



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Engine Repair and Components	
Solicitation No. - N° de l'invitation W7006-19RO77/A	Date 2018-12-20
Client Reference No. - N° de référence du client W7006-19RO77	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-10738	
File No. - N° de dossier WPG-8-41152 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-11	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 891-6126 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 402 SQUADRON WESTWIN Manitoba R3J0T0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

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W7006-19RO77/A
Client Ref. No. - N° de réf. du client
W7006-19RO77

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41152

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 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 Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Department of National Defence (DND) 402 Squadron, 17 Wing, Winnipeg MB has a requirement for the provision of repair, overhaul and/or hot section inspection, modification, and support services to be provided for one CT142 Dash-8, PW120A Engine.

All the deliverables must be received on or before March 29, 2019.

FOB
Dept. of National Defence
17 Wing Winnipeg
Bldg 129 MDC, Whytefold Rd.
Winnipeg, MB
R3J 3Y5 Canada

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

- 1.2.11 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.

- 1.2.12 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) 2018-05-22 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Room 100, 167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca (Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.)

Bid Fax: (204) 983-0338

2.3 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

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

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

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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.

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) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria as detailed in Appendix 1 to Annex A of this bid solicitation.

4.1.1.2 Point Rated Technical Criteria

Point Rated Technical Criteria as detailed in Appendix 1 to Annex A of this bid solicitation.

4.2 Basis of Selection

4.2.1 Basis of Selection – A0027T Highest Combined Rating of Technical Merit and Price (2012-07-16)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and

- c. obtain the required minimum of 150 points overall for the technical evaluation criteria which are subject to point rating.
 The rating is performed on a scale of 200 points.
2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#)

5.1.2.1.1 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

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.

The Bidder must provide the Contracting Authority with a completed annex D 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 D Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.4 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.2 Task Authorization

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

6.1.2.1 Task Authorization Process

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.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
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 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the 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.

6.1.2.2 Task Authorization Limit

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

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

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence, 402 Squadron, 17 Wing. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

6.2 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.

6.2.1 General Conditions

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

6.2.2 Supplemental General Conditions

4012 (2012-07-16) Goods, Higher Complexity, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2020 inclusive

6.4.2 Delivery Date

All the deliverables must be received on or before March 29, 2019.

6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6
Telephone: 204-891-6126
Facsimile: 204-983-7796
E-mail address: christie.maki@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

To be determined

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

6.5.3 Contractor's Representative

Name: _____

Title: _____

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Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment- Firm Unit Prices

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 1:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (*insert the amount 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.

6.7.2 Basis of Payment-Firm Unit Prices- Task Authorizations

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 2

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit prices 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.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ To be determined. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

6.7.3 Multiple Payments

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

6.7.4 T1204- Direct Request by Customer Department

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

6.7.5 Electronic Payment of Invoices – Contract

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

To be determined

6.7.6 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11) Discretionary Audit

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. all direct expenses, supported by a copy the invoice
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

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4012 (2012-07-16) Goods, Higher Complexity;
- (c) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) Annex D, Federal Contractors Program for Employment Equity;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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ANNEX A

STATEMENT OF WORK

**DEPARTMENT OF NATIONAL DEFENCE
STATEMENT OF WORK (SOW)
FOR THE PROVISION OF
REPAIR & OVERHAUL SERVICES FOR
THE PW120A ENGINES OF THE CT142 DASH-8**

SCOPE

Purpose

The purpose of this Statement of Work (SOW) is to define the requirements necessary to accomplish the Repair & Overhaul (R&O) of a CT142 Dash-8, PW120A Engine.

Background

The Department of National Defence (DND) has a requirement for the provision of repair, overhaul and/or hot section inspection, modification, and support services to be provided for one CT142 Dash-8, PW120A Engine.

Terminology

The following abbreviations are used throughout this SOW:

AD	Airworthiness Directive
AMO	Approved Maintenance Organization
CAF	Canadian Armed Forces
CFMI	Canadian Forces Modification Instruction
CFTO	Canadian Forces Technical Order
DND	Department of National Defence
EASA	European Aviation Safety Agency
FAA	Federal Aviation Administration
ISO	International Organization for Standardization
MPM	Maintenance Process Manual
NDQAR	National Defence Quality Assurance Representative
OEM	Original Equipment Manufacturer
PA	Procurement Authority
PSPC	Public Services and Procurement Canada
P&WC	Pratt & Whitney Canada
QPM	Quality Process Manual
RGB	Reduction Gearbox
TA	Technical Authority
TAA	Technical Airworthiness Authority
TAM	Technical Airworthiness Manual
TAT	Turn-Around Time
TC	Transport Canada

APPLICABLE DOCUMENTS

Applicability

The following documents form part of this SOW to the extent specified herein, and are supportive of the SOW when referenced in section 3.0 and beyond; all other document references are to be considered supplemental information only. Unless otherwise specified, the issue or amendments of documents effective for this SOW must be those in effect on the date of proposal submittal. In the event of a conflict between the documents referenced herein and the contents of the SOW, the contents of the SOW must take precedence.

