



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Shooting/Driving Training Services	
<b>Solicitation No. - N° de l'invitation</b> W3048-19KE31/A	<b>Date</b> 2018-10-25
<b>Client Reference No. - N° de référence du client</b> W3048-19KE31	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-615-7606	
<b>File No. - N° de dossier</b> KIN-8-50096 (615)	<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 2018-11-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Denbeigh, Andrew	<b>Buyer Id - Id de l'acheteur</b> kin615
<b>Telephone No. - N° de téléphone</b> (613) 484-1586 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Attn. Bldg 14 Supply 8355 Franktown Rd (Contractor's Facility) Richmond Ontario K0A2Z0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>

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**THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS**

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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, the Security Requirements Check List, the Non-disclosure Agreement, the DND 626 Task Authorization Form, the Additional Certification Information, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity – Certification, and the Mandatory Technical Requirements.

### 1.2 Summary

- 1.2.1 The Department of National Defence (DND) requires the services of a Contractor to provide an all-inclusive facility, and provide tactical shooting and driver training from date of award to 31 March 2019 with an option to extend the Contract up to 31 March 2020. Upon Contract award there is an immediate requirement for the Contractor to provide these services from 11 January 2019 to 24 February 2019 for 50 personnel.
- 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).
- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.

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### **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.

### **1.4 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed Non-Disclosure Agreement attached at Annex D and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### **1.5 Phased Bid Compliance Process**

The Phased Bid Compliance Process applies to this requirement.

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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](#) (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.

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

### 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 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.

## **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

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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.

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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 copy)  
Section III: Certifications (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 "G" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "G" 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.

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## **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.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 General**

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

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- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### **4.1.2 Technical Evaluation**

##### **4.1.2.1 Mandatory Technical Criteria**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The mandatory evaluation criteria are described in Annex "I" to Part 4 of the Bid Solicitation – Mandatory Technical Criteria.

**The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

#### **4.1.3 Financial Evaluation**

##### **4.1.3.1 Mandatory Financial Criteria**

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

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

##### **4.1.3.2 Evaluation of Price**

The price of the bid will be evaluated in United States dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

##### **4.1.3.3 Calculation of Evaluated Price**

For each item (except for Items 25 and 26), the actual or estimated usage will be multiplied by the associated unit pricing to calculate the extended pricing for the item. For Item 25 and Item 26, the percentage mark-up/discount will be applied to the estimated expenditure to calculate the extended pricing for the item.

The Evaluated Price will be the sum of all extended prices for all Items and pricing periods.

#### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## 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.

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.



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KIN-8-50096

Buyer ID - Id de l'acheteur  
KIN615  
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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 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

*SACC Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

#### **5.2.3.2 Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16), Education and Experience

#### **5.2.3.3 Price Support – Non-competitive Bid**

*SACC Manual* clause C0008T (2007-05-25), Price Support – Non-competitive Bid

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## 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.

### 6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16), Financial Capability

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization

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

##### 7.1.1.1 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.

##### 7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00, 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.

##### 7.1.1.3 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

##### 7.1.1.4 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

*[Note to Bidders: Canada will insert 7.3.1 or 7.3.2 at Contract Award]*

### 7.3.1 Security Requirement for Canadian Supplier

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C.
  - (b) *Industrial Security Manual* (Latest Edition).

### 7.3.2 Security Requirement for Foreign Supplier

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 "C".
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 date of award to 31 March 2019 inclusive.

##### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one additional one-year period 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.

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KIN-8-50096

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Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Andrew Denbeigh  
Title: Supply Specialist

Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St, 2nd Floor  
Kingston, Ontario, K7L 1X3

Telephone: 613-484-1586  
E-mail address: Andrew.Denbeigh@pwgsc.gc.ca

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

### **7.5.2 Project Authority**

The Project Authority for the Contract is:

*[Canada will insert information at time of contract award]*

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 *[Information to be inserted by the Bidder]***

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment - Firm Price, Firm Unit Prices(s) or Firm Lot Price(s)

For the Work described as "Immediate Requirement" in the Statement of Work in Annex "A" and Pricing Basis "A" of Annex "B":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of [\$ to be inserted at Contract Award]. 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 Pricing Basis "B" 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 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$500,000.00 CAD. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



#### **7.7.4 Monthly Payment**

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

#### **7.7.5 Electronic Payment of Invoices – Contract**

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

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

#### **7.7.6 T1204 - Direct Request by Customer Department**

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

#### **7.7.7 Time Verification**

SACC Manual clause [C0711C](#) (2008-05-12), Time Verification

### **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.

#### **7.9.2 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.

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## 7.10 Applicable Laws

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

## 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) Annex D, Non-disclosure Agreement
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_. *[Information will be inserted at Contract award]*

## 7.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

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

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor); OR  
SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.14 Non-disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "D", and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

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## ANNEX "A"

### STATEMENT OF WORK

#### ADVANCED TACTICAL SHOOTER AND DRIVER TRAINING

##### 1.0 SCOPE

###### 1.1 Objective

The Department of National Defence (DND) requires the services of a Contractor to provide a training facility(s) and instruction for tactical shooter and driver training from 11 Jan 2019 to 24 Feb 2019 and possibly for additional periods during the term of the Contract.

###### 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. Canadian Armed Forces (CAF) members are required to handle several different weapon platforms, operate a variety of vehicle types, and practice combat and protection drills at the highest possible standard.

