted in the blank. The Bidder, as instructed, will be able to propose a change to the applicable laws in its bid.

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

ANNEX "A"

STATEMENT OF WORK

ADVANCED TACTICAL SHOOTER AND DRIVER TRAINING

1.0 SCOPE

- 1.1 Objective.** The Department of National Defence (DND) is looking to secure the services of a Contractor to provide an all-inclusive facility, and who can provide a one-time tactical shooting and driver training from 03 November 2018 to 04 December 2018.
- 1.2 Background.** DND has an operational requirement for training in shooting and driving at an advanced tactical level to develop and maintain its unique skill sets. DND members are required to handle several weapon platforms, operate a variety of vehicle types, and practice combat and protection drills at the highest possible standard.

2.0 REQUIREMENTS

- 2.1 Climate.** The facility must either be south of the Subtropical belt (35-66.5 degrees North) or within the 'mild temperate climate' (Cfa and Cwa) zones of the Koppen-Geiger climate classification system, to facilitate suitable year-round driver and shooter training conditions.

2.2 Training

- 2.2.1 Weapons Training.** The following weapon training will be conducted at the Contractor's facility:

- (a) Pistol (varied types and models);
- (b) Shotgun (varied pattern and ammo types);
- (c) Carbine (varied types and models);
- (d) Crew-served weapon (varied types and models); and SFC1901
- (e) Pistol/Carbine combination training package (varied types and models).

- 2.2.2 Driver Training.** The following tactical driver training will be conducted at the Contractor's facility. Contractor instructors may be required:

- (a) **Driving Emergency Response.** This training includes a classroom lesson and practical exercise (with and without vehicles having an anti-lock braking system (ABS)). Instruction must be provided in, but is not limited to, the following driving techniques:
 - (i) Off-Road Recovery;
 - (ii) Straight Line Braking Drills;
 - (iii) Turning and Braking Drills;
 - (iv) Braking and Turning Drills;
 - (v) Slalom;
 - (vi) Multiple Avoidance Driving Drills;
 - (vii) Instinctive Response Drills (with surprise); and
 - (viii) Skid control on a skid pad (wet and dry).
- (b) Tactical driving technique in proximity and constant movement.
- (c) Driving Beyond Normal Limits. This training must include classroom lesson and practical exercise including, but is not limited to, the following techniques:

- (i) High speed driving techniques;
 - (ii) Minimum visual distance considerations;
 - (iii) Intersections and Stop Signs;
 - (iv) Whole Road Concepts;
 - (v) Restricted Lane Concepts;
 - (vi) Cornering Techniques;
 - (vii) Braking Zones;
 - (viii) Setting up for the corner;
 - (ix) Turning and braking entering the corner;
 - (x) Getting the vehicle pointed and balanced; and
 - (xi) Exiting the corner under control.
- (d) Evasive Actions.
 - (e) Driver Down - Right Front Seat Driving Drills.
 - (f) Countering the Drive - By Threat.
 - (g) Ramming through Barricades.
 - (h) Reversing out.
 - (i) Y Turns – Reverse 180 turn.
 - (j) Night driving; in convoys or individual by guidance of Night Vision Goggles (NVG) to encompass city/urban techniques.
 - (k) Attack Recognition, which includes:
 - (i) Single- or multi-car Mock Attack and Evasive response; and
 - (ii) Single- or multi-car Mock Attack and Evasive Action Scenarios.

(l) Driving track must have a live fire ambush area

3.0 DELIVERABLES

3.1 Facilities

3.1.1 In addition to climate restriction, the facility must be:

- (a) within a six (6) hour total flying time range from Ottawa (based on published commercial airline flying times) and no more than a two 75 miles drive from the airport; and
- (b) located within the Eastern Daylight Time (EDT) zone or the Central Daylight Time (CDT) zone.

3.2 Classrooms The Contractor must provide:

- 3.2.1 Access to a minimum of three (3) classrooms for theoretical training sessions;
- 3.2.2 Classrooms must be equipped with standard whiteboards (preferably smart boards);
- 3.2.3 Be wired to support electronic projection of material; and
- 3.2.4 Allow for student occupancy of maximum 40 per classroom.