DND Documentation

A-LM-184-001/JS-001	Special Instructions – Repair and Overhaul Contractors
C-05-005-001/AG-001	Technical Airworthiness Manual
C-05-005-P04/AM-001	Aircraft Maintenance Record Set
C-05-005-P09/AM-001	Maintenance Program – Implementation – Support Activities
C-14-106-001/MN-001	Torque Signal Converter CMM PN PD9108C ATA 73-20-06
C-14-106-C00/MN-001	Fuel Control CMM PN 786391 ATA 73-21-41
C-14-106-D00/MN-001	Overspeed Governor Assembly CMM PN WG 60036 ATA 61-20-16
C-14-106-E00/MN-001	Electronic Engine Control CMM PN 789842 ATA 73-21-13
C-14-106-G00/MN-001	Gear Pump Assembly CMM PN WG 60051 ATA 61-20-20

Pratt & Whitney Documentation

Pratt & Whitney Canada Workscope Planning Guide Manual Part #3040879
Pratt & Whitney Canada PW120A/PW121 Overhaul Manual PN 3034633 ATA 72-50-00

REQUIREMENTS

Airworthiness Requirements

Airworthiness regulatory responsibility for the CT142 has been delegated to the Technical Airworthiness Authority (TAA) by the Minister of National Defence, under the provisions of the Aeronautics Act. The work performed by the Contractor described within this SOW must be conducted under the authority of the DND airworthiness program (A-GA-005-000/AG-001), in accordance with TAA recognized Transport Canada policies and procedures, supplemented with DND specific policy approved by the TAA, if deemed applicable. The point of contact for the CT142 airworthiness issues is the TA (see para 5.2).

All aspects of the CT142 and associated components/equipment are subject to the provisions of the Technical Airworthiness Manual (TAM), CFTO C-05-005-001/AG-001. A copy of the TAM is available online at <http://www.forces.gc.ca/en/business-regulations-technical-airworthiness/technical-airworthiness-manual.page>.

The Contractor must be a TC Approved Maintenance Organizations (AMO) or be a TAA accredited organization with ratings for aircraft aero-engines, specifically the PW120A.

The Contractor must be authorized by a regulatory agency (TC, DND, or equivalent) for the full scope and depth of work specified under this SOW. In the event specialized work is subcontracted by the Contractor, the Contractor is responsible to ensure work is conducted by an organization approved by a recognized regulatory body for the scope and depth of work being performed. Such arrangements must be specified in writing and be deemed acceptable by the TAA.

Note: Where this SOW indicates Transport Canada (TC) requirements, DND will accept equivalent approvals and processes that fall under foreign civil airworthiness authorities that are deemed acceptable by the TAA. Transport Canada recognized equivalents can be found at: <https://www.tc.gc.ca/eng/civilaviation/standards/int-baa-menu-3672.htm>

The Contractor must be TAA recognized or accredited as a TAA acceptable organization for the scope and depth of work specified in this SOW, or commit to the recognition process by submitting a completed AMO recognition survey as part of the bid submission. The survey requires the Contractor to outline how compliance to the TAM is achieved through referencing their current versions of Policy Manuals, internal procedures and work instructions. The Contractor may also be required to submit Maintenance Process Manual (MPM)/Quality Process Manual (QPM) references necessary to support the recognition process.

Note: Contractors recognized by the DND TAA for work under a separate contract must contact the TA to determine if any further effort is required to support the scope and depth of work specified in this SOW.

The contractor must amend or create the necessary policies and procedures to support the activities conducted under this contract based upon direction provided by the TAA. Where unique policies or processes are required to specifically address DND requirements, it is recommended that these be captured in a DND supplement to the organization's current regulator approved policy manual.

Timelines for achieving full TAA recognition will be agreed upon by the contractor, the TAA and the contract TA. If deemed necessary by the TAA, an on-site audit may be required to support the recognition process.

Once recognized by the TAA, the contractor must maintain this status for the duration of the contract. If the contractor leverages policies and processes established under a separate DND contract and should that contract become terminated, the contractor must continue to perform the necessary activities and maintain the required policies and procedures to support the TAA acceptability for this contract.