###### 1.3 Abbreviations and Acronyms

BBD	Best Before Date
°C	Degrees Celsius
CAF	Canadian Armed Forces
DND	Department of National Defence
°F	Degrees Fahrenheit
Kgs	Kilograms
Kms	Kilometers
Lbs	Pounds (Imperial)
NEQ	Net Explosive Quantity
TTP	Tactics, Techniques, and Procedures
Day	24 hour period of a calendar day
Per diem	8 hour period in a calendar day

##### 2.0 REQUIREMENTS

###### 2.1 General

In order to meet their operational mandate, DND requires the Contractor's facility to be within a three hour total flying time range from Ottawa Ontario Canada (based on published commercial airline flying times) and no more than a 120.7 km (75 miles) drive from the airport, as well as located within the Eastern Daylight Time zone.

###### 2.2 Climate

The Bidder's facility must be located in a region where the average winter minimum temperature is no lower than – 5 °C (23 °F) and the average summer maximum temperature is no higher than 35 °C (95 °F) to facilitate suitable year-round tactical driver and shooter training conditions.

## 2.3 Training

**2.3.1 Weapons Training.** The following weapons training will be conducted by DND Instructors at the Contractor's facility between 11 Jan 2019 to 24 Feb 2019:

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

**2.3.2 Driver Training.** The following tactical driver training will be conducted at the Contractor's facility with augmentation from Contractor's instructors between 14-17 Jan 2019:

- a) Driving Emergency Response. This training includes a classroom lesson and practical exercise (with and without vehicles having an anti-lock braking system). Instruction must be provided in, but 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 Obstacle Avoidance Driving Drills;
  - vii) Instinctive Response Drills (with surprise); and,
  - viii) Skid control on a skid pad (wet and dry).
- b) Congested Traffic Driving (urban). This training must include situations where unknown or uncertain "Rules of the Road" exist;
  - i) Tactical driving technique in proximity and constant movement;
- c) Driving Beyond Normal Limits. This training must include classroom lessons and practical exercises including, but 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 Incapacitated - 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 to encompass 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.
  - iii) Driving track must have a live fire ambush area.

**2.3.3 Insertion and Extraction Training.** The following insertion and extraction training will be conducted by DND Instructors at the Contractor's facility between 18-26 Jan 2019:

- a) Helicopter safety and emergency procedures;
- b) Basic rope craft;
- c) Knot tying;
- d) Improvised harnesses for extraction; and
- e) Helicopter insertion-extraction at day and night using:
  - i) Rappelling;
  - ii) Fast roping; and
  - iii) Low hover.

### 3.0 DELIVERABLES

#### 3.1 Facility

**3.1.1 Classrooms.** The Contractor must provide exclusive access for CAF members throughout the training period, including during periods when the classroom is not in use due to practical training occurring. A minimum of three (3) classrooms that facilitate the following;

- a. One classroom for contractor lead driver training;
- b. One classroom for DND lead tactical shooting instruction;
- c. One classroom immediately adjacent or attached to the accommodation to facilitate instructor coordination and planning;
- d. Each classroom must be equipped with either interactive or standard whiteboards;
- e. Each classroom must be wired to support electronic projection of material; and,
- f. Each classroom must have a minimum occupancy capacity of 40 students.

**3.1.2 Self-Defence Tactics Room.** The Contractor must provide the following between 4-22 Feb 2019:

- A self-defence tactics room for training of up to twenty (20) students simultaneously; and
- Floor mats approved for self-defence tactics training in Mixed Martial Arts, Brazilian Ju-Jitsu, Judo, etc.

**3.1.3 Storage.** The Contractor must provide secure onsite storage for kit and equipment. The storage area(s) must facilitate the following:

- a. Be dry and watertight;
- b. Be lockable by DND with the ability to accommodate the storage of personal kit at a total volume of 3200 cubic feet; and,
- c. A secure, code accessed, vault for the storage of serialized equipment and weapons.

**3.1.4 Lodging.** The Contractor must provide accommodations for up to 50 persons, complete with:

- a. Washrooms that have running potable water and plumbing (showers, sinks, toilets, etc.);
- b. Laundry facilities;
- c. A gymnasium;
- d. Weapon cleaning areas;
- e. Sleeping accommodations either with bunkroom or semi-private conditions;
- f. Separate beds for each person; and,
- g. Separate areas to allow separation of males and females.

**3.2 Training Area and Ranges.** The Contractor must provide exclusive use to DND, for the duration of any training, both short and long distance shooting ranges for live fire of various different calibre firearm types. The types of ranges required are as follows:

**3.2.1 Urban Training Range.** One (1) large size complex to accommodate training of up to 50 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, during both day and night;
- c. Allow use of pyrotechnics;
- d. Provide 'opposing force' role players;
- e. Have multiple set-ups for explosive entry charges;
- f. Accessibility for a minimum of four (4) vehicles for the tactical manoeuvring of personnel;
- g. A minimum of four (4) different types of stairwells;
- h. 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;
- i. Risers, both open and closed; and
- j. House with closed circuit television, audio visual aid, multi lay out, brief area.

**3.2.2 Two Flat Ranges.** These ranges must provide:

- a. Targets located from 15 to 300 feet or 4.572 to 91.44 meters downrange;
- b. At a minimum, thirty (30) firing lanes;
- c. Two, two-storey towers to the rear of the range for elevated shooting platforms; and
- d. A pneumatic or mechanical target system that accommodates moving targets and falling plates for advanced tactical shooting training.

