



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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Training Support Services	
<b>Solicitation No. - N° de l'invitation</b> W4938-19002S/A	<b>Date</b> 2019-01-24
<b>Client Reference No. - N° de référence du client</b> W4938-19-002S	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-615-7738	
<b>File No. - N° de dossier</b> KIN-8-50171 (615)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-03-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Denbeigh, Andrew	<b>Buyer Id - Id de l'acheteur</b> kin615
<b>Telephone No. - N° de téléphone</b> (613) 484-1586 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Canadian Defence Academy PO Box 17000 Station Forces KINGSTON Ontario K7K7B4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
1.4 PHASED BID COMPLIANCE PROCESS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES.....	10
4.2 BASIS OF SELECTION – MANDATORY TECHNICAL CRITERIA .....	16
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>17</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	17
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	17
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>19</b>
6.1 SECURITY REQUIREMENTS .....	19
6.2 FINANCIAL CAPABILITY .....	19
6.3 INSURANCE REQUIREMENTS .....	19
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>20</b>
7.1 STATEMENT OF WORK.....	20
7.2 STANDARD CLAUSES AND CONDITIONS.....	22
7.3 SECURITY REQUIREMENTS .....	22
7.4 TERM OF CONTRACT .....	23
7.5 AUTHORITIES .....	23
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	24
7.7 PAYMENT .....	24
7.8 INVOICING INSTRUCTIONS .....	25
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	25
7.10 APPLICABLE LAWS.....	26
7.11 PRIORITY OF DOCUMENTS .....	26
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....	26
7.13 INSURANCE REQUIREMENTS .....	26
7.14 CANADIAN FORCES SITE REGULATIONS.....	27
7.15 INSPECTION AND ACCEPTANCE .....	27
<b>ANNEX "A" .....</b>	<b>28</b>
STATEMENT OF WORK .....	28
APPENDIX 1 TO ANNEX A, ESTIMATED RESOURCE VOLUME .....	47

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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APPENDIX 2 TO ANNEX A, COURSES THAT THE RESOURCES MAY BE REQUIRED FOR DURING THE CONTRACT ..	51
APPENDIX 3 TO ANNEX A, LIST OF ACRONYMS .....	54
APPENDIX 4 TO ANNEX A, INSTRUCTOR EVALUATION FORMS.....	55
<b>ANNEX “B” .....</b>	<b>56</b>
BASIS OF PAYMENT .....	56
<b>ANNEX “C” .....</b>	<b>60</b>
SECURITY REQUIREMENTS CHECK LIST .....	60
APPENDIX 1 TO ANNEX C, SECURITY REQUIREMENTS, SECURITY CLASSIFICATION GUIDE .....	66
<b>ANNEX “D” .....</b>	<b>67</b>
INSURANCE REQUIREMENTS.....	67
<b>ANNEX “E” .....</b>	<b>69</b>
DND 626 TASK AUTHORIZATION FORM.....	69
<b>ANNEX “F” TO PART 5 OF THE BID SOLICITATION.....</b>	<b>72</b>
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION.....	72

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include:

Annex "A" - Statement of Work  
Annex "B" - Basis of Payment  
Annex "C" - Security Requirements Checklist  
Annex "D" - Insurance Requirements  
Annex "E" - DND 626 Task Authorization Form  
Annex "F" - Federal Contractors Program for Employment Equity – Certification

The Attachments include:

Appendix 1 to Annex A, Estimated Resource Volume  
Appendix 2 to Annex A, Courses that the Resources may be required for during the Contract  
Appendix 3 to Annex A, List of Acronyms  
Appendix 4 to Annex A, Instructor Evaluation Forms  
Appendix 1 to Annex C, Security Requirements, Security Classification Guide

### **1.2 Summary**

- 1.2.1** The Department of National Defence (DND), has a requirement for the provision of administrative services, training support, instructional support, and courseware development in relation to Canadian Armed Forces training courses provided through Canadian Defence Academy (CDA) and Military Personnel Generation (MPG). The services are to be delivered on an as-and-when-requested basis to primary locations (such as): Borden, Ontario, Kingston, Ontario; Toronto, Ontario; St. Jean Sur Richelieu, Quebec and other locations across Canada as specified in a Task Authorization.

Canada intends to award one contract. The period of the contract will be from 2019-05-01 to 2020-04-30 inclusive.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.4** This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.
- 1.2.5** 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.
- 1.2.6** 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.

### **1.4 Phased Bid Compliance Process**

The Phased Bid Compliance Process applies to this requirement.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

*SACC Manual* Clause A7035T (2007-05-25), List of Proposed Subcontractors

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Public Works and Government Services Canada  
Kingston Procurement  
86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston, Ontario, K7L 1X3

[TPSGC.ordreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ordreceptiondessoumissions-orbidreceiving.PWGSC@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.**

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

### 2.3 Former Public Servant

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

## Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*:

The Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.



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## 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 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.

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

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

## **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach 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 Exchange Rate Fluctuation**

*SACC Manual* clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Phased Bid Compliance Process (PBCP)**

##### **4.1.1.1 General**

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

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

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

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

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

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

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

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

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

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

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

## 4.1.2 Technical Evaluation

### 4.1.1.1 Mandatory Technical Criteria

The bid must comply with the mandatory technical criteria specified below. The bidder must provide in their proposal the necessary documentation to support and demonstrate compliance with each and all Mandatory Technical Criterion (MTC).

Bids that do not meet each and every MTC will be declared non-responsive and be disqualified. Each MTC must be addressed separately.

In the "Bidder's Response" column, the bidder should state the page number and other information that would assist the evaluation team in locating the bidder's response to each of the MTC in their proposal.

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

MTC No.	Mandatory Technical Criterion	Bidder's Response
1.	<p>The bidder must have a minimum of 48 months of experience, within the last ten (10) years from date of bid closing, in providing the services of multiple personnel at one time (minimum 30 personnel) working simultaneously on project(s) related to training support. Multiple projects with minimum 10 personnel for each may be presented to demonstrate compliance. Any overlapping time period between projects will be counted only once toward the 48 months' experience.</p> <p>In order for a project to be considered to be related to training support, the bidder must demonstrate that the project covered at least two Streams – one of the covered Streams must be Stream 3, and the other covered Stream must be either Streams 2 or Stream 4 of this solicitation. For a project to cover Stream 3, 2 of the personnel on the project must have held the same position and performed the same duties as that required for a position under Stream 3. The positions under the project must be different positions, i.e. 2 of the 4 positions (Military Occupation Instructor, Instructor – General Subjects, Exam/Test Invigilator, and Subject Matter Expert) must have been held under the project by the 2 personnel. The work performed by the resources under the project must have been directly related to the training of students, as opposed to providing support to training establishment staff. For a project to cover Stream 2 or 4, one of the personnel on the project must have held the same position and performed the same duties as that required for a position under the stream. The work performed by that resource under the project must have been directly related to the training of students, as opposed to providing support to training establishment staff.</p> <p>To demonstrate their experience, the bidder must provide, as a minimum, the following:</p> <p>(a) Description of the services provided under the project, including the number of personnel, type of work the personnel performed (including the information required to demonstrate that the project covered at least two streams of Streams 2,3 and 4), the period of time the bidder provided the services to its clients (month/year); and</p>	

	(b) *Contact name and information for bidder's client(s). The bidder's client(s) may be contacted to confirm the information provided.	
MTC No.	Mandatory Technical Criterion	Bidder's Response
2.	<p>Bidders must provide a detailed management plan which must demonstrate how this requirement will be managed in accordance with Part 7 – RESULTING CONTRACT CLAUSES and the Annexes of this solicitation.</p> <p>As a minimum, bidders must provide:</p> <p>(a) An organization chart listing roles and responsibilities as it pertains to this requirement;</p> <p>(b) Invoicing process;</p> <p>(c) A plan demonstrating how the bidder will deal with:</p> <ul style="list-style-type: none"> <li>- Management of multiple simultaneous on-going task authorizations;</li> <li>- Attracting, retaining, training and turnover of personnel to meet the volume of personnel required for Training Support needs.</li> </ul>	
3.	<p>Bidders must provide the name of one (1) Primary Client Manager (CM) as specified in section 9.0 of the SOW and the names of the two (2) Regional Client Managers (RCMs).</p> <p>For the Client Manager (CM) bidders must demonstrate at a minimum:</p> <p>(a) That the CM has a minimum of 5 years of experience, within the last 7 years from date of bid closing, managing a contract with:</p> <ul style="list-style-type: none"> <li>-multiple personnel (minimum 25);</li> <li>-sourcing multiple personnel;</li> <li>-preparation of time sheets and expenditure reports;</li> <li>-overall monitoring of project performance.</li> </ul> <p>For each Regional Client Manager (RCM) bidders must demonstrate at a minimum:</p> <p>(a) That each has a minimum of 2 years of experience, within the last 5 years from date of bid closing, managing a contract with:</p> <ul style="list-style-type: none"> <li>-multiple personnel (minimum 15);</li> <li>-sourcing multiple personnel;</li> <li>-preparation of time sheets and expenditure reports;</li> <li>-overall monitoring of project performance.</li> </ul> <p>To demonstrate the experience, the bidder must provide documentation detailing specific projects to show that they have the required pertinent years of experience. The start and completion dates for the proposed resources' experience must be included. Documentation must provide sufficient detail for verification of specific experience. Canada reserves the right to request references or additional information to verify the experience of the proposed resources.</p>	



\*For reference checks, if conducted, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the bidders within a 48 hour period using the e-mail address provided in the Bid. A bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 7 working days of the date that Canada's e-mail was sent.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the bidder by e-mail, to allow the bidder to contact its reference/client directly to ensure that it responds to Canada within 7 working days. If the individual named by a bidder is unavailable when required during the evaluation period, the bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 7 working days will not be extended to provide additional time for the alternate contact to respond. Wherever information provided by a reference differs from the information supplied by the bidder the information supplied by the reference will be the information evaluated.

A bidder will not meet the mandatory experience requirement (as applicable) if:

1. The referenced customer states he or she is unable or unwilling to provide the information requested, or
2. The customer reference is not a customer of the bidder itself (for example, the customer cannot be the customer of an affiliate of the bidder instead of being a customer of the bidder itself).

Nor will a mandatory be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the bidder.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Bidders must provide pricing for all items in accordance with Annex "B" - Basis of Payment or the bid will be considered non-responsive and be disqualified.

