



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions → TPSGC
10th Floor, 4900 Yonge Street /
10e étage, 4900 rue Yonge
Toronto
Ontario
M2N 6A6

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Driver Wheel Training	
Solicitation No. - N° de l'invitation W2037-200005/A	Date 2019-07-12
Client Reference No. - N° de référence du client W2037-200005	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-008-7796	
File No. - N° de dossier TOR-9-42025 (008)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-08-26	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Leslie, Sandra	Buyer Id - Id de l'acheteur tor008
Telephone No. - N° de téléphone (416) 575-8256 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Combat Training Centre 5 CDSB Gagetown CTC HQ, H-16 Rm 312 PO Box 17000 Stn Forces Oromocto New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

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

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W2037-200005/A
Client Ref. No. - N° de réf. du client
W2037-200005

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-9-42025

Buyer ID - Id de l'acheteur
TOR008
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, , the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Department of National Defence (DND), Combat Training Centre (CTC), requires a Contractor to provide instructional and support personnel to deliver and support Driver Training at the Canadian Division Support Base (CDSB), Gagetown, NB and the Canadian Forces Base (CFB) Borden, ON in Canada. The period of the Contract is from October 1, 2019 to September 30, 2020.

The Contractor must provide the necessary instructional and training support personnel required to deliver complete Driver Training courses on an as-and-when requested basis.

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003 \(2019-03-04\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to 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:

Courier/Post: Ontario Region – Tendering Office
10th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6

epost: TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: 416-952-1256

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

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 (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Bidders must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the mandatory technical criteria will render the bid non-responsive and it will be given no further consideration.

	Mandatory Technical Criteria	Page #
M1	<p>CORPORATE EXPERIENCE The Bidder must have experience managing instructional based driving training programs.</p> <p>The Bidder must provide one (1) representative reference project, in the same or similar capacity role, completed by the Proponent and/or Joint Venture within the last 5 years from the bid closing date.</p> <p>The bidder must provide with its bid the following information</p> <ul style="list-style-type: none"> a. Project Information: Name, Location Start Date and Completion Date: b. Client Information: - name, address, title, and phone No. of client contact c. Project Value: Total value of the contract d. Project Scope and Description: Clearly describe the project scope and its similarity to the scope and tasks of required services related to the work described in Annex A, Statement of Work. <p>Reference checks may be completed at the sole discretion of Canada to assist in the evaluation of performance based on past project, with respect to budgets, schedules and quality of work.</p> <p>Bidder should limit their response for each project to a maximum of 1500 words.</p>	

M2	<p>The bidder must identify two (2) Course Managers.</p> <p>The bidder must demonstrate that the proposed resources have experience managing instructional based driver training courses.</p> <p>The bidder must provide with its bid;</p> <p>The Name of the proposed Course Managers that will be managing instructional based driver training courses for each of the locations.</p> <p>NOTE: If at any time, during the contract period, any of these persons are replaced by your company, each replacement will be replaced with a resource that possess' at a minimum the same qualifications.</p>	
M3	<p>Each of the 2 proposed Course Managers must hold at a minimum a Canadian Armed Forces (CAF) Trade Qualifications 6A/DP3A certificate.</p> <p>The Bidder must provide a current, valid copy of each proposed Trade Qualification certificate. If the certification is not provided with the bid at time of bid closing, it must be provided within 2 days of request from the Contracting Authority.</p>	

RATED REQUIREMENTS

Proposals meeting all the **Mandatory Technical Criteria** will be evaluated on the basis of the following criteria.

Item	Rated Requirement	Maximum Points Available	Proposal page #
R1	<p>The bidder should provide the number of years of corporate experience managing instructional based driving training programs.</p> <p>1 point per year of demonstrated experience up to the maximum of 10 points.</p>	10	
R2	<p>Resources competencies and experience:</p> <p>The bidder should provide the name of two (2) Course Managers.</p> <p>EACH PROPOSED RESOURCE WILL BE RATED ON Maximum of 10 POINTS.</p> <p>Bidder must demonstrate that the proposed resources have experience managing instructional based driver training courses.</p> <p>What must be submitted;</p>	20	

	<p><i>Curriculum vitae</i> (CV) of the proposed resources who will be assigned to this project. CV should be attached for each Assigned Personnel, maximum two pages each (not included in the overall proposal page count).</p> <p>CV should contain the following information;</p> <ol style="list-style-type: none"> i. The proposed Course Managers experience (including a description of the work performed, type of deliverables; and Identify the organization). ii. Years of experience managing instructional based driver training courses. iii. Instructional based driver training courses managed. <p>Each proposed resource CVs will be evaluated as follows:</p> <p>Years of experience managing instructional based driver training courses.</p> <p>(4 points) 1-3 years (1 point) 4 -5 years (3 points) 6 years and more (4 points)</p> <p>Number of instructional based driver training courses managed.</p> <p>(6 points) 2 – 3 instructional based driver courses (2 point) 4 -5 instructional based driving courses (4 points) 6 or more instructional based driving courses (6 points)</p>		
R3	<p>Approach and methodology.</p> <p>The bidder should describe how the Work will be managed; how its assigned team will be organized; and how its team will work together to achieve the desired results.</p> <p>What we are looking for as a minimum:</p> <ul style="list-style-type: none"> • Bidder should clearly explain, in its own words, how the firm will promptly address staff continuity issues over the duration at hand; and what plans are in-place for staffing contingency. (10 points) <p>The following should be included;</p> <ul style="list-style-type: none"> • Recruitment Strategies; 	10	