**3.2.3 Computerized Reactive Steel Range.** This range must provide:

- At a minimum, eight (8) firing lanes;
- Various weapon types up to 5.56mm calibre;
- Various computerized reactive steel targets at varied distances between 5-15 meters; and
- An unlimited number of computerized target combinations.

**3.2.4 Unknown Distance Range.** This range must:

- a. Provided an unmarked range (minimum 800 yards or 731.52 meters) with a minimum ten (10) firing lanes;
- b. Provisions for penetration demolition training, specifically for shooting through different obstacles (i.e. glass, wood, drywall, and concrete).
- c. Include a minimum of one (1) two-storey building (with varying window heights to shoot from); and
- d. Provide a range for various weapons and calibres up to 0.50 calibre.

**3.2.5 Built-Up Urban Training Area.** This training area must:

- a. Contain a Fighting In Built Up Areas structure to accommodate up to twenty-eight (28) personnel to support:
  - (i) interior combat,
  - (ii) close quarters combat, and,
  - (iii) practice and confirm breaching and securing building techniques.
- b. Contain one (1) or more buildings that provide ballistic protection for the safety of personnel who are located in separate rooms;
- c. Provide infrastructure features such as doors, walls, and windows for breaching training to be built, repaired, and/or replaced by the Contractor, as required;
- d. Have a catwalk for instructors;
- e. Allow the use of pyrotechnics and firearms designed for shoot houses of calibres up to 7.62mm frangible (disintegrating) ammunition;
- f. Contain bullet traps for up to 0.50 calibre engagements;
- g. Contain a close-quarters battle house capable of receiving exterior sniper shots from over 200 meters or 656.128 feet; and,
- h. Contain an exterior compound for live breach capable of 4 lbs or 1.814 kgs of explosive charge.

**3.3.0** Must have 24-hour training with live fire and explosives with no local noise restrictions throughout the training area.

**3.4 Targetry.**

Range targets must:

- a. Include, as a minimum, paper and steel, with and without silhouette targets; and
- b. Must support live fire from the following types of weaponry; 50 caliber, .338 caliber, 7.62 mm, 5.56 mm.

**3.5 Driving Tracks.** The contractor must provide a variety of driving tracks, of the following types:

**3.5.1** General driving track paved with mixed aggregate (tarmac, asphalt, concrete, etc.);

**3.5.2** Double-car width track to allow driving on straight stretches and cambered corners (positive and negative);

**3.5.3** Tactical track paved with mixed aggregate (tarmac, asphalt, concrete, etc.), allowing double car driving and suitable for techniques described above in para 2.2.2;

- a. This track must be able to incorporate four-way intersections and side streets when required; and,
- b. This track must have modifiable portions to allow for live-fire shooting from the vehicles.

**3.5.4** Off-road driving area must provide a minimum 2.5 mile or 4.02 kms loop including the following features:

- a. Hills;
- b. Water (streams, creeks for fording);
- c. Muddy regions;
- d. Sandy areas;
- e. Rocky terrain;
- f. Loose gravel; and,
- g. Undulating ground: inclines (up), declines (down), slants (sideways) and slopes (steep ups and downs).

### **3.6 Insertion & Extraction Facilities**

**3.6.1** The Contractor must provide 3,000,000  $m^2$  of terrain for DND helicopters to fly over with the following features:

- a. Two concrete helicopter landing pads each 3000  $m^2$ ;
- b. Two gravel or dirt helicopter landing zones each 3000  $m^2$ ;
- c. 1,000,000 $m^2$  of useable forested training area for helicopter insertions into trees;
- d. Five open fields with a total area of over 350,000 $m^2$  to accommodate alternate landing sites;
- e. A repel tower; and
- f. Two, four story structures usable for helicopter insertions.

### **4.0 SUPPORT**

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

#### **4.1 Instructors**

When and if required, the Contractor must provide a minimum of one (1) to a maximum of ten (10) instructors to augment and/or support DND-provided instructors during driver training. The DND Liaison Officer will confirm the exact number upon request. Instructors must possess the following experience:

- 4.1.1** Instructors with a minimum of five (5) years' operational experience in military or law enforcement operations;
- 4.1.2** Instructors must have taught tactical driving for a minimum of two (2) years; and
- 4.1.3** There must be no time period gaps in qualification or certifications related to tactical shooting and driving at an advanced level for any instructor.



## **4.2 Program Manager**

The Contractor must provide an individual to meet on a daily basis with the liaison officer to validate coordination of training requirements. The Program Manager must possess the following experience:

- 4.2.1** Program Manager must have a minimum of three (3) years' experience in military or law enforcement training; and
- 4.2.2** Program Manager must have supported military or law enforcement training for at least three (3) years.

## **4.3 Logistics Coordinator**

The Contractor must provide an individual to meet with the liaison officer to discuss accommodations and facility issues. Logistics Coordinator must possess the following experience:

- 4.3.1** Logistics Coordinator must have a minimum of three (3) years' experience in military or in law enforcement training; and
- 4.3.2** Logistics Coordinator must have supported military or in law enforcement training for at least three (3) years.