##### **4.1.2.2 Financial Evaluation**

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

The Extended Price for each Resource Category in each Region will be calculated as follows:

Year 1 Per diem rate x Estimated Level of Effort (days) = Extended Price

The Evaluated Price of the bid is the sum of the Extended Price for all Resource Categories in both Regions.

#### **4.2 Basis of Selection – Mandatory Technical Criteria**

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

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

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

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

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

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

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

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

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

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

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

### 6.3 Insurance Requirements

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

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

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization

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

##### 7.1.1.1 Task Authorization Process

1. The Technical 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 Technical Authority within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$400,000.00, Applicable Taxes included, inclusive of any revisions.

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

##### 7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means 5% of the Maximum Contract Value
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed

the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 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.

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#### 7.1.1.5 Task Authorization - Department of National Defence

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

#### 7.2.2 Supplemental General Conditions

Supplemental General Conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### 7.3 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° W4938-19-002S

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

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## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from 2019-05-01 to 2020-04-30 inclusive.

Task Authorizations against this Contract will be made after the funding for Contract W4938-16017S/001/KIN is expended to the point that additional task authorizations can't be made against Contract W4938-16017S/001/KIN.

### **7.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified in the Task Authorization.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Andrew Denbeigh  
Title: Supply Specialist

Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St. 2<sup>nd</sup> floor  
Kingston, Ontario, K7L 1X3

Telephone: 613 484-1586  
Facsimile: 613 545-8067  
E-mail address: [Andrew.Denbeigh@pwgsc.gc.ca](mailto:Andrew.Denbeigh@pwgsc.gc.ca)

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

### **7.5.2 Technical Authority**

The Technical Authority for the Contract is: *[Note to Bidders: Canada will insert information at time of contract award]*

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work.



Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.5.3 Contractor's Representative *[Information to be inserted by the Bidder]***

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

Procurement Business Number: \_\_\_\_\_

## **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.7 Payment**

### **7.7.1 Basis of Payment - Individual Task Authorizations**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.7.2 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 \$17,650,000.00, 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.

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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.

### **7.7.3 Monthly Payment**

*SACC Manual* clause H1008C (2008-05-12), Monthly Payment

### **7.7.4 Travel and Living Expenses – National Joint Council Travel Directive**

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

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

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

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

### **7.7.6 Time Verification**

*SACC Manual* clause C0711C (2008-05-12), Time Verification

## **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on the approved task authorization of the Contract for certification and payment.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

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

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

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (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, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_. *[Note to Bidders: Canada will insert information at time of contract award]*

## 7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

**OR**

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

*[Note to Bidders: Canada will insert the appropriate clause at contract award]*

## 7.13 Insurance Requirements

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

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.14 Canadian Forces Site Regulations**

*SACC Manual* clause A9062C (2011-05-16), Canadian Forces Site Regulations

#### **7.15 Inspection and Acceptance**

The Technical 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

#### 1.0 Scope

##### 1.1 Objective

The Department of National Defence (DND) requires the provision of administrative/logistic support, training support, instructional support, and courseware development support relating to Canadian Armed Forces (CAF) training courses offered through Canadian Defence Academy (CDA) and/or Military Personnel Generation (MPG).

##### 1.2 Background

The Canadian Defence Academy (CDA) was created April 1<sup>st</sup>, 2002 to promote, facilitate and harmonize common professional development for all members of the Canadian Forces, regardless of their branch of the service or occupation. As a result of a Chief of Defence Special Staff Assistance Visit (SSAV), CDA will form two (2) Formation Units (CDA and MPG).

The CDA located in Kingston, Ontario will consist of a Headquarters (HQ) and three (3) military colleges (Royal Military College (RMC), Canadian Forces College (CFC) and Royal Military College St Jean (RMCSJ)) under their Command. MPG command will be comprised of a HQ which will be located in Ottawa, Ontario and several units under their umbrella are: Military Personnel Generation Training Group (MPGTG), Canadian Forces Recruiting Group (CFRG), and Canadian Forces Military Law Centre (CFMLC). More information about each of the Training Establishments can be found on the following website: <http://borden.mil.ca/1/1.aspx?lang=eng>. Refer to Appendix 2 to Annex A - Courses that the Resources may be required for during the Contract.

##### 1.3 Requirement

The CDA and MPG requires to have a single service provider to support CAF military instruction, training, instructional development and administrative support, while retaining overall CAF military oversight. Contracted services required to support military training across Canada include the following:

- a) Stream 1 – Administrative;
- b) Stream 2 - Training Support;
- c) Stream 3 - Instructional Support; and
- d) Stream 4 - Instructional Design Support;

##### 1.4 Estimated Volume

Refer to Appendix 1 to Annex A - Estimated Volume

##### 2.0 List of Acronyms

Refer to Appendix 3 to Annex A - List of Acronyms

##### 3.0 Language Requirement

The work will be conducted in either or both of Canada's two official languages (English and French), as identified on the Task Authorization Form (TAF). As a result, all contracted resources must be able to communicate effectively, both orally and in writing, in the designated language(s) identified on the TAF. Other language skills are not required.

#### **4.0 Applicable Documents**

All contracted resources work must be done at all times in accordance with the following:

Canada Labour Code: <http://www.labour.gc.ca/eng/home.shtml>  
Local Base Standing Orders: To be provided upon issuance of a TA.  
Local Standing Operating Procedures: To be provided upon issuance of a TA.  
CFITES - Canadian Forces Individual Training and Education System

#### **5.0 Availability of Contracted Resources**

Contracted resources must be available on an "as-and-when-requested" basis throughout the duration of the Contract. The Contractor must have the resource(s) available within thirty (30) calendar days of an approved TAF.

#### **6.0 Work Environment**

- 6.1 Tasks will be performed within an office, classroom setting, temporary shelters (i.e. tents), and the outdoors. Contracted resources will typically be required for a period of 7.5 hours each day. Normal required hours will fall between 0700 -1800 each day, Monday through Friday. Work outside of normal required hours and statutory holidays may be required depending on the training schedule.
- 6.2 Resources under Stream 4 (Courseware Development Support) the CAF/DND client may be authorized to work from an alternate location, however, the resource(s) must provide their own equipment (i.e. telephone, computer/laptop and basic software). The resource(s) must be available to attend meetings through teleconference/video conferencing or in person. Permission to work from an alternate location must be granted, in writing, by the CAF/DND client or the Technical Authority.
- 6.3 During field exercises at Farnham Training Centre, and possibly other locations, workers may be exposed to Lyme-disease-carrying ticks. DND has an obligation, according to the Canada Labour Code, to provide every person granted access to the work place by the DND with prescribed safety materials, equipment, devices and clothing. As a result, clothing maybe required to be treated with a product such as "Permethrin" to avoid being invaded by ticks.

#### **7.0 Detailed Description of Services**

For all the resource categories listed below, the work to be performed and produced on an "as and when requested" basis includes any or all of the following:

##### **7.1 STREAM 1: ADMINISTRATIVE SUPPORT**

###### **7.1.1 TRAINING SUPPORT OFFICE CLERK**

**7.1.1.1** Tasks may include but are not limited to the following:

- a) Providing general administration, office services, and related clerical skills in support of student training. Resources are not to be tasked to support staff (civilian and/or military);
- b) Receiving, registering, compiling and distributing documents, correspondence, and fax and electronic mail;
- c) Providing support for arrival and departure routine for students;
- d) Using word processing, spreadsheet, database software (MS Office Suite) and Human Resource Management System (HRMS) applications;
- e) Maintaining and updating student records;
- f) Maintaining a database for course listing and scheduling and responding to related inquiries;

- g) Assisting with course set up including generating schedules, creating student files, obtaining course resources, and booking course resources;
- h) Processing travel claims and responding to claims inquiries from students and using the claims management system (ClaimsX);

#### **7.1.1.2 Mandatory Requirement of TAF**

- a) A resume of the proposed resource(s) must be submitted prior to approval of the TAF.

#### **7.1.1.3 Occupational Minimum Mandatory Requirements (M) of TAF**

No.	Description of Criteria
M.1	Must have a minimum of two (2) years' experience providing administrative support within the last five (5) years from date of issuance of draft TAF.
M.2	Experience in HRMS. Must have a minimum of six (6) months' experience in using HRMS within the last five (5) years from date of issuance of draft TAF.

#### **7.1.1.4 Physical Standards**

The Contractor must ensure that each proposed resource must be physically capable of doing the following:

- a) Unassisted by mechanical or other means, vertically lift a minimum weight of 10 kg to a minimum height of 90 cm;
- b) Unassisted by mechanical or other means, manually carry a minimum weight of 10 kg over a level surface for a minimum distance of 3 meters;
- c) Endure periods of standing or sitting in excess of one hour; and
- d) Work in interior environmental conditions that may be subject to limited climate control.

### **7.2 STREAM 2: TRAINING SUPPORT**

#### **7.2.1 ROLE-PLAYER**

##### **7.2.1.1 Tasks may include but are not limited to the following:**

- a) Enacting scripted scenarios, often in costume, pertaining to human distress, safety, security or other factors intended to prompt an appropriate response from Canadian Forces (CF) trainees as directed by Military staff;
- b) Operating a standard commercial vehicle not exceeding a three-ton load capacity;
- c) Communicating with portable communication devices (DND will provide necessary instruction);
- d) Providing specified labour tasks such as set up and dismantling equipment for scenarios and cleaning weapons and costumes related to scenarios;
- e) Operating and carrying pyrotechnics, noisemakers, and other simulations (DND will provide the necessary instruction);
- f) Operating and carrying replica firearms; and
- g) Providing immediate first aid to students and unit personnel in the event of emergency.

#### 7.2.1.2 Mandatory Requirement of TAF

- a) A resume of the proposed resource(s) must be submitted prior to approval of the TAF.

#### 7.2.1.3 Occupational Minimum Mandatory Requirements of TAF

No.	Description of Criteria
M.3	Completed WHMIS training within the past two years from date of issuance of draft TAF.
M.4	Hold a valid Standard First Aid certification.
M.5	Where the service calls for operating a motor vehicle: Must hold a valid provincial license for the vehicle to be operated.

#### 7.2.1.4 Contractor Responsibilities

The Contractor's resource(s) must:

- Supply their own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- Provide costumes, make-up and other resources required to support the role within the given scenarios as defined in the TA. Simulated or real military equipment will be provided by DND.