3.2.5 Field Kitchen Staging Area. When required, the Contractor must provide a suitable location to set up a DND-supplied field kitchen that has the capacity to feed up to 100 personnel, providing, but not limited to, the following services:

- (a) Septic System & pump-out as required;
- (b) Portable Toilets & pump-out as required;
- (c) Dumpsters (includes pick-up every two days);
- (d) Large Generator (50 KVA) (if sufficient electrical supply not available);
- (e) Diesel Fuel;
- (f) Propane Tank and Refills;
- (g) Potable Water Supply; and
- (h) Continuous and exclusive use of one 53-foot long, self-contained refrigeration trailer appropriate for food storage.

3.2.6 Storage. The Contractor must provide two secure (2) onsite storage units for kit and equipment if required (based on number of personnel). Storage areas must:

- (a) Be watertight;
- (b) Be lockable/securable by the user(s) with the ability to accommodate the storage of personal kit for up to 100 persons;
- (c) Must be a minimum of four (4) square feet per student/personnel; and
- (d) Have one storage space that meets applicable codes/regulations for storage of ammunition.

3.2.7 Lodging. The Contractor must provide accommodations, complete with:

- (a) Washroom (showers, sinks, toilets, etc);
- (b) Laundry facilities in a separate building from the rest of the facilities to accommodate for up to 65 personnel;
- (c) Accommodations either with bunkroom or semi-private;
- (d) Separate beds for each individual; and
- (e) Allow segregation of males and females.

3.3 Ranges. The Contractor must provide both short (25 Meter) and long (100 Meter) distance weapon ranges for live fire of varied calibres weapon models. Range targets must include as a minimum paper and steel with and without silhouette. The types of ranges required are as follows:

3.3.1 Urban Training Ranges. Large size complex to accommodate training of up to 100 students. The complex must include the following:

- (a) A minimum of two (2) multi-story buildings;
- (b) Be configured to support simulation ammunition (i.e. Simunition brand) training day and night;
- (c) Allow use of pyrotechnics;
- (d) Have multiple set-ups for explosive entry charges;
- (e) Accessibility for a minimum of four (4) vehicles for the tactical manoeuvring of personnel;
- (f) It must include differing types of stairwells, interior and exterior, to include closed (no space between flights) and open (space between flights) as well as walled and non-walled with handrails.
- (g) Risers, both open and closed.

3.3.2 Flat Range. This range must provide:

- (a) Targets located from 15 feet to 300 feet downrange; and
- (b) At a minimum, 10 firing lanes.

3.3.3 Built-Up Training Area. This training area:

- (a) Must have a training area to accommodate up to 28 personnel to support:
 - (i) interior combat,
 - (ii) A close quarter combat, and
 - (iii) Practice and confirm breaching and securing building techniques.
- (b) Must have a building(s) that provides ballistic protection for the safety of personnel who are located in separate rooms.
- (c) Must provide infrastructure items such as doors, walls, and windows for breaching training to be built, repaired, and/or replaced by the Contractor, as required.
- (d) The facility must have a catwalk for instructors.
- (e) The facility must allow the use of pyrotechnics and weapon designed for shoot house(s), of calibres up to 7.62mm (frangible, i.e. disintegrating ammunition).
- (f) The training area must have a bullet trap(s) for high-calibre engagements.
- (g) Close Quarter Battle (CQB) house capable of receiving exterior sniper shots from 200 meter plus.
- (h) Exterior compound for live breach capable of 4 lbs charge.

3.4 Driving Tracks. The contractor must provide a variety of tracks, as follows:

- 3.4.1 General driving track paved with mixed aggregate (tarmac, asphalt, concrete, etc);
- 3.4.2 That allow double-car driving on straight stretches and camber corners (positive and negative);
- 3.4.3 Tactical track paved with mixed aggregate (tarmac, asphalt, concrete, etc), allowing double car driving and suitable for techniques described in Section 2;

4.0 SUPPORT

4.1 The Contractor must provide the following support to assist DND:

- 4.1.1 **Instructors.** Upon request, the Contractor must provide instructors to augment and/or support DND-provided instructors during weapons or driver training.
- 4.1.2 **Range Safety Coordinator.** An individual to meet on a daily basis with the DND liaison officer to validate range requirements.

4.1.3 **Program Manager.** An individual to meet on a daily basis with the liaison officer to validate coordination of training requirements.

4.1.4 **Logistics Coordinator.** An individual to meet with the liaison officer to discuss accommodation/facility issues on an 'as required' basis.