## **4.4 Range Safety Staff**

The Contractor must provide an individual to meet on a daily basis with the DND liaison officer to validate range safety requirements. Upon request, DND may request Range Safety Staff support on an "as and when" required basis throughout the contract. Range Safety Staff must possess the following experience:

- 4.4.1** Range Safety Staff must have a minimum of five (5) years' operational experience in military or law enforcement operations;
- 4.4.2** Range Safety Staff must have managed tactical shooting and driving ranges for a minimum of two (2) years; and
- 4.4.3** There must be no time period gaps in qualification or certifications related to tactical shooting and driving at an advanced level for any Range Safety Staff.

## **4.5 Logistical Support**

### **4.5.1 Rations**

- a. From 11 Jan 2019 to 24 Feb 2019, the Contractor must provide up to three (3) meals per day in a dining facility large enough to hold 50 personnel.

- 4.5.2 Range Clean-up.** The Contractor will be responsible for all range cleanup following the completion of each scenario, as requested by the DND Liaison Officer.

**4.5.3 Vehicles.** The Contractor must provide access to a variety of vehicles to conduct the driver training.

- a. Primary Training Vehicle (4-door sedan with automatic transmission), quantity fifteen (15);
- b. Sport Utility Vehicle (with automatic transmission), quantity ten (10). At least quantity six (6) of these must have a high centre of gravity (i.e. such as a suburban-type vehicle);
- c. Off-road Training Vehicle (4x4, manual transmission), quantity ten (10);
- d. Consumable target vehicles (non-operating vehicle to be used as blocking or barricade vehicles that may be shot and rammed), quantity seven (7);
- e. The Contractor must make available six (6) 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. There will be no charges for any damage incurred on these vehicles during their use by DND.

**4.6 Medical/Emergency Response.** The facilities must be within 40 miles (60kms) 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.

#### **4.7 Constraints**

**4.7.1 Standards and Safety.** Contractor must accommodate DND's safety standards; range standing orders; TTPs, etc. As DND trials new capabilities, expect a revision of standards to be amended on an ongoing basis whenever necessary.

**4.8.2 Distances.** The Contractor's ranges, tracks, barracks, dining hall etc., must be located within a 25 mile or 40.23 kilometer radius of the centre of the facility.

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

#### **5.0 SECURITY**

**5.1 Lodgings.** The lodgings must be devoid of any indoor cameras or surveillance equipment, to include audio-visual security systems, in order to respect communications security and operational security of DND tactics, techniques and procedures, military activities, etc. DND must be clearly notified of any other areas, such as common areas and main gates, where security systems are present.

**5.2 Training Areas.** The Contractor must ensure that DND personnel have exclusive use of the training areas within the facility (i.e. ranges, tracks, shoot houses, training areas, etc.) that they have booked/ordered for the duration of their training session, with the sole exception being Contractor-provided augmentation instructors.

**5.3 Records.** The Contractor may not record nor retain any photographs, videos, or identifying information of DND personnel beyond the conduct of individual training serials. Any such recordings can only be made with authorization from the DND LO, and must either be destroyed or handed over to the DND LO at the end of training. Any knowledge of DND standard operating procedures, tactics, techniques, capabilities may only be retained with the explicit permission of the DND LO, and must be kept secure at all times. This information may not be shared with non-DND agencies without the explicit written consent of the DND LO.

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**5.4 Non-Disclosure.** All of the Contractor's personnel involved in the provision of services to DND must sign a Non-Disclosure Agreement, beginning upon contract award until expiry.

## **6.0 DND LOGISTICAL SUPPORT**

### **6.1 Liaison Officer**

DND will provide a Liaison Officer to support the Contractor for the duration of training.

### **6.2 Instructors**

DND will provide their own instructors for the majority of the training held at the Contractor's facility.

### **6.3 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 services.

### **6.4 Equipment**

DND trainees will bring their own equipment (including weapons and ammunition) when conducting advanced range training and will be trained, qualified, and current on baseline weapon systems.

### **6.5 Travel, Rations, and Lodging**

DND is responsible for travel to and from the facility, and for rations or lodging if when off-site.

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**ANNEX "B"**

**BASIS OF PAYMENT**

The Pricing is firm all-inclusive unit prices in United States Dollars (USD), FOB Destination, applicable taxes extra.

**CANCELLATION**

DND reserves the right to cancel training 15 calendar days or more in advance of the scheduled service date at no expense. In the case of cancellation fourteen (14) days or less prior to these course, the following reimbursement provisions apply:

Cancellations between seven (7) and fourteen (14) days will be reimbursed at 50% of the call-up quoted value;

Cancellations six (6) or fewer days prior to training will be reimbursed at 75% of the call-up quoted value; and

Cancellations on or after the start of training will be reimbursed 100% of the call-up quoted value.

**Pricing Basis A – Firm immediate requirement that forms the basis of the contract**

Item	Requirement	Description	Unit of Issue	Unit Price
1	from 11 January 2019 to 24 February 2019 (Usage - 45 Days)	Provision of classrooms in accordance with 3.1.1 of the SOW	per Day	\$ _____
2	from 4 February 2019 to 22 February 2019 (Usage - 19 Days)	Provision of Self-Defence Tactics Room in accordance with 3.1.2 of the SOW	per Day	\$ _____
3	from 11 January 2019 to 24 February 2019 (Usage - 45 Days)	Provision of Storage in accordance with 3.1.3 of the SOW	per Day	\$ _____
4	From 11 January 2019 to 24 February 2019 (Usage - 1575 Days [45 days x 35])	Provision of Lodging in accordance with 3.1.4 of the SOW (per Person)	per Person per Day	\$ _____
5	11 January 2019 to 24 February 2019 (Usage – 1575 Days [45 Days x 35])	Provision of Meals in accordance with 4.5.1 of the SOW	per Person per Day	\$ _____

**Pricing Basis "B", Goods and Services to be provided as and when authorized by Task Authorization form DND 626.** All usages and quantities are estimates only to be used for evaluation purposes. The Contractor must invoice based on actual authorized usage.