Note: The contractor must inform the contract TA whenever a contractor's MPM or TC approval Certificate(s) have been changed for updated. At the request of the contract TA, the contractor must submit the updated MPM and/or TC approval Certificates to the contract TA.

The Contractor must provide support to TAA auditors during onsite DND airworthiness audits. This support must include providing the following:

On-site access to the audit team, including office space to conduct meetings and interviews;

Access to technician qualification and authorization files within the AMO;

Access to work orders and other technical data generated to certify or release maintenance activities; and

Technical and management staff to support TAA auditors.

The contractor must submit and implement a corrective action plan (CAP) to the TA, as directed by TAA staff, to address observations found during airworthiness audits.

Quality Management Requirements

All work may be subject to Government Quality Assurance audits performed by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR). These audits could occur at the Contractor's and/or Subcontractor's facilities or subsequent work sites.

The Contractor must contact the QAR within 48 hours of contract award.

The contractor must maintain a Quality Management System acceptable to the TAA for the duration of the contract.

Industry recognized standards acceptable to the TAA include:

NADCAP for specialized processes within a manufacturing organizations;

AS9100 and EN9100 for AMO;

ISO 9001 and equivalents as a general quality management system; and

AS 7103 and AS 7104 for distributors and suppliers of aviation parts.

The TAA may grant special consideration or equivalent status to organizations. Examples where this may be applicable are:

civilian contractors seeking accreditation who have previously obtained compliance with another quality standard;

an organization that obtained civilian regulatory approval (i.e., TC, US FAA and JAA) status as an AMO or ADO;

a software development organization evaluated against the Capability Maturity Model (CMM) developed by the Carnegie Mellon University Software Engineering Institute, ISO 9000-3 or any other standard deemed acceptable by the TAA; and

small organizations that conduct limited airworthiness functions that may not need a full quality management system that is compliant with one of the major standards.

Submissions for special consideration or equivalent status of a different quality management system must be submitted to the TAA who reserves the right to impose additional special conditions on the organization involved. Each submission will be treated on an individual basis, will be recorded by the TAA, and will be subject to periodic re-evaluation.

The Contractor must retain quality control and inspection records for a period of five years from the date of termination of this contract.

Technical Requirements

All overhaul inspections performed under this SOW must be accomplished in accordance with the latest version of the PW120A/PW121 Overhaul Manual.

All repair and overhaul of engine components and associated equipment performed under this SOW must be accomplished in accordance with the latest version of the applicable component maintenance manuals identified in paragraph 2.2.

All work performed performed under this SOW must be accomplished in accordance with:

Approved Canadian Force Modification Instructions (CFMIs), provided by DND; or

TC, or equivalent regulatory body, approved Service Bulletins.

The contractor must comply with the maintenance manuals identified in paragraph 2.2. Contractor compliance may be subject to random audits by the TA or a designated representative. These audits may be remote desktop audits or may occur during DND or National Defence Quality Assurance Representative (NDQAR) visits to the Contractor's facility. In the event of an audit, the Contractor must demonstrate compliance by providing objective and auditable evidence to DND/NDQAR satisfaction.

It is intended that all inspections and/or modifications required by ADs will be carried out/embodied by the Contractor. In the event that the Contractor becomes aware of an AD driven inspection or modification that has not been accounted for in the TA's work scope planning document, the Contractor must advise the TA immediately.

Inspections and modifications that the OEM recommends or that the OEM indicates are part of a minimum build specification, in accordance with P&WC Work scope Planning Guide Manual Part #3040879, must be authorized by the TA prior to embodiment unless the TA has included the particular inspection or modification in the work scope planning document. The Contractor must request direction from the TA in cases where the warranty on the particular item would be voided by not carrying out an inspection or modification.

The Contractor must maintain an information database that includes build records for all material specified in this SOW. The database must be sufficiently structured to ensure traceability of all lifed and serial-numbered items. The Contractor must provide the TA unrestricted access to this database upon request from the TA.

The Contractor must provide a point of contact for all work associated with this SOW.

The work to be completed under this contract will not involve Controlled Goods.

Tasks

The contractor must perform an in plant overhaul inspection of the specified PW120A Engine, including complete overhaul of the reduction gearbox, hydro-mechanical unit, and fuel manifold.

The contractor must carry out applicable service bulletins when and as requested by the TA.

The contractor must conduct Quality Control Management in accordance with section 3.2.

Constraints

Newly repaired, overhauled or hot section inspected engines, upon being returned to DND custody, must be placed into storage in a preserved state. During this period, engine shipping containers will only be opened for the purpose of conducting storage inspections, as required by C-05-010-P09/AM-000, or as directed/authorized by the TA and then immediately resealed.