4.2 **Logistical Support- Targets and doors;**

- (a) Barricades - Minimum 20 tall and 10 short;
- (b) Steel Targets – Steel targets must be AR 500 or equivalent in the following;
 - (1) 12 x 12 inch static steel;
 - (2) Banks of 6 falling plates;
 - (3) 10 Gongs;
 - (4) 3D targets for CQB ranges (Bullet Traps) with head and torso engagement boxes; and
 - (5) CQB ranges will require a minimum of 10 standard bullet traps per range with additional on call as required and 6 x Reactive Mannequin Targets with chest and head kill boxes.
- (c) Breaching doors.
 - (1) Wooden solid core doors;
 - (2) Wood interior doors; and
 - (3) Steel exterior doors.

4.2.1 **Rations**

4.2.1.1 When requested, the Contractor must provide up to three (3) meals per day in a dining facility large enough to hold 65 personnel.

4.2.1.2 On occasion, DND may bring a field kitchen to provide some or all meals for the duration of the training. When requested, the Contractor must provide groceries to support the DND-supplied kitchen (refer to the Appendix below).

4.2.2 **Range Clean-up.** DND will not be responsible for any range cleanup.

4.2.3 **Vehicles.** The Contractor must provide access to a variety of vehicles to conduct the driver training. Note, the Contractor must provide the quantities detailed below and a selection of ABS and non-ABS where indicated with an asterisk:

- (a)* Primary Training Vehicle (4-door sedan with automatic transmission), quantity 6;
- (b)* Sport Utility Vehicle (with automatic transmission), quantity Six (6);
- (c) Target vehicle (non-operating vehicle to be used as blocking or barricade vehicle to be rammed), quantity six (6);
- (d) Ramming vehicle (vehicle to be used for barricade breaching) as required per trainee;
- (e) The Contractor must make available vehicles that will likely incur body damage while exercising driving techniques, such as ramming through barricades and Single or multicar Mock Attack and Evasive response.

4.2.4 **Septic System:**

The Contractor is required to provide an all-inclusive service to pump septic system on an as and when required basis

4.2.5 Portable Toilets:

The Contractor must ensure that the Portable Toilets are to be cleaned inside and out, disinfected, with no visible refuse, dirt, dust, chemical or other unsanitary conditions. All septage shall be removed from the waste tank and re-charged with 5 gallons of water, including an adequate odour control agent, and supplied with 4 rolls of single ply, 1000 sheet toilet paper (per pumping)

Latrines will be situated on level ground and in a safe and accessible manner.

- 4.3 **Medical/Emergency Response.** The facilities must be within one hour driving range of a civilian hospital with appropriate trauma response capabilities able to address injury types (e.g. falls, burns, blast injuries, etc.) that may be sustained through this type of training. The hospital must be at a minimum Level 2-capable (as per the American Trauma Society and Accreditation Canada, 24 hour-a-day immediate coverage for general surgery, coverage for specialty surgery, and critical care). Local Emergency Medical Services must have access to the facility for rapid medical evacuation.

4.4 Constraints

- 4.4.1 **Distances.** The Contractor's ranges, tracks, barracks, dining hall, etc must be located within a 25 mile radius of the centre of the facility.

- 5.0 **LANGUAGE.** All training and materials must be provided in English.

6.0 EXPERIENCE

- 6.1 The Contractor must provide the following (a minimum of six):

1. Qualified driver instructors; when requested;
2. Instructors with a minimum of five (5) years' experience in military or;
3. Instructors with operational experience in law enforcement;
4. Instructors must have taught tactical shooting and driving at an advanced level;
5. There must be no gaps in qualification currencies for any instructor; and
6. Proof of the instructor experience must be provided by the Contractor if requested by DND, and may come in the form of a Curriculum Vitae or Resume with listed references.

7.0 SECURITY

- 7.1 **Lodgings.** The lodgings must be devoid of any indoor cameras or surveillance equipment, to include audio-visual security systems. DND must be clearly notified of any other areas, such as common areas and main gates, where security systems are present.
- 7.2 **Training Areas.** The Contractor must ensure that DND personnel have exclusive use of the selected facilities (i.e. ranges, tracks, shoot houses, training areas, etc.) that they have booked for the duration of their training session, to the exception of Contractor-provided instructors.
- 7.3 **Records.** There will be no retention of photographs, videos, or identifying information, etc. of DND personnel beyond the conduct of individual training serials. Any such recordings can only be made with authorization from the DND Liaison Officer, and must either be destroyed or handed over to the Liaison Officer or his/her designate at the end of training. Any knowledge of DND standard operating procedures, tactics, techniques, capabilities can only be retained with the explicit permission of the Liaison Officer, and must be kept secure at all times. The sharing of this information with non-DND agencies can only occur with the explicit permission/direction of DND.