**Pricing Periods:**

**Year 1** – Contract Award to March 31<sup>st</sup>, 2019

**Year 2** – April 1<sup>st</sup>, 2019 to March 31<sup>st</sup>, 2020

Item	Estimated Usage per Year	Description	Unit of Issue	Unit Price Year 1	Unit Price Year 2
1	20 Days	Provision of classrooms in accordance with 3.1.1 of the SOW	per Day	\$	\$
2	20 Days	Provision of Self-Defence Tactics Room in accordance with 3.1.2 of the SOW	per Day	\$	\$
3	20 Days	Provision of Storage in accordance with 3.1.3 of the SOW	per Day	\$	\$
4	1575 Days	Provision of Lodging in accordance with 3.1.4 of the SOW	per Person per Day	\$	\$
5	1575 Days	Provision of Meals in accordance with 4.5.1 of the SOW	per Person per Day	\$	\$
6	14 Days	Provision of Urban Training Range in accordance with 3.2.1 of the SOW	per Day	\$	\$
7	21 Days	Provision of 1 x Flat Range in accordance with 3.2.2 of the SOW	per Day	\$	\$
8	19 Days	Provision of 2 x Flat Range in accordance with 3.2.2 of the SOW	per Day	\$	\$
9	5 Days	Provision of Reactive Steel Range in accordance with 3.2.3 of the SOW	per Day	\$	\$
10	5 Days	Provision of Unknown Distance Range in accordance with 3.2.4 of the SOW	per Day	\$	\$
11	14 Days	Provision of Built-Up Urban Training Area in accordance with 3.2.5 of the SOW	per Day	\$	\$
12	20 Days	Provision of General driving track in accordance with 3.5.1 of the SOW	per Day	\$	\$
13	20 Days	Provision of Double-car width track in accordance with 3.5.2 of the SOW	per Day	\$	\$

<b>14</b>	15 Days	Provision of Tactical track in accordance with 3.5.3 of the SOW	per Day	\$	\$
<b>15</b>	5 Days	Provision of Off-road driving area in accordance with 3.5.4 of the SOW	per Day	\$	\$
<b>16</b>	45 Days (estimated usage based on 15 vehicles for 3 days)	Provision of Primary Training Vehicle in accordance with 4.5.3a of the SOW	per Vehicle per Day	\$	\$
<b>17</b>	30 Days (estimated usage based on 15 vehicles for 2 days)	Provision of SUV in accordance with 4.5.3b of the SOW	per Vehicle per Day	\$	\$
<b>18</b>	20 Days (estimated usage based on 10 vehicles for 2 days)	4wd Off-road training vehicle in accordance with 4.5.3c of the SOW	per Vehicle per Day	\$	\$
<b>19</b>	14 Days (estimated usage based on 7 vehicles for 2 days)	Provision of Consumable target vehicles in accordance with 4.5.3d of the SOW	per Vehicle per Day	\$	\$
<b>20</b>	12 Days (estimated usage based on 6 vehicles for 2 day)	Provision of Ramming vehicle in accordance with 4.5.3e. of the SOW	per Vehicle per Day	\$	\$
<b>21</b>	80 Days (estimated usage based on 10 instructors for 8 x 8 hour periods)	Provision of Driver Training Instructor in accordance with 4.1 of the SOW	per diem	\$	\$
<b>22</b>	45 Days (estimated usage based on 1 person for 45 x 8 hour periods)	Provision of Weapons range safety staff in accordance with 4.4 of the SOW	per diem	\$	\$

Solicitation No. - N° de l'invitation  
W3048-19KE31/A  
Client Ref. No. - N° de réf. du client  
W3048-19-KE31

Amd. No. - N° de la modif.  
  
File No. - N° du dossier  
KIN-8-50096

Buyer ID - Id de l'acheteur  
KIN615  
CCC No./N° CCC - FMS No./N° VME

<b>23</b>	45 Days  (estimated usage based on 1 person for 45 x 8 hour periods)	Provision of Manager in accordance with 4.2 of the SOW	per diem		
				\$	\$
<b>24</b>	45 Days  (estimated usage based on 1 person for 45 x 8 hour periods)	Provision of Logistics Coordinator in accordance with 4.3 of the SOW	per diem		
				\$	\$
<b>Item</b>	<b>Estimated Expenditure per Year</b>	<b>Goods or Services not specified elsewhere in the Pricing Basis</b>			<b>Percentage</b>
<b>25</b>	<b>\$10,000.00</b>	invoiced at cost plus a mark-up of			_____%
<b>26</b>	<b>\$10,000.00</b>	suggested retail price less a discount of			_____%

Solicitation No. - N° de l'invitation  
**W3048-19KE31/A**  
Client Ref. No. - N° de réf. du client  
**W3048-19-KE31**