For the purpose of repair/overhaul/hot section inspection warranty period, the standard 12 month calendar limitation must not apply. The warranty period for an appropriately stored/preserved and undisturbed CT142, PW120A engine, must be 100 hours of operation from the time of re-activation from storage.

Meetings

Within one week of contract award a kick-off meeting may be convened at a time and location that is mutually agreed upon by the TA and Contractor. Additional technical review meetings must take place on an as-and-when requested basis and must be identified in the applicable DND 626 Task Authorization.

When minutes of meetings are required, the Contractor must prepare and deliver the minutes in a format approved by the PA. The Contractor must submit the minutes to Public Services and Procurement Canada (PSPC) or the PA, as directed at the meeting, within 10 working days following the meeting.

DELIVERABLES

The contractor must deliver the R&O completion of the specified PW120A Engine. The engine R&O must be complete no later than 29 March 2018. The engine and engine components must be processed expeditiously and TAT must not exceed forty-five days, unless otherwise authorized by DND. Any difficulty in accomplishing this TAT must be reported to the TA through the NDQAR so that other repair or supply arrangements can be made if necessary. TAT is measured from receipt of a repairable at the Contractor's facility to the date of DND acceptance.

The Contractor must maintain and forward to the TA a record of work carried out on each engine, engine component and associated equipment. This record of work may be prepared in contractor format. The record of work must include the following information:

Detailed description of work performed;

List of parts removed by serial number (where applicable);

List of parts installed by serial number (where applicable);

Condition of removed parts (where applicable); and

Verification of items scrapped.

The Contractor must forward the following documentation to the TA upon completion of the engine repair, overhaul and/or hot section inspection:

A document certifying that the engine was repaired or overhauled or hot section inspected, as applicable, in accordance with the PW120A/PW121 Overhaul Manual;

A document certifying that all modifications were embodied in accordance with an approved CFMI or TC, or equivalent regulatory body, approved Service Bulletin;

A copy of all CoCs for all replacement parts.

The Contractor must forward the following documentation to the TA upon completion of each engine component or associated equipment repair and overhaul:

A document certifying that the component was repaired or overhauled as applicable, in accordance with the applicable CFTO;

A document certifying that all modifications were embodied in accordance with an approved CFMI or TC, or equivalent regulatory body, approved Service Bulletin;

The Component History Card; and

A copy of all CoCs for all replacement parts.

The Contractor must provide the TA with a customer feedback report CF 1057 upon request. The Contractor must include the findings of the investigation, the cause, or the probable cause of failure, and the steps taken or recommended to prevent recurrence of the reported failure.

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The Contractor must provide progress reports as and when requested and/or upon change from the original submission to the TA during the inspection of the engine, with a sample provided in the proposal. Progress reports must include the following information:

A list of tasks completed in accordance with PW120A/PW121 Overhaul Manual;

The embodiment status of service bulletins and CAF/OEM modifications identified in paras 3.3.5 to 3.3.7; and

The subtotal cost of each maintenance action carried out.

AUTHORITIES

Project Manager

Engineering Project Officer (EPO)
402 City of Winnipeg Squadron
PO Box 17000 Stn Forces
Winnipeg, Manitoba R3J 3Y5
Telephone: (204) 833-2500 ext. 6597
Fax: (204) 833-2563

Technical Authority

Aircraft Engineering Officer (AEO)
402 City of Winnipeg Squadron
PO Box 17000 Stn Forces
Winnipeg, Manitoba R3J 3Y5
Telephone: (204) 833-2500 ext. 5211
Fax: (204) 833-2563

Requisitioning Authority

Logistics Support Officer (LSO)
402 City of Winnipeg Squadron
PO Box 17000 Stn Forces
Winnipeg, Manitoba R3J 3Y5
Telephone: (204) 833-2500 ext. 6926
Fax: (204) 833-2563

Appendix A1

Minimum Mandatory Technical Specifications and Point Rated Criteria-“Compliance Matrix”.

REPAIR AND OVERHAUL PW120A ENGINES CT142 DASH 8 AIRCRAFT

Technical Mandatory Specifications

1. All aspects of this contract are subject to the provisions of the **Repair and Overhaul Services STATEMENT OF WORK**

- a) Where applicable, Bidders must provide supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations, which demonstrates the Bidders ability to meet the mandatory and point rated technical criteria specifications. This documentation should be provided with the offer at solicitation close and be cross-referenced within the Compliance Matrix.
- b) If the supporting documentation referenced above has not been provided at solicitation closing, the Contracting Authority will notify the Offeror that they must provide supporting documentation within two (2) business days.
- c) Failure to comply with the request of the Contracting Authority within that time period will render the offer nonresponsive and the offer will not be given any further consideration.