#### 7.2.1.5 Work Environment

Work outside in all seasons and all weather conditions typical of the region are required. The work will be conducted 24 hours a day, five days a week, Monday through Friday. Normal required hours will be 8 to 10 hours during a 24 hour period. The required hours may be during the day, evening or night-time depending on the training schedule.

Role-players will be primarily involved in exercises in support of basic military training and primary leadership qualification training. They will be expected to perform a broad spectrum of roles to include: casualties, civilians in the battle space (CIB), partisans, suspicious persons, hostages, prisoners of war, friendly combatants, or enemy combatants. The nature of the work requires contracted resources to set hostile scenes to evoke particular actions on the part of trainees. All scenes will be controlled by DND staff. There are often loud noises and a high level of physically demand activity for a short period of time that resembles realistic military activity. Safety is of primacy and no violent contact (striking or hitting) is permitted. Role-players can expect that they may be:

- Required to use exercise munitions;
- Required to carry and use exercise weapons with blank ammunition;
- Handcuffed or bound;
- Required to lay or sit on the ground for an extended period of time (approximate average period of time is 1 hour);
- Staged in a crowd within a confined area;
- Handled roughly;
- Aimed at through an inert weapon system (i.e. rifle with blank ammunition);
- Ordered about;
- Exposed to simulated verbal abuse or foul language; and
- Required to wear chemically treated clothing to ward against Lyme-Carrying-Ticks.

DND will provide the required direction, training, and safety supervision for all scenarios.



## 7.2.2 TRAINING SUPPORT SUPERVISOR

### 7.2.2.1 Tasks may include but are not limited to the following:

- a) Supervising other contracted resources role-player activities (listed under Role-Player tasks);
- b) Developing and maintaining a training support schedule;
- c) Managing equipment resources for training support;
- d) Communicating with portable communication devices (DND will provide necessary instruction);
- e) Using word processing, spreadsheet, and database software (MS Office Suite);
- f) Providing specified administrative tasks including completing work reports, drafting memoranda related to training support activities and scheduling work teams;
- g) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency; and
- h) Operating a standard commercial vehicle not exceeding a three-ton load capacity.

### 7.2.2.2 Mandatory Requirement of TAF

- a) A resume of the proposed resource(s) must be submitted prior to approval of TAF.

### 7.2.2.3 Occupational Minimum Mandatory Requirements of TAF

No.	Description of Criteria
<b>M.6</b>	Minimum one (1) year experience providing direct or general supervision of training support services within the last three (3) years from date of issuance of draft TAF.
<b>M.7</b>	Hold a valid Standard First Aid certification.
<b>M.8</b>	Completed WHMIS training within the past two (2) years from date of issuance of draft TAF.
<b>M.9</b>	Where the service calls for operating a motor vehicle: Must hold a valid provincial license for the vehicle to be operated.

### 7.2.2.4 Contractor Responsibilities

The Contractor's resource(s) must:

- a) Provide reports and feedback to military authorities on tasks identified in a TAF as per section 11.0 - Reporting;
- b) Wear regulated safety equipment as mandated by provincial law;
- c) Supply own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- d) Ensure each resource can meet the physical requirements prior to proposing a resource.

## 7.2.3 Physical Standards for Role Player and Training Support Supervisor

The Contractor must ensure that each proposed resource must be physically capable of doing the following:

- a) Unassisted by mechanical or other means, vertically lift a minimum weight of 23 kg to a minimum height of 90 cm;

- b) Unassisted by mechanical or other means, manually carry a minimum weight of 23 kg over a level surface for a minimum distance of 3 meters;
- c) Endure long periods of standing, laying or sitting in excess of one hour;
- d) Participate in continuous moderately strenuous activity for a period of 45 minutes at a time, 5 to 6 times a day;
- e) Walk over rough, uneven terrain and through thickly forested areas during both day or in twilight hours;
- f) Run 100 metres over level ground without a break carrying up to 15 kg of properly slung military equipment; and
- g) Work in all exterior environmental conditions associated with that region.

### **7.3 STREAM 3: INSTRUCTIONAL SUPPORT**

#### **7.3.1 MILITARY OCCUPATION INSTRUCTOR**

##### **7.3.1.1 Tasks may include but are not limited to the following:**

- a) Providing instruction in the knowledge and skills needed to perform the duties of a specified military occupation; e.g., supply clerk, driver, or administrative clerk;
- b) Using word processing, spreadsheet, and database software (MS Office Suite);
- c) Preparing lesson plans;
- d) Operate training simulators, tools, and/or other equipment used in the occupation being instructed or by the institution providing the training;
- e) Assisting other instructors in training activities requiring more than one instructor;
- f) Counselling students on their progress;
- g) Maintaining and updating student files;
- h) Performing student assessments;
- i) Assisting DND by making recommendations and changes to existing curriculum; and
- j) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency.

##### **7.3.1.2 Occupational Minimum Mandatory Requirements of TAF**

###### **A. Junior Military Occupation Instructor**

- a) A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criteria</b>
<b>M.10</b>	Minimum one (1) year experience instructing in the content area related to the task from the date of draft TAF issuance
<b>M.11</b>	Minimum two (2) years' experience working (not as an instructor) in the content area as indicated on the TAF from the date of draft TAF issuance.
<b>M.12</b>	Hold a valid Standard First Aid certification
<b>M.13</b>	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

## B. Senior Military Occupation Instructor

- a) A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.14	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.15	Minimum five (5) years' experience working (not as an instructor) in the content area related to the task from the date of draft TAF issuance.
M.16	Hold a valid Standard First Aid certification
M.17	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

### 7.3.2 INSTRUCTOR - GENERAL SUBJECTS

#### 7.3.2.1 Tasks may include but are not limited to the following:

- a) Providing instruction as indicated in the TA in the knowledge and/or skills needed to effectively perform duties of a CF member;
- b) Using word processing, spreadsheet, and database software (MS Office Suite);
- c) Preparing lesson plans;
- d) Assisting other instructors in training activities requiring more than one instructor;
- e) Counselling students on their progress;
- f) Maintaining and updating student files;
- g) Performing student assessments;
- h) Assisting DND by making recommendations and changes to the existing curriculum; and
- i) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency.

#### 7.3.2.2 Occupational Minimum Mandatory Requirements of TAF

##### A. Junior Instructor – General Subjects

- a) Example subjects (but not limited to):
- i. First aid;
  - ii. Basic firefighting techniques; or
  - iii. General safety.

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.18	Minimum one (1) year experience instructing in the content area related to the task from the date of draft TAF issuance.
M.19	Minimum of two (2) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.

<b>M.20</b>	Hold a valid Standard First Aid certification
<b>M.21</b>	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

#### **B. Senior Instructor – General Subjects**

- a) Example subjects (but not limited to):
- Basic Military History, Heritage and Traditions;
  - Chemical, Biological, Radiological and Nuclear Defence;
  - General Military Training – Instructional Techniques

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.22</b>	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
<b>M.23</b>	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
<b>M.24</b>	Hold a valid Standard First Aid certification
<b>M.25</b>	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

#### **C. Specialist Instructor– Professional Subjects/Programmes**

Example subjects (but not limited to):

- Training Development;
- Finance and Accounting;
- Human Resource Management;
- Logistics Management;
- Executive Leadership Programme;
- Canadian Security Studies Programme; and
- Aboriginal Awareness Course (AAC) & Northern Aboriginal Awareness Course (NAAC).

##### **C. a) Specialist Instructor – Junior**

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.26</b>	Minimum of high school/certified designation in the content area related to the task from the date of draft TAF issuance.
<b>M.27</b>	Minimum of 6 (six) months' experience instructing in the content area to the task from date of draft TAF issuance.
<b>M.28</b>	Minimum of two (2) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
<b>M.29</b>	Hold a valid Standard First Aid certification.

### C. b) Specialist Instructor – Intermediate

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
<b>M.30</b>	Minimum of a Bachelor's degree OR post graduate diploma/certificate in the content area related to the task from the date of draft TAF issuance.
<b>M.31</b>	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
<b>M.32</b>	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
<b>M.33</b>	Hold a valid Standard First Aid certification.

Or

No.	Description of Criterion
<b>M.34</b>	Minimum of a university degree OR college diploma/certificate in the content area related to the task from the date of draft TAF issuance.
<b>M.35</b>	Minimum three (3) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
<b>M.36</b>	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
<b>M.37</b>	Hold a valid Standard First Aid certification.

Or

No.	Description of Criterion
<b>M.38</b>	Minimum of a secondary school graduate diploma/certificate.
<b>M.39</b>	Minimum four (4) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
<b>M.40</b>	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
<b>M.41</b>	Hold a valid Standard First Aid certification.

### C. c) Specialist Instructor – Senior

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
<b>M.42</b>	Minimum of a university degree/PhD in the content area related to the task from the date of draft TAF issuance.
<b>M.43</b>	Minimum of three (3) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
<b>M.44</b>	Minimum of seven (7) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
<b>M.45</b>	Hold a valid Standard First Aid certification.

### **7.3.3 EXAM/TEST INVIGILATOR**

#### **7.3.3.1** Tasks may include but are not limited to the following:

- a) Performing exam/test invigilator tasks in accordance with the CAF testing policy (provided by DND);
- b) Conducting tests and exams;
- c) Correcting standard exams, using marking guides provided by the DND. No content knowledge is required;
- d) Maintaining and updating student files; and
- e) Documenting and reporting issues raised by the students during testing or about the test to the Technical Authority.

#### **7.3.3.2 Occupational Minimum Mandatory Requirements of TAF**

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.46</b>	Minimum of six (6) months' experience from the date of draft TAF issuance. Experience must be a combination of one (1) or more of the following: <ul style="list-style-type: none"><li>a) development and/or delivery of training</li><li>b) maintaining and/or updating files/records</li><li>c) correcting exams/tests using marking guidelines</li><li>d) conducting and/or evaluating exams/test</li></ul>

### **7.3.4 SUBJECT MATTER EXPERTS**

#### **7.3.4.1** Tasks and Deliverables may include but are not limited to the following:

- a) work with instructors to review course material and standards;
- b) assist in the delivery of material;
- c) provide mentorship to students; and
- d) guest-speaker on content area.

#### **7.3.4.2 Occupational Minimum Mandatory Requirements of TAF**

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.47</b>	Must have minimum one (1) year experience in content area from the date of draft TAF issuance.