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

Buyer ID - Id de l'acheteur  
**KIN615**  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C"**

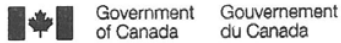
**SECURITY REQUIREMENTS CHECK LIST**



Solicitation No. - N° de l'invitation  
W3048-19KE31/A  
Client Ref. No. - N° de réf. du client  
W3048-19-KE31

Amd. No. - N° de la modif.  
Fille No. - N° du dossier

Buyer ID - Id de l'acheteur  
KIN615  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat W3048-19-KE31
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 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 Driving and Shooting Package		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input 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 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 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 type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Government of Canada  
Gouvernement du Canada

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<b>PART A (continued) / PARTIE A (suite)</b>			
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 :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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 extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :			
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>			
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>			
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>			
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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
<b>PRODUCTION</b>			
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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>			
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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	

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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 CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Deane Gorsline, Capt		Title - Titre Capt	Signature 
Telephone No. - N° de téléphone 613-838-4756 x 2487	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Deane.Gorsline@forces.gc.ca	Date 28 September, 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic Senior Security Analyst Tel: 613-996-0286		Title - Titre DBSO - Industrial Security	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2018-Oct-04
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?			
			<input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes Non / 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 (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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## ANNEX "D"

### 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. W3048-19KE31/001/KIN 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. W3048-19KE31/001/KIN.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# DND 626 TASK AUTHORIZATION FORM

<div style="display: inline-block; vertical-align: middle; text-align: right;"> National Défense </div> <div style="display: inline-block; vertical-align: middle; text-align: right;"> Défense nationale </div>		<b>TASK AUTHORIZATION</b> <b>AUTORISATION DES TÂCHES</b>	
<b>All invoices/progress claims must show the reference Contract and Task numbers.</b> <b>Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</b>		Contract no. — N° du contrat <hr/> Task no. — N° de la tâche <hr/>	
Amendment no. — N° de la modification <hr/>		Increase/Decrease — Augmentation/Réduction <hr/> Previous value — Valeur précédente <hr/>	
To — À <hr/>		<b>TO THE CONTRACTOR</b> 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.  <b>À L'ENTREPRENEUR</b> 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. Préparez d'aviser le signataire si le livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date  <hr/> </div> <div style="width: 45%;"> For the Department of National Defence  pour le ministère de la Défense nationale  <hr/> </div> </div>	
Delivery location — Expédié à <hr/>		Delivery/Completion date — Date de livraison/d'achèvement <hr/>	
Contract item no. N° d'article du contrat <hr/>	<b>Services</b> <hr/>	<b>Cost Prix</b> <hr/>	
		<b>GST/HST TPS/TVH</b>	
		<b>Total</b>	
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 525 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU' AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 525 est supérieure au seuil précisé dans le contrat.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> For the Department of Public Works and Government Services  pour le ministère des Travaux publics et services gouvernementaux  <hr/> </div> <div style="width: 45%;"> Design: Forms Management 505-4550 </div> </div>			

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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 "G" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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



## ANNEX "H" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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

**ANNEX "I" to PART 4 OF THE BID SOLICITATION  
MANDATORY TECHNICAL REQUIREMENTS**

Bidders must provide with their bid, documentation to prove that they comply with each and every mandatory technical requirement.

Criteria	Mandatory Evaluation Criteria	Instruction to Bidders
<b>MT.1</b>	<b>General: Location 1 (see Annex A, para 2.1):</b> The Contractor's facility must: <ul style="list-style-type: none"><li>• Be within a three (3) hour total flying time range from Ottawa Ontario Canada (based on published commercial airline flying times) and no more than a 120.7 km (75 miles) drive from the airport and be located in the Eastern Daylight Time zone;</li></ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible map that clearly defines the location of the training facility.
<b>MT.2</b>	<b>Climate (see Annex A, para 2.2):</b> The Bidder's facility must be located in a region where the average winter minimum temperature is no lower than - 5 °C (23 °F) and the average summer maximum temperature is no higher than 35 °C (95 °F) to facilitate suitable year-round tactical driver and shooter training conditions.	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet or map of the training facility location and a listing of average temperature data that clearly demonstrates the climate of the training facility.

Criteria	Mandatory Evaluation Criteria	Instruction to Bidders
<b>MT.3</b>	<p><b>Training Area and Ranges: Urban Training Range (see Annex A, para 3.2.1 for details):</b> The bidder must provide one (1) large size complex with the following characteristics:</p> <ul style="list-style-type: none"> <li>• To accommodate training of up to 50 students</li> <li>• A minimum of two (2) multi-story buildings;</li> <li>• Be configured to support simulation ammunition (i.e. Simunition® brand) training, during both day and night;</li> <li>• Allow use of pyrotechnics;</li> <li>• Provide 'opposing force' role players;</li> <li>• Have multiple set-ups for explosive entry charges;</li> <li>• Accessibility for a minimum of four (4) vehicles for the tactical manoeuvring of personnel;</li> <li>• A minimum of four (4) different types of stairwells;</li> <li>• 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;</li> <li>• Risers, both open and closed; and,</li> <li>• House with closed circuit television, audio visual aid, multi lay out, brief area.</li> </ul>	<p>The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines the Urban Training Ranges.</p>
<b>MT.4</b>	<p><b>Self-Defence Tactics Room.</b> The Contractor must provide the following between 4-22 Feb 2019:</p> <ul style="list-style-type: none"> <li>• A self-defence tactics room for training of up to twenty (20) students simultaneously; and</li> <li>• Floor mats approved for self-defence tactics training in Mixed Martial Arts, Brazilian Ju-Jitsu, Judo, etc.</li> </ul>	<p>The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines the Self-Defence Tactics Room.</p>