2. Completion of this Compliance Matrix is mandatory to be considered responsive.

Mandatory Technical Specifications (M):

- d) Bidders should record whether they meet (YES) or not meet (NO) each of the specifications. The bidder must list any deviation from the mandatory requirements herein described in the Compliance Matrix
- e) Bidders should provide documentation to demonstrate compliance to each mandatory criterion as identified.
- f) Bidders should cross reference where in their technical bid, the technical specification is located.
- g) Where you have indicated YES, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"

Point Rated Criteria (P):

- a) Bidders must obtain a minimum passing mark of 75% overall for the technical evaluation criteria which are subject to point rating. The required minimum of 150 points. The rating is performed on a scale of 200 points.
- b) Bidders must provide information/documentation as requested. If there is insufficient space in the table, provide the appropriate details on a separate page in your proposal.

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MANDATORY TECHNICAL CRITERIA	POINT RATED TECHNICAL CRITERIA
M1 – Approved Maintenance Organization	P1 – Proposed Work Schedule and Work Commitment
M2 – Technical Airworthiness Authority	P2 – Workforce Qualifications and Experience (Skill R&O Labour)
M3 – Technical Repair Services - Contractor Facilities	P3 – Past Experience – Technical
M4 – Equipment and Tooling	P4 – Past Experience – Project Turn-Around-Time
M5 – Administration, Documentation, and Reporting Standards	P5 – Sub-Contracting Procedures
M6 – Quality Control and Assurance	P6 – Points of Contact
M7 – Workforce Qualifications and Experience (Skill R&O Labour)	
M8 – Past Experience - Technical	
M9 – Points of Contact	
M10 – Point Rated Criteria – Minimum Overall Score (75%) 150 points of 200 total point available on all Criteria Combined	

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MANDATORY TECHNICAL CRITERIA			COMPLIANT
	Bidder is to indicate how they meet the specifications addressed below, by recording this information in this column	In this column Bidder is to cross-reference where this technical specification is located in their technical data sheet or narrative.	YES/NO
<p>M1 Approved Maintenance Organization (AMO)</p> <p>The Bidder must be a Transport Canada (TC), or equivalent (FAA, JAA, EASA, etc., in accordance with: https://www.tc.gc.ca/eng/civilaviation/standards/int-baa-menu-3672.htm); Approved Maintenance Organization for the scope and depth of the airworthiness-related activities of work specified in the contract with a rating for Aero-Engine (Specialized) for Pratt & Whitney Canada PW120A Engines. The Bidder must submit their TC approval certificate(s) (or equivalent) to demonstrate compliance.</p>			
<p>M2 Technical Airworthiness Authority (TAA)</p> <p>The Bidder must be a TAA recognized or accredited organization as per the CAF Technical Airworthiness Manual or commit to the recognition process by completing an AMO recognition survey (available upon request). The Bidder must submit documentation to demonstrate they are a TAA recognized or accredited organization as per the CAF Technical Airworthiness Manual, or a completed AMO recognition survey.</p>			
<p>M3 Technical Repair Services – Contractor Facilities</p> <p>The Bidder must be an OEM designated Pratt & Whitney overhaul facility capable of providing maintenance, repair and overhaul in accordance with the Statement of Work and comply with the Canadian Forces Technical Orders therein identified.</p>			
<p>M4 Equipment and Tooling</p> <p>The Bidder must indicate that they have or have available to them all equipment and tooling required to undertake all maintenance, repair and overhaul of PW120A Engines (Illustrated Equipment and Tooling Manual to carry out the Scope of Work).</p>			
<p>M5 Administration, Documentation, and Reporting Standards</p> <p>The Bidder must indicate that they have capacity to provide transaction documentation, technical reports, accountability and work control for all facets aspects under the contract as requested by DND.</p>			