### **7.3.5 Physical Standards for all Resources in Stream 3**

Contracted resources must be considered physically capable of:

- a) Endure periods of standing or sitting in excess of one hour.

### **7.3.6 Contractor Responsibilities for all Resources in Stream 3**

The Contractor's resource(s) must:

- a) Provide reports and feedback to military authorities on tasks identified in a TA as per section 11.0 – Reporting;

- b) Wear regulated safety equipment as mandated by Range Safety Regulations;
- c) Supply own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- d) Ensure contracted resources meet the physical standard.

### **7.3.7 Work Environment for all Resources in Stream 3**

Tasks will be performed within a classroom or similar setting. Typically contracted resources will be required for a period of 7.5 hours each day. Normal required hours will fall between 0700 -1800 each day, Monday through Friday. Work outside normal required hours may be required depending on the training schedule.

Contracted exam/test invigilators instructors will be employed in support of basic military training.

## **7.4 STREAM 4: COURSEWARE DEVELOPMENT SUPPORT**

### **7.4.1 INSTRUCTIONAL DESIGNER**

**7.4.1.1** Tasks and Deliverables may include, but are not limited to, the following:

- a) Conducting needs assessments in order to examine human performance issues in accordance with (IAW) CFITES Vol 2 or equivalent systems approach to training (i.e. Analysis, Design Development, Implementation, Evaluation (ADDIE) model);
- b) Assisting in specifying the required training and education outcomes in terms of essential on-job performance IAW CFITES Vol 3 or equivalent systems approach to training (i.e. ADDIE model);
- c) Describing and/or selecting an instructional program IAW CFITES Vol 4 and 7 and Defence Learning Network Courseware Development Guidelines or equivalent systems approach to training (i.e. ADDIE model);
- d) Producing effective Learning instructional materials IAW CFITES Vol 5, and Defence Learning Network Courseware Development Guidelines or equivalent systems approach to training (i.e. ADDIE model);
- e) Evaluating instructional material for possibility of conversion to eLearning in whole or in part IAW Defence Learning Network Courseware Development Guidelines;
- f) Provide training to the instructing body;
- g) Needs assessment report;
- h) Qualification Standard;
- i) Training Plan (TP) or curriculum;
- j) Design Guidance Document;
- k) Final Scripted storyboards;
- l) Style guides;
- m) Learning instructional materials; and
- n) Evaluation reports.

#### **7.4.1.2 Occupational Minimum Mandatory Requirements of TAF**

##### **A. Junior Instructional Designer**

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.48</b>	Must have an undergraduate university degree (in any field) from the date of draft TAF issuance.
<b>M.49</b>	Must have a minimum of one (1) year experience in instructional design from the date of draft TAF issuance.
<b>M.50</b>	If eLearning is part of the requirement, must have a minimum of six (6) months' experience in the instructional design of eLearning product(s) from the date of draft TAF issuance.

Or

<b>No.</b>	<b>Description of Criterion</b>
<b>M.51</b>	Must have a college degree (in any field) from the date of draft TAF issuance.
<b>M.52</b>	Must have a minimum of three (3) years' experience in instructional design from the date of draft TAF issuance.
<b>M.53</b>	If eLearning is part of the requirement, must have a minimum of six (6) months' experience in the instructional design of eLearning product(s) from the date of draft TAF issuance.

##### **B. Senior Instructional Designer**

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.54</b>	Must have an undergraduate university degree with a Major in one of the following: Education, Adult Learning, Distance Learning or eLearning from the date of draft TAF issuance.
<b>M.55</b>	Must have a minimum of one (1) year experience in instructional design from the date of draft TAF issuance.

Or

<b>No.</b>	<b>Description of Criterion</b>
<b>M.56</b>	Must have a college diploma (in any field) or university degree (in any field) from the date of draft TAF issuance.
<b>M.57</b>	Must have a minimum of three (3) years' experience in instructional design from the date of draft TAF issuance.

#### **7.4.2 E-LEARNING DEVELOPER**

**7.4.2.1** Tasks and Deliverables may include, but are not limited to, the following:

- Creating multimedia animation using images, sound and video, implementation and evaluation of eLearning courseware;
- Using authoring software to assemble eLearning content and publish the course in accordance with the Instructional Design Documents;



- c) Designing and creating interactions that are packaged in rapid eLearning software;
- d) Troubleshooting and resolving online course interactions that are not publishing correctly or reporting correctly to a Learning Management system;
- e) Working with instructional designers to develop the content based on storyboards;
- f) Providing advice on the suitable interaction and also on the limits of certain applications;
- g) Creating reusable online content; and
- h) Providing maintenance guide(s) that provide detailed information on maintenance and modifications of eLearning products.

#### **7.4.2.2 Occupational Minimum Mandatory Requirements of TAF**

##### **A. Junior eLearning Product Programmer**

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.58</b>	Must have a minimum of Secondary School Diploma from the date of draft TAF issuance.
<b>M.59</b>	Must have at least three (3) years' experience in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Contribute, HTML, CSS, Adobe Flash, Articulate by Technsmith from the date of draft TAF issuance.

##### **B. Senior eLearning Product Programmer**

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

<b>No.</b>	<b>Description of Criterion</b>
<b>M.60</b>	Must have a University degree or College diploma (in any field) from the date of draft TAF issuance.
<b>M.61</b>	Must have at least two (2) years' experience in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Contribute, HTML, CSS, Adobe Flash, Articulate by Technsmith, from the date of draft TAF issuance.

#### **7.4.3 STANDARDS SUPPORT DESIGNER**

##### **7.4.3.1 Tasks and Deliverables may include, but are not limited to, the following:**

- a) Preparing and maintaining Training Plans (TPs) by: holding the Master Copy; recommending changes; liaising with instructors; and rewriting, amending and updating the information as indicated;
- b) Reviewing productive hours and instructor calculations submitted by training Squadrons to ensure conformity with current TPs and School Work Instructions;
- c) Writing multiple choice items and maintain question banks to create Supporting Knowledge Exams (SKE);
- d) Developing assessment plans for SKEs;
- e) Generating examinations from assessment plans;

- f) Generating Performance Checks (PCs) from the Job Based Occupational Specification (JBOS) and Qualification Standard;
- g) Invigilating SKEs & PCs;
- h) Correcting and scoring examinations and having examination analysis worksheets completed.
- i) Analyzing examinations and provide feedback from SKEs/PCs to training staff and trainees;
- j) Performing statistical and item analyses to determine and/or validate SKEs/PCs;
- k) Monitoring PCs to confirm standard set in TP is being realistically achieved;
- l) Generating and maintaining student study manuals; and
- m) Actioning feedback for continuous improvement of the implementation of training and/or development of ideas for training/learning aids.

#### **7.4.3.2 Occupational Minimum Mandatory Requirements of TAF**

##### **A. Junior Standards Support Designer**

A resume of the proposed resource(s) must be submitted prior to approval of TAF

No.	Description of Criterion
<b>M.62</b>	Must have a minimum of five (5) years' experience in the conduct of training and education evaluation (both student and programme evaluation) from the date of draft TAF issuance.

##### **B. Senior Standards Support Designer**

A resume of the proposed resource(s) must be submitted prior to approval of TAF

No.	Description of Criterion
<b>M.63</b>	Must have a minimum undergraduate degree in these areas: Education, Adult Learning, Distance Learning, or eLearning from the date of draft TAF issuance.
<b>M.64</b>	Must have a minimum of five (5) years' experience in the conduct of training and education evaluation (both student and programme evaluation) from the date of draft TAF issuance.

#### **7.4.4 Contractor Responsibilities**

The Contractor's resource(s) must:

- a) Provide reports and feedback to military authorities on tasks identified in a TA as per section 11.0 - Reporting;
- b) Ensure contracted resources meet the physical standard;
- c) When contracted resource(s) are authorized to work from alternate location (i.e. resources' residence) their own IT equipment/software will be required (unless specific software to DND).

#### **7.4.5 Physical Standards (for all categories in Stream 4)**

The Contractor must ensure that each proposed resource must be physically capable of doing the following:

- a) Endure periods of standing or sitting in excess of one hour;

- b) Endure long periods looking computer screen; and
- c) Work in interior environmental conditions that may be subject to limited climate control.

#### **7.4.6 Work Environment (for all categories in Stream 4)**

Tasks will be performed within an office type setting. Typically contracted resources will be required for a period of 7.5 hours each day. Normal required hours will fall between 07:30 -1700 each day, Monday through Friday.

### **8.0 General Requirements/Client Support**

#### **8.1** The following requirements, information, materials, and assistance apply to all work streams/resource categories:

a) **DND 404 Licensing:** All contracted resources required to drive DND vehicles in the performance of their tasks must have a DND 404 license. Prior to being eligible for the DND 404 license, contracted resources must have a valid provincial license for the type of vehicle to be driven. DND will provide DND 404 training as required. Training will consume 2 to 20 days depending on the work requirement and level of experience.

#### **OR**

The Contractor's resources may use a rental vehicle(s) where they are required to drive a vehicle in the performance of their tasks, provided the resources have a valid provincial license for the vehicle to be driven.

b) **Transportation:** All contracted resources will be responsible for ensuring that they report to the required worksite at the designated time. Transportation to the work site is not a DND responsibility. Transportation for contracted resources participating in exercises or DND related activities where civilian vehicles are prohibited will be a DND responsibility.

c) **Meals & Accommodations:** Contracted resources are responsible for their own meals and accommodations. The exception is that when contracted resources are required to work in the field or in an exercise environment, they will be provided meals by DND which are aligned with the meals provided to DND staff. If the work is extended well beyond the normal work period in a given day while contracted resources are in the field or exercise environment, DND will make suitable arrangements for accommodations that will be similar to that provided for DND staff.

d) **Statutory Holidays:** In some cases, the training schedule will require that contracted resources work during statutory holidays. This will be specifically identified in the TAF.

e) **Equipment, Information Technology (IT), Supplies, and Facilities:** Subject to the approval of the Technical Authority, arrangements will be made for contracted resources to use DND IT, office equipment and supplies in the performance of their tasks within designated DND facilities. Supplies and equipment used by the Contractor for the purposes of the Contractor's business are to be supplied by the Contractor. Storage of Contractor-owned equipment and supplies is the responsibility of the Contractor.

f) **Communications Training:** DND will provide training for portable radio communications devices as required. This training will consume one 7.5 hour period.

g) **Personal Protective Equipment (PPE) (Safety Equipment) and Special Costumes:** Normal personal protective equipment (e.g. work boots, gloves, hard hats, ear defenders, protective eye wear) will be noted in the TA and is to be provided by the Contractor at no cost to DND. Where required, PPE must be in accordance with provincial regulations.