Criteria	Mandatory Evaluation Criteria	Instruction to Bidders
<b>MT.5</b>	<p><b>Training Area and Ranges: Flat Range (see Annex A, para 3.2.2 for details):</b> The bidder must be able to provide a Flat Range with the following characteristics:</p> <ul style="list-style-type: none"> <li>• Targets located from 15 to 300 feet or 4.572 to 91.44 meters downrange;</li> <li>• At a minimum, thirty (30) firing lanes;</li> <li>• Two, two-storey towers to the rear of the range for elevated shooting platforms; and</li> <li>• A pneumatic or mechanical target system that accommodates moving targets and falling plates for advanced tactical shooting training.</li> </ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines the Flat Range.
<b>MT.6</b>	<p><b>Insertion &amp; Extraction Facilities (see Annex A, para 3.6 for details):</b> The Contractor must provide 3,000,000 <math>m^2</math> of terrain for DND helicopters to fly over with the following characteristics:</p> <ul style="list-style-type: none"> <li>• Two concrete helicopter landing pads each 3000 <math>m^2</math>;</li> <li>• Two gravel or dirt helicopter landing zones each 3000 <math>m^2</math>;</li> <li>• 1,000,000<math>m^2</math> of useable forested training area for helicopter insertions into trees;</li> <li>• Five open fields with a total area of over 350,000<math>m^2</math> to accommodate alternate landing sites;</li> <li>• A repel tower; and</li> <li>• Two, four story structures usable for helicopter insertions.</li> </ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines the Insertion/Extraction Facilities.
<b>MT.7</b>	<p><b>Training Area and Ranges: Unknown Distance Range (see Annex A, para 3.2.4 for details):</b> The bidder must be able to provide an Unknown Distance Range with the following characteristics:</p> <ul style="list-style-type: none"> <li>• Provided an unmarked range (minimum 800 yards or 731.52 meters) with a minimum ten (10) firing lanes;</li> <li>• Include a minimum of one (1) two-storey building (with varying window heights to shoot from)</li> <li>• Provide a range for various weapons and calibres up to 0.50 calibre.</li> </ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines the Unknown Distance Range.

<b>MT.8</b>	<p><b>Computerized Reactive Steel Range (see Annex A, para 3.2.3 for details):</b> The bidder must be able to provide a Computerized Reactive Steel Range with the following characteristics:</p> <ul style="list-style-type: none"> <li>• At a minimum, eight (8) firing lanes;</li> <li>• Various weapon types up to 5.56mm calibre;</li> <li>• Various computerized reactive steel targets at varied distances between 5-15 meters; and</li> <li>• An unlimited number of computerized target combinations.</li> </ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines the Computerized Reactive Steel Range.
<b>MT.9</b>	<p><b>Training Area and Ranges: Built-Up Urban Training Area (see Annex A, para 3.2.5 for details):</b> The bidder must be able to provide a Built-Up Urban Training Area with the following characteristics:</p> <ul style="list-style-type: none"> <li>• Contain a Fighting in Built Up Area structure to accommodate up to twenty-eight (28) personnel to support: <ul style="list-style-type: none"> <li>○ interior combat,</li> <li>○ close quarters combat, and,</li> <li>○ practice and confirm breaching and securing building techniques.</li> </ul> </li> <li>• Contain one (1) or more buildings that provide ballistic protection for the safety of personnel who are located in separate rooms;</li> <li>• Provide infrastructure features such as doors, walls, and windows for breaching training to be built, repaired, and/or replaced by the Contractor, as required;</li> <li>• Have a catwalk for instructors;</li> <li>• Allow the use of pyrotechnics and firearms designed for shoot houses of calibres up to 7.62mm frangible (disintegrating) ammunition;</li> <li>• Contain bullet traps for up to 0.50 calibre engagements;</li> <li>• Contain a close-quarters battle house capable of receiving exterior sniper shots from over 200 meters or 656.128 feet; and,</li> <li>• Contain an exterior compound for live breach capable of 4 lbs or 1.814 kgs of explosive charge.</li> </ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines the Built-Up Urban Training Area.

Criteria	Mandatory Evaluation Criteria	Instruction to Bidders
<b>MT.10</b>	<p><b>Training Area and Ranges: (see Annex A, para 3.3.0):</b> The bidder must be able to provide the following :</p> <ul style="list-style-type: none"> <li>• Must have 24-hour training with live fire and explosives with no local noise restrictions.</li> </ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, or map, along with a description of any noise restrictions in the local area.
<b>MT.11</b>	<p><b>Driving Tracks (see Annex A, para 3.5.1 to para 3.5.4):</b> The bidder must be able to provide driving tracks of the following types and characteristics:</p> <ul style="list-style-type: none"> <li>• General driving track paved with mixed aggregate (tarmac, asphalt, concrete, etc.);</li> <li>• Double-car width track to allow driving on straight stretches and cambered corners (positive and negative);</li> <li>• Tactical track paved with mixed aggregate (tarmac, asphalt, concrete, etc.), allowing double car driving and suitable for techniques described above in para 2.2.2; <ul style="list-style-type: none"> <li>○ This track must be able to incorporate four-way intersections and side streets when required; and,</li> <li>○ This track must have modifiable portions to allow for live-fire shooting from the vehicles.</li> </ul> </li> <li>• Off-road driving area must provide a minimum 2.5 mile or 4.02 kms loop including the following features: <ul style="list-style-type: none"> <li>○ Hills;</li> <li>○ Water (streams, creeks for fording);</li> <li>○ Muddy regions;</li> <li>○ Sandy areas;</li> <li>○ Rocky terrain;</li> <li>○ Loose gravel; and,</li> <li>○ Undulating ground: inclines (up), declines (down), slants (sideways) and slopes (steep ups and downs).</li> </ul> </li> </ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines each of the Driving Tracks.