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		<p>M6 Quality Control and Assurance</p> <p>The Bidder must have a Quality Management System deemed acceptable to the Director Quality Assurance (DQA). Although ISO 9001 or AS9100C certification is desirable it is not considered essential.</p> <p>If the Bidder is ISO 9001:2008 or AS9100C certified then inclusion of a copy of the certificate is sufficient to show compliance.</p> <p>If the Bidder is not ISO 9001:2008 or AS9100C certified they must demonstrate, to the satisfaction of the DQA, compliance with ISO 9001:2008 elements (requirements). To do this, the Bidder must provide information regarding the quality system being used at the Bidder's facility applicable to this solicitation. The information provided must include brief statements regarding the origin of the quality system (including any standards which were utilized in the development of the system), scope of the quality system, responsibility of key individuals within the organization with respect to the quality system and method of audit (include both internal and external audits), along with an uncontrolled copy of the organization's quality manual (electronic format preferred). External audits should include both regulatory and non-regulatory organizations auditing the Bidder's quality management system.</p> <p>For the purpose of this evaluation, an external audit is considered to be one conducted by an entity other than the Bidder's regulatory agency (e.g. TC or FAA) that is outside the Bidder's corporate structure.</p> <p>Note: <i>The Bidder is not required to seek DQA acceptance for their equivalent Quality Management System prior to submitting the bid. If the Bidder requires DQA acceptance, the Bidder must submit their bid, including the above information, and DQA will be included during the bid evaluation for the purposes of evaluating the Bidder's equivalent Quality Management System.</i></p>	
		<p>M7 Workforce Qualifications and Experience (Skilled R&O Labour)</p> <p>The Bidder must provide a list of qualifications and the level of experience for personnel employed in each job dedicated to the repair and overhaul of PW120A Aero-Engines. Experience must be provided in years (1) employed by the Contractor and (2) employed in the repair and overhaul of aero-engines.</p> <p>For the purpose of assessing this factor the evaluation board will determine the bidder is compliant as long as the Bidder provides the technicians names and experience levels, as defined above, of at least five of its technicians employed in the repair and overhaul of aero-engines. The provision of a detailed list of the experience and qualifications of the Bidder's skilled employees is required; failure to do so will render the proposal as non-responsive.</p>	
		<p>M8 Past Experience – Technical – Engine Repair and Overhaul</p>	

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<p>The Bidder must detail the extent of its previous experience with respect to PW100-series engines repair and overhaul over the last three years.</p> <p>For the purpose of assessing this factor the evaluation board will determine the bidder is compliant if the Bidder has carried out repair and overhaul work on at least one PW100-series engine per year for the past three years (from date of Request for Proposal). The Bidder must state: the name of the client/company, number and type of engines, induction date, and completion date.</p>			
<p>M9 Points of Contact</p> <p>The Bidder must provide a list of persons to contact for the resolution of (1) technical, (2) logistics, and (3) administrative issues. A brief description of each individual's responsibilities must be included. Where a customer or account representative will be determined after contract award, the Bidder may provide the job description and indicate the representative's position within the Bidder's organization (e.g. through the use of an organization chart) in lieu of providing the name of an individual or a list of persons.</p>			
<p>M10 Point – Rated Criteria</p> <p>Proposals will be evaluated on the basis of the following criteria; therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work will be done.</p> <p>There is a minimum overall passing mark of 75%. Overall passing mark is 150 out of 200 points.</p>			

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POINT RATED CRITERIA				
	Maximum Score	Bidder Points Scored	Bidder Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
<p>P1 Proposed Work Schedule and Work Commitment</p> <p>The Bidder must provide a work schedule in the form of a Gantt Chart to detail the timeline on which the PW120A Engine R&O Inspection will be carried out.</p> <p><i>Note: As it cannot be determined exactly when the PW120A engine will arrive at the Bidder's facility, the Bidder must develop a Gantt Chart using a Start Date as Day 0. The Bidder must include sub-contractor timeline considerations in their Gantt Chart, if applicable.</i></p>	70			<p>70 Points – The Bidder provides a Gantt Chart that schedules the completion of work of the PW120A Engine R&O Inspection in 20 calendar days or less.</p> <p>60 Points – The Bidder provides a Gantt Chart that schedules the completion of work of the PW120A Engine R&O Inspection in 21 to 30 calendar days.</p> <p>50 Points – The Bidder provides a Gantt Chart that schedules the completion of work of the PW120 Engine R&O Inspection in 31 to 44 calendar days.</p> <p>20 Points – The Bidder provides a Gantt Chart that schedules the completion of work of the PW120 Engine R&O Inspection in 45 calendar days or more.</p>