8.0 DND CLIENT SUPPORT

- 8.1 **Liaison Officer.** DND will provide a Liaison Officer, or designate a trainee as a Point of Contact (POC), for the Contractor for the duration of the training.
- 8.2 **Instructors.** DND will provide their own instructors for the majority of the training held at the Contractor's facility.
- 8.3 **Emergency Medical Response.** DND may deploy to the Contractor's location with its own internal medical capabilities. This will be communicated to the Contractor prior to the training.
- 8.4 **DND Equipment.** DND trainees will bring their own equipment when conducting or contracting for range training and will be trained, qualified, and current on baseline weapon systems.
- 8.5 **Logistical Support.** DND is responsible for travel to and from facility.
- 8.5.1 **Weapons and Ammunition.** DND personnel will provide their own weapons and ammunition for training.
- 8.5.2 **Field Kitchen.** On occasion, DND will provide a field kitchen to provide some or all meals for the duration of the training.

9.0 CANCELLATION

- 9.1 DND reserves the right to cancel training 14 calendar days or more in advance of the scheduled Contract. In the case of cancellation 14 days or less prior to these course, the following reimbursement provisions apply:
- 9.1.1 Cancellations between seven (7) and 14 days will be reimbursed at 50%;
- 9.1.2 Cancellations six (6) or fewer days prior to training will be reimbursed at 75%; and
- 9.1.3 Cancellations on or after the start of training will be reimbursed 100%.

APPENDIX TO STATEMENT OF WORK
PROVISION OF FOOD

1.0 REQUIREMENT

The Contractor is to provide grocery items on an 'if and when' requested basis to the DND-provided kitchen facility.

1.1 Ordering. The DND kitchen staff will place their orders with the Contractor's food supplier using the current price list that the food supplier offers its best customer.

1.1.1 Order Receipt Acknowledgment. The Supplier must acknowledge each order no later than the next working day from receipt of the order.

1.1.2 Back Orders. No back orders will be accepted unless arranged in advance with the Authorized Designate. The Supplier must notify the Authorized Designate within one (1) working day from receipt of order of any backordered items not available for delivery.

1.1.3 Stock Outs / Order Changes. Changes to an order can be made by the Authorized Designate, no later than one (1) working day prior to delivery. No substitutes will be made without written approval by the Authorized Designate.

1.2 Quality Control

1.2.1 All products supplied must be in accordance with all relevant Acts and Regulations currently in effect at the Federal, State, and Local levels.

1.2.2 The Supplier must ensure that the 'Best Before Date' (BBD) management strategy is in place to ensure that food items exceeding BBD are not supplied. Chilled goods must have a minimum BBD of seven (7) days after delivery date. Dry goods must have a minimum BBD of three (3) months after delivery date. Frozen goods must have a minimum BBD of two (2) months after delivery date

1.2.3 Frozen products are to be individually quick frozen (IQF) and delivered with an internal temperature of not greater than zero (0) degrees Fahrenheit (minus 18 degrees Celsius).

1.2.4 Chilled products are to be delivered with an internal temperature of not greater than 39 degrees Fahrenheit (four (4) degrees Celsius) and not less than 33 degrees Fahrenheit (1 degree Celsius).

1.2.5 Products to be supplied must be of recent production and have the latest production date available. The shelf life or best before date must be clearly marked in a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

1.3 Final Inspection & Product Acceptance / Rejection

1.3.1 Inspection and acceptance will rest with the Authorized Designate at the delivery destination. All products supplied must be free of signs of deterioration, spoilage, filth or damage by rodents or insects.

1.3.2 The Authorized Designate will have the right to reject product at the time of delivery and any unacceptable product(s) must be removed immediately by the Supplier. Rejected

items discovered after delivery must be picked-up within 1 working day of notification of the rejection. Rejected product(s) must be replaced within 1 working day of notification.

- 1.4 Preparation for Delivery. Each container must be packed in such a manner that the faced shown surface of all boxes/cartons must be clearly marked to show the grade, size, net weight and/or quantity, storage instructions and/or special instructions of the product contained in the package. All boxes/cartons must be clearly labeled with the Supplier's name and address. The Supplier must supply delivery slips for each delivery.