Criteria	Mandatory Evaluation Criteria	Instruction to Bidders
<b>MT.12</b>	<p><b>SUPPORT: Range Safety Staff (see Annex A, para 4.4):</b> The bidder must provide an individual to meet on a daily basis with the DND liaison officer to validate range safety requirements. Upon request, DND may request Range Safety Staff support on an "as and when" required basis. Range Safety Staff must possess the following experience:</p> <ul style="list-style-type: none"> <li>Range Safety Staff must have a minimum of five (5) years' operational experience in military or law enforcement operations;</li> <li>Range Safety Staff must have managed tactical shooting and driving ranges at an for a minimum of two (2) years; and</li> <li>There must be no time period gaps in qualification or certifications related to tactical shooting and driving at an advanced level for any Range Safety Staff.</li> </ul>	The bidder must provide the Curriculum Vitae (CV) for two (2) current Range Safety Coordinators/Officers at the facility demonstrating certifications and work experience.
<b>MT.13</b>	<p><b>SUPPORT: Program Manager (see Annex A, para 4.2)</b> The bidder must provide a the Program Manager with the following experience:</p> <ul style="list-style-type: none"> <li>Program Manager must have a minimum of three (3) years' experience in military or law enforcement training; and</li> <li>Program Manager must have supported military or in law enforcement training for at least three (3) years.</li> </ul>	The bidder must provide the Curriculum Vitae (CV) for the current Program Manager at the facility demonstrating certifications and work experience.
<b>MT.14</b>	<p><b>SUPPORT: Logistic Coordinator (see Annex A, para 4.3)</b> The bidder must provide a Logistics Coordinator with the following experience:</p> <ul style="list-style-type: none"> <li>Logistics Coordinator must have a minimum of three (3) years' experience in military or law enforcement training; and</li> <li>Logistics Coordinator must have supported military or law enforcement training for at least three (3) years.</li> </ul>	The bidder must provide the Curriculum Vitae (CV) for the Logistics Coordinator at the facility demonstrating certifications and work experience.
<b>MT.15</b>	<p><b>Logistic Support: Rations (see Annex A, para 4.5.1)</b> The bidder must be able to provide to DND, for the duration of any training the following rations support:</p> <ul style="list-style-type: none"> <li>When requested, the Bidder must provide up to three (3) meals per day in a dining facility large enough to hold 50 personnel.</li> </ul>	The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, drawing, map, with detailed photographs, along with a schematic that clearly defines the Rations support arrangements at the facility.

Criteria	Mandatory Evaluation Criteria	Instruction to Bidders
<b>MT.16</b>	<p><b>Logistics Support: Vehicles (see Annex A, para 4.5.3)</b></p> <p>The Bidder must provide access to a variety of vehicles to conduct the driver training of the following types and characteristics.</p> <ul style="list-style-type: none"> <li>• Primary Training Vehicle (4-door sedan with automatic transmission), quantity fifteen (15);</li> <li>• Sport Utility Vehicle (with automatic transmission), quantity ten (10). At least quantity six (6) of these must have a high centre of gravity (i.e. such as a suburban-type vehicle);</li> <li>• Off-road Training Vehicle (4x4, manual transmission), quantity ten (10);</li> <li>• Consumable target vehicles (non-operating vehicle to be used as blocking or barricade vehicles that may be shot and rammed), quantity seven (7);</li> <li>• The Contractor must make available six (6) 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. The will be no charges for any damage incurred on these vehicles during their use by DND.</li> </ul>	<p>The bidder must clearly demonstrate compliance through use of minimum one (1) of the following: a legible pamphlet, or listing of vehicles which clearly demonstrates the vehicles type and details.</p>
<b>MT.17</b>	<p><b>Logistics Support: Medical/Emergency Response (see Annex A, para 4.6)</b></p> <p>The facilities must be within 40 miles (60kms) 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.</p>	<p>The bidder must demonstrate this through submission of a print-screen from an online GPS mapping application that clearly demonstrates the distance between the facility and the hospital, as well as a copy of the emergency medical response plan.</p>



Instruction to Bidders	
Criteria	Mandatory Evaluation Criteria
MT.18	<b>Constraints: Distances (see Annex A, para 4.8.2)</b> The bidder's ranges, tracks, barracks, dining hall etc., must be located within a 25 mile or 40.23 kilometer radius of the centre of the facility.
	The bidder must demonstrate this through submission of a print-screen from an online GPS mapping application that clearly demonstrates the radial distance between the ranges, tracks, dining hall etc, from the center of the facility.