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<p>P2 Workforce Qualifications and Experience (Skilled R&O Labour)</p> <p>The Bidder must provide the years of experience for each technician (minimum five employees) dedicated to the repair and overhaul of PW120A Aero-Engines. Experience must be provided in years employed in the repair and overhaul of aero-engines.</p> <p>Reference the list provided in response to M7 – Workforce Qualifications and Experience (Skilled R&O Labour), will be evaluated.</p> <p><i>Note: This factor will be evaluated by the total level of experience of personnel utilized in order to complete the requirements of the SOW.</i></p>	<p>45</p>		<p>45 Points – The Bidder provides the complete qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience of these employees in the repair and overhaul of aero-engines is five years or more.</p> <p>25 Points – The Bidder provides the qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience of these employees in the repair and overhaul of aero-engines is three or more, but less than five years.</p> <p>15 Points – The Bidder provides the qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience of these employees in the repair and overhaul of aero-engines is one or more, but less than three years.</p>
<p>P3 Past Experience – Technical – Engine Repair and Overhaul</p> <p>The Bidder must detail the extent of its previous experience with respect to PW100-series engines repair and overhaul over the last three years to the satisfaction of past clients.</p> <p>For the purpose of assessing this factor the evaluation board will award points based on the experience of repair and overhaul of units and the number of occurrences. The Bidder must provide the number of PW100-series engine overhauls undertaken and completed per year over the three year period (from date of RFP) and warranty claims if applicable.</p>	<p>40</p>		<p>40 Points – Work carried out on five or more PW120A Engines per year to the satisfaction of the client.</p> <p>30 Points – Work carried out on five or more PW100-series Engines per year, to the satisfaction of the client.</p> <p>15 Points – Work carried out on one to four PW120A Engines per year, to the satisfaction of the client.</p> <p>5 Points – Work carried out on one to four PW100-series Engines per year, to the satisfaction of the client.</p>

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<p>P4 Past Experience – Project Turn-Around-Time (TAT) Based on past experience, the Bidder must provide an average Turn-Around-Time (TAT) for repair and overhaul services of PW100-series aero-engines. The Bidder must provide this information for the past three years (from date of RFP) in reference to the list provided to M8 – Past Experience – Technical – Engine Repair and Overhaul” . <i>Note: The TAT must be defined as the period when the component arrives at the Bidder's facility, to the time it leaves the Bidder's facility, enroute to the Consignee.</i></p>	<p>20</p>		<p>20 Points – Average TAT is less than 30 calendar days 15 Points – Average TAT is between 31 and 40 calendar days 5 Points – Average TAT is between 41 and 44 calendar days 0 Points – Average TAT is 45 calendar days or more</p>
<p>P5 Sub-Contracting Procedures Use of Sub-Contractors The Bidder must clearly state if they will or will not be using subcontractors. If subcontractors will be utilized, the Bidder must describe what minimum criteria subcontractors must meet in order to carry out work on behalf of the Contractor, including quality system requirements, TC certifications, warranty considerations, etc. <i>Note: The purpose of these point-rated criteria is to address the potential TAT delays that are associated to sub-contracting work.</i></p>	<p>15</p>		<p>15 Points – The Bidder clearly states that subcontractors will not be utilized in the performance of work associated with this contract. 10 Points – Subcontractors will be utilized and the Bidder provides detailed subcontractor criteria deemed to be satisfactory in the performance of work associated with this contract. Satisfactory subcontractor criteria are those that would themselves meet M1 and M6. 0 Points – Subcontractors will be utilized but the Bidder does not provide detailed procedures or the procedures are deemed to be unsatisfactory in the performance of work associated with this contract.</p>

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<p>P6 Points of Contact The Bidder must provide a list of persons to contact for the resolution of (1) technical, (2) logistics, and (3) administrative issues. A single individual identified as the customer or account representative who has the authority to resolve such issues is preferred. A brief description of each individual's responsibilities must be included. Where a customer or account representative will be determined after contract award, the Bidder may provide the job description and indicate the representative's position within the Bidder's organization (e.g. through the use of an organization chart) in lieu of providing the name of an individual or a list of persons.</p>			<p>10</p>	<p>10 Points - The Bidder provides a single point of contact for all technical, logistic and administrative issues – this individual is responsible for all issues concerning the contract and is considered to be a customer or account representative. A brief description of the individual's responsibilities is included within the proposal.</p> <p>8 Points – The Bidder provides a list of key personnel complete with contact information and brief description of responsibility for the following key areas: (1) technical, (2) logistics and (3) administrative issues.</p> <p>2 Points – The Bidder provides a list of key personnel complete with contact information, but no description of their responsibility.</p>
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ANNEX B

BASIS OF PAYMENT

It is mandatory that Bidders submit firm prices associated with providing the service in accordance with the Statement of Work for the period of the Contract. Prices must be inclusive of all labour, tools, supplies and equipment.

This section, when completed, will be considered as the Bidder's financial proposal. Prices must be firm and in Canadian funds including Canadian customs duties, excise taxes, which are to be Delivered Duty Paid (DDP), FOB destination, including offloading as indicated herein. No other charges will be allowed. The Contractor must perform the work in accordance with the latest version of the PW120A/PW121 Overhaul Manual.