2.0 DELIVERY PARAMETERS

- 2.1 Deliveries must be made Monday to Friday between the hours of 08:00 to 14:00 local time only.
- 2.2 Delivery must be made within 2 WORKING DAYS from receipt of a Task Authorization document placed by the Authorized Designate for normal deliveries.
- 2.3 If the Supplier has scheduled deliveries on Saturday or Sunday, no extra charge will be incurred.
- 2.4 Upon delivery the Supplier must check and record the Truck Cargo Bay's temperature and allow the receiving personnel to check the temperature of products.
- 2.5 The Supplier must guarantee that all products prior to and during delivery transport are temperature monitored and recorded 24 hours a day, 7 days a week.

3.0 INVOICING

- 3.1 The Contractor must include a detailed list of food ordered and delivered when submitting an invoice. Invoices for food may be submitted during the course of the training session, but no more frequently than once every two weeks.

ANNEX "B"

BASIS OF PAYMENT

Pricing basis A – Firm requirement

Item	Requirement	Description	Unit of Issue	Unit Price
	FACILITIES			
1	- Lodging 25 pers 2 Nov to 4 Dec 18	The Contractor must have available bunkroom or barrack type lodging able to support up to 65 personnel for up to 31 days which includes toilet, shower and laundry facilities.	Lot Price	
2	- Classrooms 3 Nov to 4 Dec 2018	The Contractor must be able to provide a min of 1 large classroom of minimum occupancy of 40 personnel. The classrooms must be equipped with standard white boards and wired to support electronic projection equipment.	Lot Price	
3	- Storage area/Space Ammo 3 Nov to 5 Dec 18. Weapons vault and storage room 3 Nov to 4 Dec 18	The Contractor must to provide 1 each of Ammo, Weapons and Kit Storage Spaces that are on-site, secured, watertight and lockable with the ability to accommodate the storage of personal kit for up to 40 persons. Each storage space will be a minimum of 400 square feet.	Lot Price	
	RANGES AND TRAINING AREAS	Including targets.		
4	Built Up Training Area/Live fire kill house Qty 1. Dates: 5 to 11 Nov, and 18 Nov 18 Qty 2. Dates 12 to 16 and 19 to 30 Nov 18	The Contractor must possess a training area where interior combat, close quarter combat, breaching and building securing techniques can be practiced and confirmed. Building(s) must have ballistic protection for the safety of the personnel located in different rooms.	Lot Price	
5	- Urban Training Area Dates 30 Nov to 3 Dec 18	The Urban Training Area required must be of a large size complex capable of supporting live day and night firing with pop up targets. Also be accessible for vehicle to manoeuvre	Lot Price	

		vehicle assault and mount and dismount drills.		
6	- Flat Range Dates 4 Nov, 10 Nov and 11 Nov 2018	The Flat Range must be from 15 feet to 300 feet and must accommodate up to 30 students at once.	Lot Price	
	DRIVING TRACKS	The contractor will provide a variety of tracks, including asphalt and natural terrain (grass, sand, gravel) (wet and dry) to cater for the following:		
7	- General track Dates 5,7& 9 Nov 18	Track paved with asphalt allowing double car driving on straight stretches and camber corners (positive and negative).	Lot Price	
8	Skid Pad Dates 6,8 & 10 Nov 18	Skid control on a skid pad (wet and Dry)	Lot Price	
	VEHICLES	The Contractor must provide the following types of vehicles: To be used during driver training		
9	- Primary Training Vehicle Qty 6. Dates 5,7 & 9 Nov 18	4 door sedan with automatic transmission	Lot Price	
10	- Sport Utility Vehicle Qty 6. Dates 6, 8 & 10 Nov 18	with automatic transmission	Lot Price	
11	- Target vehicle x 6. Dates 6,8& 10 Nov 18	Non-operating vehicle to be used as blocking or barricade vehicle to be rammed	Lot Price	
12	- Ramming vehicle x 6. Dates 6, 8 and 10 Nov 18	Vehicle to be used for barricade breaching	Lot Price	

	INSTRUCTORS / INSTRUCTION STAFF	Driver Instructors will be required upon request. For such cases, the bidder must be able to provide qualified and experienced driving instructors who have recent operational experience and can teach up to an Advanced level:		
13	Qty 6.Dates 5 to 10 Nov 18	- Driving Instructor as per annex A SOW	Lot Price	