Where special costumes or make up are required to role-playing functions, it will be identified in the TAF and coordinated by DND with the Contractor 60 days prior to the date of TAF. Such

costumes are to be provided by the Contractor at a direct cost to DND. Costumes will remain the property of DND and may be disposed of at the discretion of DND.

h) **Direct Expenses:** Specific military PPE will be provided by DND where required. Where there is a special requirement for safety equipment that is not normally required in the performance of the work but is commercially available (e.g. ballistic eyewear), the Contractor is responsible to provide the equipment at direct cost to DND. This requirement will be identified in the TAF and coordinated by DND with the Contractor 30 days prior to the date of TAF. The Contractor will be reimbursed its direct expenses reasonably and properly incurred in the performance of the Work, for providing specific PPE and special clothing identified in a TAF in accordance with the Statement of Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipts. The procured items will remain the property of DND and may be disposed of at the discretion of DND.

The Contractor must get a minimum of 3 quotes from companies and select the company that provided the "lowest cost". These quotes must be submitted along with the receipt vouchers in the statement above.

i) **Clothing:** All contracted resources must be dressed appropriately. Clothing is to be clean and in good repair throughout the duration of the contract. All contracted resources are required to wear a top or other uniform means of identifying the individual as contracted status (i.e. such as a shirt or t-shirt with the company logo) during the performance of the work. The exception is for role-players who will be required to wear various types of clothing to support their roles. This will normally involve using general civilian attire. Nothing in this requirement precludes the wearing of personal environmental outerwear suitable to the conditions.

j) **Training:** DND will provide all formal training mentioned in Article 8.1 a) and f) for the initial contracted resources provided for each TAF and training time will be billable time. Additional training provided by DND for replacement resources or training failures will be considered as non-billable time. Orientation, and on-site training required, which is a normal part of becoming familiar with the environment, will be represented as billable time.

- 8.2 All instructional services will be subject to evaluation. A copy of the form is attached as Appendix 4 to Annex "A". This form is purely to evaluate the quality of instruction provided to ensure that it meets the CF standard and is part of CF Training and Education Evaluation. The evaluation will be conducted by either the Chief Standards Officer or the Chief Instructor or a delegated representative. Instructors subject to evaluation will be required to provide a lesson plan for the lesson to be evaluated.
- 8.3 The Contractor will be provided the evaluation results and must immediately follow up with the instructors as part of ongoing quality assurance process. Instructors must satisfy the requirements identified in the form. The Technical Authority has the right to refuse any instructor who receives an unsatisfactory rating on two successive evaluations. The Contractor must immediately replace the instructor upon request.

## 9.0 Management of the Contract

- 9.1 The Contractor will be required to appoint one (1) Primary Client Manager and two (2) Regional Client Managers (Ontario & Quebec).
- 9.2 The Primary Client Manager will be required to actively participate in the overall management of all activities related to this SOW, including the following responsibilities:
- Primary point of contact for overall management of contract between the Contractor and the Department of National Defence Representative and Public Service & Procurement Canada representative.
  - Primary point of contact to receive task authorizations (including amendments);

- Ability to resolve human resources issues that cannot be resolved by Regional Client Manager;
- Participate in meetings as required;
- Strong communication skills (verbally and in writing);
- Monitor compliance of contract (i.e. invoicing and timesheets)

9.3 Regional Client Managers are required for the following two (2) regions:

- (1) Quebec Region - RMCC St Jean, CFLS, & CFLRS
- (2) Ontario Region - MilPersGenHQ, RMCC Kingston, CFMSI Kingston, CFB Borden (includes MPGTG (includes TE, lodger units)

The Regional Client Manager is the 1st point of contact for issues that might arise (i.e. conflicts between tasked resource and students, identifying if task/deliverable is within scope of contract, advise Training Establishment (TE) if resource is unable to fulfill task, provide advice on new requirements), must participate in meetings, and is responsible to review timesheets.

9.4 The Regional Client Manager for the Quebec Region must have a level of proficiency in the use of French language that would meet a minimum BBB language profile in written comprehension, written expression and oral proficiency as prescribed by the Public Service Commission. While the Regional Client Manager is not required to hold a BBB level granted by the Public Service Commission, if the Regional Client Manager were to be language tested they would be required to meet the equivalent of BBB as identified in the following link:

<http://www.tbs-sct.gc.ca/psm-fpfm/staffing-dotation/rqs-qcr/oqs-anq-eng.asp>

## 10.0 Meetings

10.1 The Client Manager must attend all meetings and be available to address any problems identified by the Technical Authority (TA). The Client Regional Representatives must participate in meetings (either in person or via webex) as required.

10.2 The Contractor will not be reimbursed for any costs incurred by the Contractor for these activities.

### 10.3 Kick-off Meeting

- (a) A Kick-off meeting chaired by the Contracting Authority (CA) will be held at CDA HQ Kingston, Ontario with the Contractor, within approximately fifteen (15) days from the date of Contract award. The time and location of the kick-off meeting will be provided upon contract award.
- (b) The purpose of the kick-off meeting will be as a minimum to:
  - i. Review the contractual requirements;
  - ii. Review and clarify, if required, the respective roles and responsibilities of the Contracting Authority (CA), the Technical Authority, and the Contractor, to ensure common understanding.

### 10.4 Progress Review Meeting

- (a) A progress review meeting (PRM) may be held at least once per year. The Technical Authority's office will be considered as the prime location for PRM's, however, meetings may be held at other locations as mutually agreed. The purpose of the meeting will be to:
  - i. Review present and future resource requirements;

- ii. Review the progress made to date;
  - iii. Discuss, as applicable, problem areas and issues, and how to resolve and or address any problems/issues.
- (b) The Technical Authority will be responsible for the co-ordination of the Progress Review meeting between DND, the Contracting Authority, and the Contractor.
- (c) The Contractor must develop an agenda in collaboration with the Technical Authority. The proposed agenda must be submitted within fifteen (15) calendar days before the review meeting.
- (d) The Contractor must prepare and submit the minutes of the meeting within fifteen (15) calendar days to the Technical Authority for concurrence and or approval. The minutes of the meeting will provide the names of all attendees, a record of discussions and decisions made. Any required changes will be discussed between the Technical Authority and the Contractor.
- (e) The Technical Authority will distribute the approved minutes to all parties.
- (f) Additional Progress review meetings (PRM) may be requested at any time by the Contracting Authority, Technical Authority or the Contractor, as and when required, to discuss operational, administrative, or contractual problems.
- i. Agendas for these meetings will vary according to the reason for the meeting and will be made available by the requestor of the meeting (to all parties), at least seven (7) calendar days before the meeting;
  - ii. The time and location of the PRM will be determined and mutually agreed upon by all parties;
  - iii. The Contractor must prepare and submit the minutes of the meeting within seven (7) calendar days to the Technical Authority for concurrence/approval. The minutes of the meeting will provide the names of all attendees, a record of discussions and decisions made. Any required changes will be discussed between the Technical Authority and the Contractor.
  - iv. The Technical Authority will distribute the approved minutes to all parties.

#### 10.5 Meetings - Contracted Resources

Contracted Resources must make all necessary preparations in order to actively participate in any meeting convened by the Technical Authority.

### 11.0 Reporting

11.1 The Contractor must prepare monthly progress reports of the work performed tasked by the Technical Authority (TA) to be attached to each Invoice. As a minimum, monthly progress reports must include the following information:

- a) Activities performed by each resource under each task during the period covered by the invoice;
- b) Status of all action/decision items originating from each task, as well as a list of outstanding activities;

- c) A description of any problems encountered which are likely to require attention by the Technical Authority;
- d) Any recommendations relating to the conduct of the work;
- e) Total number of days charged against each task for each resource during the covered period;
- f) Provide additional information with respect to direct cost and/or travel; and
- g) Cumulative number of days charged against each task for each resource category since approved task authorization awarded

Note: Monthly reports are not required for any month in which services were not provided.

## **12.0 Travel and Living Expenses**

- 12.1 Canada will only accept any travel and living expenses when the requirement is for a resource to travel to CAF Bases in Canada to conduct the training (i.e. Hazardous Material, Aboriginal Cultural Awareness, Northern Aboriginal Cultural Awareness training which otherwise would have been conducted at a TE at CFB Borden or accompanying students to an alternate TE (i.e. Traffic Technician course travels from CFB Borden to CFB Trenton)
- 12.2 Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

## **13.0 Limitations and Constraints**

- (a) All documents and procedures developed and (or) updated by the contracted resources must be submitted for review, approval, and signature (where required) by the Technical Authority.
- (b) The Contractor must ensure that its personnel do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner may lead others to perceive Contractor personnel as being an employee of Canada.

## **14.0 Task Authorizations Process**

The DND 626 Task Authorization Form is the only form that may be used for this purpose.

Once assembled, the draft DND 626 TAF will be forwarded to the Client Manager to determine if resource(s) are available.

Client Manager to provide DND upon acceptance of the draft TA the following:

-Resume(s) of resource(s)

-Certificates such as but not limited to: first aid, hazardous material, education (College/University diploma), provincial driver's license, WHMIS, or security clearance.

Physical Standard

-Certification that resource meets physical standard

Security clearances

-Verify individual resource(s) hold appropriate security clearances

## Appendix 1 to Annex A, Estimated Resource Volume

The volume of resources required is estimated to be the below, for the entire period of the Contract. Canada reserves the right to request additional resources through Task Authorizations in all categories throughout the period of the contract, even if no estimates are provided at the time of RFP.