Bidders must provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

The quantities specified below are provided for evaluation purposes only.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing will prevail and the extended pricing will be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal will be changed to reflect the quantities stated in the RFP.

* Laid Down Cost is defined as the cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, any applicable taxes.

**Mark-up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services overhead and profit.

Payment will be made in accordance with the following pricing.

PRICING SCHEDULE 1: SCHEDULED SERVICES

Section 1	Repair and Overhaul Activities	Unit of issue	Firm Lot Price (CDN\$)
1.1	Labour required to Repair & Overhaul (R&O) one CT142 Dash-8, PW120A Engine in accordance with the PW120A/PW121 Overhaul Manual including start up meeting, Record of Work, requested documentation, Hot inspection, and all work listed the SOW.	1 Engine	

Section 2	Description	Estimated usage	Mark up %	Extended Price (CDN\$)
2.1	Materials required to Repair & Overhaul (R&O) one CT142 Dash-8, PW120A Engine in accordance with the PW120A/PW121 Overhaul Manual including start up meeting, Record of Work, requested documentation, Hot inspection, and all work listed the SOW. Not to exceed Manufacturer's suggested retail price.)			
	a) Exchange Parts plus a mark-up of: _____%	\$110,000.00	_____%	
	b) Reconditioned/New Parts plus a mark-up of: _____%	\$460,000.00	_____%	

Section 3	Description	Firm Lot Price (CDN\$)
3.1	Return of one overhauled and repaired engine to DND, including packing as per Annex A, shipping, and offloading to: Dept. of National Defence 17 Wing Winnipeg Bldg 129 MDC, Whytewold Rd. Winnipeg, MB R3J 3Y5 Canada	

PRICING SCHEDULE 2: "AS REQUESTED" SERVICES

TASK AUTHORIZATIONS

Additional service may be required on an "as and when requested" basis and authorized by the Department of National Defence. The work requested must be directly related to the Repair & Overhaul (R&O) the CT142 Dash-8, PW120A Engine as listed in Annex A. This section is to address unforeseen labour and related materials. All work in this section must be authorized by Task Authorization.

The quantities specified below are provided for evaluation purposes only.

Firm all-inclusive prices/rates for "as and when requested" services in addition to the work described in Pricing Schedule 1.

All payments are subject to government audit.

Section 4	Additional Labour	Estimated Usage (hours)	Firm Hourly Rate	Extended Price
4.1	Labour required for work not identified in the SOW related to the Repair & Overhaul (R&O) one CT142 Dash-8, PW120A, including but not limited to: labour to repair damage/wear/warranty work that is discovered while work is being completed, that is unforeseen and unaccounted for in the SOW. Also includes inspections and modifications that the OEM recommends or that the OEM indicates are part of a minimum build specification, in accordance with P&WC Work scope Planning Guide Manual Part #3040879. Work under this section must be authorized by the TA prior to embodiment.	790 hours		

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Section	Description	Estimated usage	Mark up %	Extended Price
5				
5.1	<p>Additional materials required for services unforeseen, not identified in the SO, related to the Repair & Overhaul (R&O) of one CT142 Dash-8, PW120A Engine. Materials required to perform services requested by Task Authorizations.</p> <p>a) Exchange Parts plus a mark-up of: _____%</p> <p>b) Reconditioned/New Parts plus a mark-up of: _____%</p>	<p>\$20,000.00</p> <p>\$30,000.00</p>	<p>_____%</p> <p>_____%</p>	

ANNEX C

AVIATION LIABILITY INSURANCE

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
 - f. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - g. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
 - h. Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
 - i. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.
 - j. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
 - k. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

ANNEX D to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

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ANNEX E

DND 626 TASK AUTHORIZATION FORM

		TASK AUTHORIZATION AUTORISATION DES TÂCHES	
All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat Task no. - N° de la tâche	
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente	
To - A	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.		
Delivery location - Expédié à	À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery/Completion date - Date de livraison/d'achèvement	Date _____ for the Department of National Defence / pour le ministère de la Défense nationale		
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC: La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

DND 626 (11-05)

Design: Forms Management 993-4050
 Conception: Gestion des formulaires 993-4062

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**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in Services.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

N° de l'invitation - Solicitation No.
W7006-19RO77/A
N° de réf. du client - Client Ref. No.
W7006-19RO77

N° de la modif - Amd. No.
File No. - N° du dossier
WPG-8-41152

Id de l'acheteur - Buyer ID
wpg010
N° CCC / CCC No./N° VME - FMS

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);