Pricing basis B – As and when requested – Task Authorization

Items	Requirement	Description	Estimated Usage	Unit of issue	Unit price
	FACILITIES				
1	38 to 40 pers 3 Nov to 4 Dec 18	Additions to Item 1 of firm requirement.	Up to 40 pers	Each	
2	Spare rooms (VIP/Transient) 5 Nov to 3 Dec 18	Double Occupancy.	3	Each	
	Rations 3 to 6 Nov 18 and 2 to 3 Dec 18	The bidder must be able to provide up to three meals a day:			
		- Breakfast	65	Per pers	
		- Lunch	65	Per pers	
		- Dinner	65	Per pers	
	CONSUMABLES				
3		Interior Doors to include complete installation.	120	Each	
4		Solid Wood Doors to include complete installation.	30	Each	
5		Exterior (Metal) Doors to include complete installation.	20	Each	
	MISCELLANEOUS				
6		Septic System & pump-out as required as per Annex A SOW	32/pump out	Each	
7	Estimating 10 porta toilets	Porta Toilets & pump-out as required	32/pump out	Each	

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		As per Annex A SOW			
8		Dumpsters (includes pick-up every two days)	3/dumpsters	Each	
9		Large Generator (50 KVA)	1	Each	
10		Diesel Fuel per gallon	2500	Per gallon	
11		Propane Tank full	10	Each	
12		Propane Tank Refills	30	Each	

Pricing basis C as and when requested – Task Authorization

Item	Description	Estimated usage	+/-%
1	Other related items not covered by this Contract in accordance with Manufacturer's Suggested List Price (MSLP), at date of order, plus or minus a markup or discount of _____. A negative number will indicate a discount.	\$5,000.00	
2	Rations for the DND Kitchens in accordance with Manufacturer's Suggested List Price (MSLP), at date of order, plus or minus a markup or discount of _____. A negative number will indicate a discount.	\$35,000.00	

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ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST



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RECEIVED
MAY 11 2013
CLSA

Contract Number / Numéro du contrat

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UNCLASS

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 DND		2 Branch or Directorate / Direction générale ou Direction CANSOFCOM	
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 Provision of facilities & instruction for tactical training			
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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input checked="" type="checkbox"/>	
7 b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <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"/>	
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 <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
SECRET <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
		COSMIC TOP SECRET <input type="checkbox"/>	
		COSMIC TRÈS SECRET <input type="checkbox"/>	
		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
		SECRET <input checked="" type="checkbox"/>	
		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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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? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité :

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 extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel

Document Number / Numéro du document :

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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments

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? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non 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 ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASS

Canada



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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 PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production					✓											
IT Media / Support TI																
IT Link / Lien électronique																

SM

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
MWO Dean Hiscock	CSOR Procurement Authority	
Telephone No. - N° de téléphone 613-687-5511 EX 4965	Facsimile No. - N° de télécopieur 613-558-4714	E-mail address - Adresse courriel dean.hiscock@forces.gc.ca
		Date 8 May 2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Sasa Medjovic	DDSO - Industrial Security Senior Security Analyst	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
	Tel: 613-996-0286	sasa.medjovic@forces.gc.ca
		Date 2018 - May 11

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

Yes ☒ / Oui

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	Signature
Paul Lepinski	
Telephone	Address - Adresse courriel
Agent à la Sécurité des contrats Contract Security Officer Programme de la Sécurité des contrats Contract Security Program Paul.Lepinski@tpsgc-pwgsc.gc.ca Telephone: 613 957-1294	Date 28-MAY-2018

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ANNEX “D” to PART 3 OF THE BID SOLICITATION


ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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)

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 National Defence Défense nationale		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:	TO THE CONTRACTOR: You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR: Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prêtez 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.		
Delivery location — Endroit de livraison	Date _____ To the Department of National Defence pour le ministre de la Défense nationale		
Delivery/Completion date — Date de livraison/d'achèvement			
Contract item no. N° d'article du contrat	Services	Cost Price	
		GST/HST TPS/TVH	
		Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque le valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
For the Department of Public Works and Government Services pour le ministre des Travaux publics et des services gouvernementaux			

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ANNEX "F"

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at **Supplier Registration Information**. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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ANNEX "F"

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W6448-19DH14/001/PET between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work.

For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

Signature

Date