**Region 1 - Primary Locations: RMCSJ and CFLRS St. Jean, QC. Secondary Locations: Quebec City, and Gatineau, Quebec**

Core Services – Resource Categories	Estimated Number of Resources per Contract Term	Estimated Level of Effort (days) per Contract Term (all resources)
<b>CLERICAL TRAINING SUPPORT</b>		
Stream 1 - General Office Clerk - Junior	14	1666
<b>TRAINING SUPPORT</b>		
Stream 2 - Role-Player	14	1472
Stream 2 - Training Support Supervisor	7	732
<b>INSTRUCTIONAL SUPPORT</b>		
Stream 3 - Junior Instructor General Subjects	28	3228
Stream 3 - Senior Instructor General Subjects	12	2520
Stream 3 - Junior Military Occupation	8	1190
Stream 3 - Senior Military Occupation Instructor	2	44
Stream 3 - Specialist Instructor - Junior	2	220
Stream 3 - Specialist Instructor - Intermediate	2	220
Stream 3 - Specialist Instructor - Senior	5	40
Stream 3 - Subject Matter Expert	10	60
Stream 3 - Exam / Test Invigilator	3	534
<b>COURSEWARE DEVELOPMENT SUPPORT</b>		
Stream 4 - Junior Instructional Designer	2	220
Stream 4 - Senior Instructional Designer	2	220
Stream 4 - Junior E-Learning Developer	4	476
Stream 4 - Senior E-Learning Developer	2	238
Stream 4 - Junior Standards Support Designer	3	660
Stream 4 - Senior Standards Support Designer	1	100



## Region 2 – Toronto (CFC)

Estimated Number of Resources per Contract Term	Estimated Number of Resources per Contract Term	Estimated Level of Effort (days) per Contract Term (all resources)
<b>CLERICAL TRAINING SUPPORT</b>		
Stream 1 – Training Support Office Clerk - Junior	1	220
<b>TRAINING SUPPORT</b>		
Stream 2 – Role-Player		
Stream 2 – Training Support Supervisor		
<b>INSTRUCTIONAL SUPPORT</b>		
Stream 3 – Junior Military Occupation Instructor		
Stream 3 – Senior Military Occupation Instructor		
Stream 3 - Junior Instructor General Subjects		
Stream 3 - Senior Instructor General Subjects	89	1437
Stream 3 - Specialist Instructor - Junior		
Stream 3 – Specialist Instructor - Intermediate	43	1096
Stream 3 – Specialist Instructor - Senior	22	312
Stream 3 - Subject Matter Expert	5	33
Stream 3 – Exam / Test Invigilator	2	20
<b>COURSEWARE DEVELOPMENT SUPPORT</b>		
Stream 4- Junior Instructional Developer		
Stream 4 - Senior Instructional Developer	1	80
Stream 4 - Junior E-Learning Developer		
Stream 4 - Senior E-Learning Developer	1	80
Stream 4 - Junior Standards Support Designer		
Stream 4 - Senior Standards Support Designer	1	80

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

**Region 2 – Borden, ON (CFLTC, CFFCA, CFTDC, MPGTG) & all other locations (excluding Region 1 and other locations specifically identified in Region 2)**

<b>– Resource Categories</b>	<b>Estimated Number of Resources per Contract Term</b>	<b>Estimated Level of Effort (days) per Contract Term (all resources)</b>
<b>CLERICAL TRAINING SUPPORT</b>		
Stream 1 – Training Support Office Clerk	2	440
<b>TRAINING SUPPORT</b>		
Stream 2 – Role Player	12	1000
Stream 2 – Training Support Supervisor	6	500
<b>INSTRUCTIONAL SUPPORT</b>		
Stream 3 – Junior Military Occupation Instructor	28	3796
Stream 3 - Senior Military Occupation Instructor	38	4858
Stream 3 – Junior Instructor General Subjects	5	200
Stream 3 – Senior Instructor General Subjects	10	400
Stream 3 – Specialist Instructor - Junior	4	88
Stream 3 – Specialist Instructor - Intermediate	12	36
Stream 3 – Specialist Instructor - Senior	5	622
Stream 3 - Subject Matter Expert	4	25
Stream 3 - Exam/Test Invigilator	3	120
<b>COURSEWARE DEVELOPMENT SUPPORT</b>		
Stream 4- Junior Instructional Developer	5	600
Stream 4- Senior Instructional Developer	5	622
Stream 4 - Junior E-Learning Developer	4	516
Stream 4 - Senior E-Learning Developer	2	440
Stream 4 - Junior Standards Support	3	60
Stream 4 - Senior Standards Support	3	60

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File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

– Kingston, ON (RMC, CFMLC, MPG HQ)

– Resource Categories	Estimated Number of Resources per Contract Term	Estimated Level of Effort (days) per Contract Term (all resources)
<b>CLERICAL TRAINING SUPPORT</b>		
Stream 1 – Training Support Office Clerk		
<b>TRAINING SUPPORT</b>		
Stream 2 – Role-Player		
Stream 2 – Training Support Supervisor		
<b>INSTRUCTIONAL SUPPORT</b>		
Stream 3 - Junior Instructor General Subjects	1	5
Stream 3 – Senior Instructor General Subjects	2	10
Stream 3 - Junior Military Occupation Instructor		
Stream 3 - Senior Military Occupation Instructor		
Stream 3 - Specialist Instructor - Junior	1	10
Stream 3 – Specialist Instructor - Intermediate	2	10
Stream 3 – Specialist Instructor - Senior	2	10
Stream 3 - Subject Matter Expert	3	15
Stream 3 – Exam/Test Invigilator		
<b>COURSEWARE DEVELOPMENT SUPPORT</b>		
Stream 4- Junior Instructional Developer	5	600
Stream 4 - Senior Instructional Developer	7	1119
Stream 4 - Junior E-Learning Developer	3	660
Stream 4 - Senior E-Learning Developer	5	1100
Stream 4 - Junior Standards Support Designer	1	30
Stream 4 - Senior Standards Support	2	60

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## **Appendix 2 to Annex A, Courses that the Resources may be required for during the Contract**

Link to Military Personnel Generation Training Establishments and examples of some courses that may be required during the contract.

Note: Most of this training will take place as per the following description, but should there be an increased demand to conduct training as a result of increased recruitment, there may be a requirement to utilize organizations located in Esquimalt, BC, Halifax, NS, Gatineau, QC, and Quebec City, QC to deliver training.

Training in Gatineau, QC and Quebec City, QC will be charged in accordance with "Region 1 – Quebec" Pricing Basis.

Training in Esquimalt, BC and Halifax, NS will be charged in accordance with "Region 2 – Ontario and Other" Pricing Basis.

At this time, there is no estimated number of resources or level of effort available for these locations.

### **MILITARY PERSONNEL GENERATION TRAINING GROUP**

<http://www.forces.gc.ca/en/training-establishments/index.page>

#### **Canadian Forces Fire and CBRN Academy (CFFCA)**

Responsible to train personnel from the following occupations: Fire Fighter, CBRN (Chemical, Biological, Radiological and Nuclear warfare) Operator, CBRN Common. CFFCA conducts 23 unique courses.

- CBRN Defence Advisor
- Advanced CBRN Defence Officer
- Unit CBRN Defence Officer
- QL3, QL 6, QL6A & B Fire Fighter Training
- Operator Vehicles

#### **Canadian Forces Chaplain School and Centre (CFCSC)**

Responsible to train personnel as Military Chaplains. CFCSC conducts 12 unique courses.

- Basic Military Officer Qualification – Chaplain (BMOQ-Ch)
- Chaplain – Basic Occupation Qualification (Ch-BOQ)
- Ethics
- Intermediate Pastoral Counselling

#### **Canadian Forces Logistics Training Centre (CFLTC) Headquarters**

Responsible to train personnel from the following occupations: Music, Musician, Logistics, Cook, Postal Clerk, Supply Technician, Ammunition Officer, Traffic Technician, Mobile Support Equipment Operator, Resource Management Clerk. CFLTC conducts 98 unique courses.

- QL3
- QL5
- QL6 (Supply, Administration/Finance, Traffic Technician, Cook, Ammunition Technician Course)
- Cashier Services Course
- Non-Public Funds Administrator Course
- Compliance Inspection Course, Quartermaster Course

#### **Canadian Forces Training Development Centre (CFTDC)**

Responsible to train personnel from the following occupations: Personnel Selection, Training Development, Recruiting, IT&E Courses, and Fitness Related. CFTDC conducts 47 unique courses.

- Training Development Officer (TDO) Basic Qualification Course (BQC)
- Personnel Selection Officer Basic Qualification Course (PSEL BQC)

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## CANADIAN FORCES BASE KINGSTON

### Canadian Armed Forces Military Law Centre

Responsible to Military Legal Officers. CFMLC conducts 3 unique courses.

- Canadian Forces Military Law Centre (CFMLC) Legal Officer Qualification Course (LOQC)
- Canadian Forces Military Law Centre (CFMLC) Presiding Officer Certification Training (POCT)

### Royal Military College of Canada

The Royal Military College of Canada Degrees Act, 1959," passed by the 25th Ontario Legislature and given Royal Assent on March 26, 1959, empowers the College to confer degrees to Canadian Armed Forces members, Foreign Military (through an exchange program) in Arts, Science, and Engineering. RMC now Bids a wide variety of programmes in these three areas, at both the undergraduate and graduate levels Bided both on site through traditional studies and by distance learning through the Division of Continuing Studies (DCS).

<http://www.rmcc-cmrc.ca/en>

## ST JEAN, QUEBEC

### Canadian Forces Leadership and Recruit School

<http://www.forces.gc.ca/en/training-establishments/recruit-school.page>

Canadian Forces Leadership and Recruit School (CFLRS) – Responsible to provide basic training for all individuals joining the Canadian Armed Forces (CAF). CFLRS conducts 13 unique courses.

- Basic Military Qualifications (BMQ)
- Basic Military Officer Qualification (BMOQ)
- Primary Leadership Qualifications Distance Learning (PLQ DL)
- Canadian Armed Forces Junior Officer Development Program (CAFJOD)
- Canadian Forces Aboriginal Entry Program (CFAEP)
- General Military Training Instructor (GMTI)
- First Aid
- Canadian Armed Forces Safety Policies

### Royal Military College Saint-Jean

Prepares officer cadets for entry into the Royal Military College by providing college-level and first-year university programs in Science and Social Studies. Each program is Bided in the first official language of the candidate and includes the Preparatory Year and First Year.

The CAF generally provides training using military personnel as instructors, training support, and most administrative support. There are insufficient military or expert resources for the MPG to adequately fill all the roles necessary to conduct basic military qualification (BMQ) primary leadership qualification (PLQ) training, occupational, specialty and operational training.

[www.cmrsj-rmcsj.forces.gc.ca/di-b/di-b-eng.asp](http://www.cmrsj-rmcsj.forces.gc.ca/di-b/di-b-eng.asp)

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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## TORONTO, ONTARIO

### Canadian Forces College

Created as the Royal Canadian Air Force War Staff College in 1943, the Canadian Forces College (CFC) has undergone several stages of reorganization that reflect the evolution of the professional development of military officers. Today, the College is undeniably the cornerstone in the development of the Canadian Forces' senior officer cadre.

<http://www.cfc.forces.gc.ca/200-eng.html>

- Joint Command and Staff Programme (JCSP)
- National Security Programmed (NSP)
- Joint Command and Staff Programme Distance Learning (JCSP DL)
- Joint Staff Operations Programme (JSOP)
- Canadian Security Studies Programme (CSSP)
- Executive Leaders' Programme (ELP)

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### Appendix 3 to Annex A, List of Acronyms

BMQ	-	Basic Military Qualification
CA	-	Contract Authority
CACTC	-	Conduct After Capture Training Centre
CAF	-	Canadian Armed Forces
CBRN	-	Chemical, Biological, Radiological and Nuclear
CDA	-	Canadian Defence Academy
CFB	-	Canadian Forces Base
CFC	-	Canadian Forces College
CFCChSc	-	Canadian Forces Chaplain School and Centre
CFFCA	-	Canadian Forces Fire and CBRN Academy
CFITES	-	Canadian Forces Individual Training & Education System
CFLRS	-	Canadian Forces Leadership and Recruit School
CFLS	-	Canadian Forces Language School
CFLTCC	-	Canadian Forces Logistics Training Centre
CFMLC	-	Canadian Forces Military Law Centre
CFRG	-	Canadian Forces Recruit Centre
CFSTG	-	Canadian Forces Support and Training Group
CFTDC	-	Canadian Forces Training and Development Centre
DCS	-	Division of Continuing Studies (DCS).
DND	-	Department of National Defence
FTE	-	Full Time Equivalent
FY	-	Fiscal Year
IT	-	Information Technology
IT&E	-	Individual Training & Education
MPG	-	Military Personnel Generation
MPG TG	-	Military Personnel Generation Training Group
NCR	-	National Capital Region
PLQ	-	Primary Leadership Qualification
PPE	-	Personnel Protection Equipment
RMCC	-	Royal Military College of Canada
SKE	-	Supporting Knowledge Exams
TA	-	Technical Authority
TAF	-	Task Authorization Form
TP	-	Training Plan

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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## Appendix 4 to Annex A, Instructor Evaluation Forms



INSTRUCTION MONITORING – Knowledge Lesson

Instructor: \_\_\_\_\_

Monitor: \_\_\_\_\_

Date: \_\_\_\_\_

Instruction Monitoring				
Activity	Yes	Comments		
INTRODUCTION				
1. What the trainees (TEs) will learn				
2. Where does it fit/apply				
3. Why it is important				
4. Approach and stages				
5. Control statement				
6. Test statement				
BODY	STAGES	1	2	3
7. Identifies teaching points (TPIs)				
8. Voice is used effectively				
9. Verbal SUPPORT is effective				
10. Visual CONTACT is maintained				
11. Body gestures are precise/appropriate				
12. Visual aids quality				
13. Emphasizes TPIs				
14. Explanations are clear & precise				
15. Timings are appropriate				
TRAINEE PARTICIPATION				
16. Develops TPIs				
17. Question procedures are adequate				
18. TE's question handling				
CONFIRMATION				
19. Confirms learning by stages				
20. Confirms TPIs as per lesson objectives				
21. Re-teaches weak areas				
22. Final summary				
TEST	Yes/No			

Lesson Planning		
	Elements	Comments
A.	<b>Introduction</b> - what, where, why, approach, control and test statements	
B.	<b>Stage Introduction</b>	
C.	<b>Developing Question - 1 per Tpt</b>	
D.	Verbal Aid - 1 per Tpt	
E.	Visual Aid - 1 per Tpt	
F.	Stage confirmation - IAW lesson objective	
G.	Questions to the class (QTC) - 1 per Tpt	
H.	QTC - more than yes/no answer	
I.	QTC - relevant to Tpt	
J.	QTC - clearly worded	
K.	Action Column	
L.	Timing Column	
M.	<b>Final Confirmation - address all TPts</b>	
N.	Final Confirmation - relevant to TPts	
O.	Final Confirmation - more than yes / no answers	
P.	Final Confirmation - clearly worded	
Q.	Final Summary	
R.	<b>Conclusion</b> - restate critical elements	
S.	<b>Conclusion</b> - remotivation statement	
T.	<b>Lesson Plan</b> - adhered to lesson spec	
U.	Legible	
<b>Classroom Setup</b>		
A.	<b>Visual aid</b> are unobstructed and easily viewed by the entire class	
B.	<b>Training aids</b> are deployed effectively	
C.	Sufficient <b>learning aids</b> are available	

23. Tests all TEs as per lesson objectives			
24. Tests all TPs			
25. Informs TEs of results			
26. Weak areas are reviewed			
CONCLUSION			
27. Reviews main points			
28. Re-motivates TEs			

Additional Comments:  
Additional Comments:

**DEBRIEF / COUNSEL INSTRUCTORS**  
**PREPARATION AND INTERVIEW ASSESSMENT GUIDE**

1. Put instructor at ease
2. State the purpose (to help improve instruction)
3. Inform instructor you will take notes (for accuracy)
4. Lead-off question to open discussion (something that went well)

*I C E P A C*

**Strengths** (tie in to the Concepts of Instruction)

#1		
#2		
#3		

**Areas for improvement with Plan of Action** (Tie to the Concepts of Instruction)

	Occurrence #1	Occurrence #2	Occurrence #3
<b>Fact</b> (State what needs improvement)			
<b>Plan of Action Solution(s)</b>			

Summarize Discussion - Area of Improvement		Action to be taken – as agreed above
#1		
#2		
#3		

**Summary of strengths** (general comments by the Instructional Supervisor)

**Follow-up** (if needed, inform the instructor of your next visit)

<b>Monitor:</b>		Date:
Name and Signature		
<b>Instructor:</b> <i>"I have been debriefed on the result of the monitoring session"</i>		Date:
Signature:		

# INSTRUCTION MONITORING – Skill Lesson

Instructor: \_\_\_\_\_

Monitor: \_\_\_\_\_

Date: \_\_\_\_\_

Lesson Planning		
	Elements	Comments
A.	Introduction - what	
B.	Introduction - silent demo or finished product	
C.	Introduction - where, why, approach, control and test statements	
D.	Introduction - SAFETY STATEMENT	
E.	Stage Introduction	
F.	Explanation Demonstration	
G.	Imitation Supervision	
H.	Stage Practice	
I.	Action Column	
J.	Timing Column	
K.	Total Practice Under Test Conditions	
L.	Final Confirmation	
M.	Conclusion - restate critical elements	
N.	Conclusion - Remotivation statement	
Presentation Skills		
A.	Non Verbal - Eye Contact - direct, impartial, inclusive	
B.	Gestures - natural spontaneous, expressive, enhanced lesson	
C.	Body Movement - purposeful, relaxed, integrated with content	
D.	Professional Appearance - confident posture, neat, correct	
E.	Verbal - Volume, Rate, Pitch, Tone	
F.	Verbal - Word Choice - proper grammar, variety, no profanity	
G.	Clarity - minimal pauses, good mix of rate, pitch and volume	
H.	Appearance - well prepared, rehearsed	
I.	Displayed enthusiasm, energy, positive attitude towards subject	
J.	Maintained motivation throughout lesson	
Classroom Setup		
A.	Visual aids are unobstructed and easily viewed by the entire class	
B.	Training aids are deployed effectively	
C.	Sufficient learning aids are available	

Instruction Monitoring				
Activity	Yes	Comments		
<b>INTRODUCTION</b>				
1. What trainees (TEs) will learn to do				
2. Silent Demo - FINAL PRODUCT				
3. Where does it fit/apply				
4. Why it is important				
5. Approach and stages				
6. Control statement				
7. Safety precautions				
8. Test statement				
<b>BODY</b>				
<b>STAGES</b>	<b>1</b>	<b>2</b>	<b>3</b>	
9. Explanation - Demonstration (E-D)				
10. Imitation - Supervision (I-S)				
11. Meaningful practice				
12. Sufficient practice				
13. Supervision is effective				
14. Control of class				
15. Practice by stages including total practice				
16. Voice is used effectively				
17. Visual contact is maintained				
18. Body gestures are precise/appropriate				
19. Timings are appropriate				
20. Total practice under test conditions				
<b>TEST</b>	YES/NO			
21. Tests all TEs as per lesson objectives				
22. Informs TEs of results				
23. Weak areas are reviewed				
<b>CONCLUSION</b>				
24. Reviews important elements				
25. Re-motivates TEs				
26. Lesson timings are appropriate				

Additional Comments:  
Additional Comments:

DEBRIEF / COUNSEL INSTRUCTORS

**PREPARATION AND INTERVIEW ASSESSMENT GUIDE**

1. Put instructor at ease
2. State the purpose (to help improve instruction)
3. Inform instructor you will take notes (for accuracy)
4. Lead-off question to open discussion (something that went well)

**Strengths** (tie in to the Concepts of Instruction)

*I C E P A C*

#1		
#2		
#3		

**Areas for improvement with Plan of Action** (Tie to the Concepts of Instruction)

	Occurrence #1	Occurrence #2	Occurrence #3
<b>Fact</b> (State what needs improvement)			
<b>Plan of Action Solution(s)</b>			

	Summarize Discussion - Area of Improvement	Action to be taken – as agreed above
#1		
#2		
#3		

**Summary of strengths** (general comments by the Instructional Supervisor)

**Follow-up** (if needed, inform the instructor of your next visit)

**Monitor:**

Name and Signature	Date:
<b>Instructor:</b> <i>"I have been debriefed on the result of the monitoring session"</i>	Date:
Signature:	

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## ANNEX "B"

### BASIS OF PAYMENT

#### 1.0 Pricing

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) and Travel/Living Expenses are extra, if applicable.

#### 2.0 Pricing Periods

**Year 1: 2019-05-01 to 2020-04-30**

#### 3.0 Time Worked

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked.

##### 3.1 Definition of a Day - Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{applicable firm per diem rate}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

##### 3.2 Travel Time

Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem by 7.5.

#### 4.0 Travel and Living Expenses – National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.



Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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## **5.0 Disbursements**

Any requirements and costs for subcontractors, laboratory testing, materials, supplies, or rental of equipment must be identified and pre-approved in the signed Task Authorization Form. These must be claimed at actual cost to Contractor with no mark-up or overhead for Contractor. The Contractor must not mark up their actual costs in any way. The invoices for the disbursements must be provided with the Contractor's invoice.

Unless authorized by the Technical Authority on the DND 626 form, the Contractor must tender (to at least 3 qualified bidders) all requirements for goods or services that exceed \$1,000.00 and select the lowest bidder.

## 6.0 Pricing Basis

The Contractor will be paid a firm all-inclusive price per diem in accordance with the following tables:

### 6.1 Region 1 – Quebec (Includes RMCSJ and CFLRS St. Jean, QC, Quebec City, QC, and Gatineau, QC)

Core Services – Resource Categories	Estimated Number of Resources per Contract Period Term	Estimated Level of Effort (days) per Year (all resources)	Year 1 Per diem rate
<b>CLERICAL TRAINING SUPPORT</b>			
Stream 1 - General Office Clerk - Junior	14	1666	\$ /day
<b>TRAINING SUPPORT</b>			
Stream 2 - Role-Player	14	1472	\$ /day
Stream 2 - Training Support Supervisor	7	732	\$ /day
<b>INSTRUCTIONAL SUPPORT</b>			
Stream 3 - Junior Instructor General Subjects	28	3228	\$ /day
Stream 3 - Senior Instructor General Subjects	12	2520	\$ /day
Stream 3 - Junior Military Occupation	8	1190	\$ /day
Stream 3 - Senior Military Occupation Instructor	2	44	\$ /day
Stream 3 - Specialist Instructor - Junior	2	220	\$ /day
Stream 3 - Specialist Instructor - Intermediate	2	220	\$ /day
Stream 3 - Specialist Instructor - Senior	5	40	\$ /day
Stream 3 - Subject Matter Expert	10	60	\$ /day
Stream 3 - Exam / Test Invigilator	3	534	\$ /day
<b>COURSEWARE DEVELOPMENT SUPPORT</b>			
Stream 4 - Junior Instructional Designer	2	220	\$ /day
Stream 4 - Senior Instructional Designer	2	220	\$ /day
Stream 4 - Junior E-Learning Developer	4	476	\$ /day
Stream 4 - Senior E-Learning Developer	2	238	\$ /day
Stream 4 - Junior Standards Support Designer	3	660	\$ /day
Stream 4 - Senior Standards Support Designer	1	100	\$ /day

**6.2 Region 2 –Ontario and Other (Borden, Kingston, Toronto, and all other locations not covered under Region 1)**

Core Services – Resource Categories	Estimated Number of Resources per Contract Period Term	Estimated Level of Effort (days) per Year	Year 1 Per diem rate
<b>CLERICAL TRAINING SUPPORT</b>			
Stream 1 - General Office Clerk - Junior	3	660	\$ /day
<b>TRAINING SUPPORT</b>			
Stream 2 - Role-Player	12	1000	\$ /day
Stream 2 - Training Support Supervisor	6	500	\$ /day
<b>INSTRUCTIONAL SUPPORT</b>			
Stream 3 - Junior Instructor General Subjects	28	3796	\$ /day
Stream 3 - Senior Instructor General Subjects	38	4858	\$ /day
Stream 3 - Junior Military Occupation	6	205	\$ /day
Stream 3 - Senior Military Occupation Instructor	91	1847	\$ /day
Stream 3 - Specialist Instructor - Junior	5	98	\$ /day
Stream 3 - Specialist Instructor - Intermediate	57	152	\$ /day
Stream 3 - Specialist Instructor - Senior	29	352	\$ /day
Stream 3 - Subject Matter Expert	17	665	\$ /day
Stream 3 - Exam / Test Invigilator	3	120	\$ /day
<b>COURSEWARE DEVELOPMENT SUPPORT</b>			
Stream 4 - Junior Instructional Designer	12	1220	\$ /day
Stream 4 - Senior Instructional Designer	13	1821	\$ /day
Stream 4 - Junior E-Learning Developer	7	1276	\$ /day
Stream 4 - Senior E-Learning Developer	8	1580	\$ /day
Stream 4 - Junior Standards Support Designer	4	90	\$ /day
Stream 4 - Senior Standards Support Designer	6	2000	\$ /day

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat <b>W4938-19-002S</b> <i>Amendment 1</i>
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat <b>W4938-19-002S</b> <i>Amd 1 SM</i>
Security Classification / Classification de sécurité UNCLASSIFIED

<b>PART A (continued) / PARTIE A (suite)</b>			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :			
<input checked="" type="checkbox"/>	No Non	Yes Oui	
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :			
<input checked="" type="checkbox"/>	No Non	Yes Oui	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/>	RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET
	TOP SECRET- SIGINT TRÈS SECRET - SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO SECRET
	SITE ACCESS ACCÈS AUX EMPLACEMENTS		TOP SECRET TRÈS SECRET
			COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?			
<input checked="" type="checkbox"/>	No Non	Yes Oui	
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>			
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?			
<input checked="" type="checkbox"/>	No Non	Yes Oui	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?			
<input checked="" type="checkbox"/>	No Non	Yes Oui	
<b>PRODUCTION</b>			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?			
<input checked="" type="checkbox"/>	No Non	Yes Oui	
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?			
<input checked="" type="checkbox"/>	No Non	Yes Oui	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?			
<input checked="" type="checkbox"/>	No Non	Yes Oui	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W4938-19-002S

Amd 1 sm

Security Classification / Classification de sécurité  
Unclassified

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada



Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

Amd. No. - N° de la modif.  
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Contract Number / Numéro du contrat <b>W4938-19-002S</b> <i>Amd 1</i>
Security Classification / Classification de sécurité Unclassified

54

<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Margaret J. Tebbutt</b>		Title - Titre Formation Contract Management Officer	
Telephone No. - N° de téléphone 613-541-5010x3964		Facsimile No. - N° de télécopieur 613-541-6908	
E-mail address - Adresse courriel margaret.tebbutt@forces.gc.ca		Date 10 Aug 18	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Sasa Medjovic</b>		Title - Titre DDSO - Industrial Security	
Senior Security Analyst		Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone Tel: 613-596-0286		Facsimile No. - N° de télécopieur	
E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca		Date 2018-Aug 15	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
No Non		Yes Oui	
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) <b>Margaret J. Tebbutt</b>		Title - Titre Formation Contract Management Officer	
Telephone No. - N° de téléphone 613-541-5010x3964		Facsimile No. - N° de télécopieur 613-541-6908	
E-mail address - Adresse courriel margaret.tebbutt@forces.gc.ca		Date 10 Aug 18	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Signature		Signature	
Telephone No. - N° de téléphone		Facsimile No. - N° de télécopieur	
E-mail address - Adresse courriel		Date	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



UNCLASSIFIED

**NOTE: THIS IS A GUIDE ONLY. ONLY PWGSC/CISD SECURITY CLAUSES INCORPORATED INTO THE CONTRACT ARE CONSIDERED LEGALLY BINDING. THIS GUIDE IS FOR THE USE OF THE DND PROJECT/TECHNICAL/SCIENTIFIC AUTHORITY AND PWGSC/CISD. IT SHOULD NOT FORM PART OF THE CONTRACTUAL DOCUMENTATION TO BE DELIVERED TO THE CONTRACTOR.**

**Security Guide To W493819002S Amendment 1**

- PROTECTED information and assets exchanged or generated in connection with this procurement will be used, transmitted and safeguarded in accordance with the Government Security Policy and procedures which, for Contractor personnel working on their own sites are contained in the Industrial Security Manual. Contractor personnel working on DND sites shall abide by the National Defence Security Policy (NDSP) and the National Defence Security Instructions (NDSI) as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing any access to PROTECTED information, assets, or secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the International Industrial Security Division (IISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- At no time will Contractor personnel be allowed to remove any PROTECTED information/data and/or assets from DND premises. At no time will the Contractor be allowed external IT connections to DND LAN systems.
- All PROTECTED documents, reports, systems and/or assets developed and extensions thereto under any tasking relating to this contract shall not be reproduced or divulged/disseminated to a third party without the prior written permission of DND. Improper or unauthorized disclosure of this information may constitute an offence under the Security of Information Act.
- Subcontracts containing security requirements are prohibited without the prior written authority of the Canadian Industrial Security Division of the Department Public Works Government Services Canada (CISD/PWGSC).

**DND Personnel:**

The DND Contract Security Officer, DPM Secur 3-4 is the contact person for information pertaining to security concerns identified in this procurement.

**Industrial Personnel:**

The Company Security Officer (CSO) or alternate may contact CISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA) and shall adhere to instructions issued by their responsible NSA/DSA.

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### Appendix 1 to Annex C, Security Requirements, Security Classification Guide

The individual contracted resources require the following security clearance.

<b><u>Resource</u></b>	<b><u>Minimum Required Security Level</u></b>
Training Support Office Clerk	<b>Reliability Status</b>
Role-Player	<b>Reliability Status</b>
Training Support Supervisor	<b>Reliability Status</b>
Military Occupations Instructor - Junior	<b>Reliability Status</b>
Military Occupations Instructor - Senior	<b>Reliability Status</b>
Junior Instructor – General Subjects	<b>Reliability Status</b>
Senior Instructor – General Subjects	<b>Reliability Status</b>
Specialist Instructors – Junior	<b>Reliability Status</b>
Specialist Instructors - Intermediate	<b>Reliability Status</b>
Specialist Instructors - Senior	<b>Reliability Status</b>
Exam/Test Invigilator	<b>Reliability Status</b>
Subject Matter Expert/Mentor	<b>Reliability Status</b>
Instructional Designer - Junior	<b>Reliability Status</b>
Instructional Designer - Senior	<b>Reliability Status</b>
E-Learning Developer - Junior	<b>Reliability Status</b>
E-Learning Developer - Senior	<b>Reliability Status</b>
Standards Support Designer - Junior	<b>Reliability Status</b>
Standards Support Designer - Senior	<b>Reliability Status</b>

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## ANNEX "D"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- I. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles
- m. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

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

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.

## **2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
  - f. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
  - g. OPCF/SEF/NBEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
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**ANNEX "E"**

**DND 626 TASK AUTHORIZATION FORM**

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

Solicitation No. - N° de l'invitation  
W4938-19002S/A  
Client Ref. No. - N° de réf. du client  
W4938-19-002S

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File No. - N° du dossier  
KIN-8-50171

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

**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/calling 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.

**Expédiée 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 profond; 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 inscrit 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.

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## ANNEX "F" 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)