	<ul style="list-style-type: none"> • Communication strategies; • Site/Work and how assignments and authorities are disseminated; and • Quality Management. <p>The following rating scale applies:</p> <p>Excellent – 10/10 - The response is complete in that it addresses the factor and provides exceptionally relevant supporting detail.</p> <p>Good – 8-9/10 - The response is complete in that it clearly addresses the factor and provides some relevant supporting detail.</p> <p>Satisfactory – 6-7/10 - The response is complete in that it clearly addresses the factor in some detail while providing some supporting detail</p> <p>Minimal – 4-5/10 The response is not complete in that it fails to fully address some of the elements in the factor; it is not clear or is incomplete.</p> <p>Poor – 1-3/10 - The response is not complete in that it fails to address all the considerations of the factors and only nominally addresses some considerations.</p> <p>Not indicated / Unsatisfactory - 0 – No response was received for this factor or the response does not address any of the considerations in the factor.</p>		
	MAXIMUM TOTAL POINTS AVAIL	40	
	MINIMUM TOTAL POINTS ACCEPTABLE	20	

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Bidder must submit their Financial Bid in accordance with Annex B, Basis of Payment in Canadian Funds excluding GST/HST.
- b. The bidder must submit firm rates for all locations and all class sizes of each cell for Year 1 and Option Years 1 & 2 in accordance with Annex B, Basis of Payment.

4.1.2.2 The Price used in the Evaluation will be the Total Evaluated Price in accordance with the calculations in Attachment 1 to Part 4 – Financial Evaluation Example

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

4.2 Basis of Selection - Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 – FINANCIAL EVALUATION EXAMPLE

Attachment 1 to Part 4 FINANCIAL EVALUATION EXAMPLE

The prices shown here are for demonstration purposes only and should in no way be construed as guaranteed business or being expected costs for the resulting contract.

The Total Evaluated Price of each bid will be evaluated in two steps as follows:

STEP 1 - Evaluation of a Course Weighted Average Cost (CWAC) for each type of course broken down by geographical location for Year 1 and option years 1 and 2, and based on the number of students as follows:

- 20% of the sum for Column's E, F, & G (class sizes 24, 28, and 32) per course.
- 10% of the sum for Column's A, B, C, & D (all other class sizes) per course.

And

Evaluation of the Augmentee hourly rates and hourly overtime rates

Estimated Hours: The estimated hours will be used for evaluation purpose only. This estimate is made in good faith and does not represent an agreement by Canada for the estimated hours.

AUGMENTEE HOURLY RATE

Contractor Resources	Unit of issue	Estimated hours
Course Instructor	hourly	60
Course Administration	hourly	20
Course Manager	hourly	20

HOURLY OVERTIME RATE

Contractor Resources	Unit of issue	Estimated hours
Course Instructor	hourly	60
Course Administration	hourly	20
Course Manager	hourly	20

Step 2 – Evaluation of a Frequency Weighted Average Cost (FWAC) of courses by the number of serials broken down by geographical location (see Annex A, Table 6.2.2) and by year 1 and option years 1 and 2 based on the individual Course Weighted Average Costs, determined in Step 1, as follows:

LUVW with trailer - 2 serials
LUVW– 2 serials
LSVW- 2 serials
LSVW - 2 serials
Silverado with trailer – 1 serial
Silverado - 15
MLVW – 1 serial
LSVW/LUVW MILCOT - 2 serials
LUVW Conv with trailer– 2 serials
LUVW conversion – 2 serials
HLVW – 2 serials

HLVW Conversion – 2 serials
MSVS – 3 serials
Air Brakes (certification 121 system) – 4 serial
Air Brakes (certification & HLVW) – 1 serial

EXAMPLE OF TOTAL PRICE CALCULATION

Year 1
CFB Gagetown – Firm rate per course including travel and lodgings, exclusive of GST/HST

	10% of the sum for Column's A, B, C, & D per course.				20% of the sum for Column's E, F, & G per course.		
	Column A	Column B	Column C	Column D	Column E	Column F	Column G
Type of Training Course	Up to 8 Students	9 – 12 Students	13 – 16 Students	17 – 20 Students	21 – 24 Students	25 – 28 Students	29 – 32 Students
Army Common and LUVW Operator with trailer	\$850	\$850	\$850	\$850	\$850	N/A	N/A
Army Common and LUVW Operator	\$15,000	\$16,500	\$18,000	\$19,500	\$21,000	\$22,500	\$24,000
Army Common and LSVW Operator with trailer	\$14,000	\$15,500	\$17,000	\$18,500	\$20,000	\$21,500	\$23,000
Army Common and LSVW Operator	\$15,000	\$16,500	\$18,000	\$19,500	\$21,000	\$22,500	\$24,000
Army Common and MilCOTS Silverado Op with trailer	\$14,000	\$15,500	\$17,000	\$18,500	\$20,000	\$21,500	\$23,000
Army Common and MilCOTS Silverado Operator	\$8,000	\$9,500	\$11,000	\$12,500	\$14,000	\$15,500	\$17,000
MLVW Operator with Trailer	\$7,000	\$8,500	\$10,000	\$11,500	\$13,000	\$14,500	\$16,000
MLVW Operator	\$8,000	\$9,500	\$11,000	\$12,500	\$14,000	\$15,500	\$17,000
LSVW/MilCOTS Conversion with trailer	\$7,000	\$8,500	\$10,000	\$11,500	\$13,000	\$14,500	\$16,000
LSVW/MilCOTS Conversion	\$9,600	\$11,200	\$12,800	\$14,400	\$16,000	\$17,600	\$19,200
LUVW Conversion with trailer	\$8,600	\$10,200	\$11,800	\$13,400	\$15,000	\$16,600	\$18,200
LUVW Conversion	\$9,600	\$11,200	\$12,800	\$14,400	\$16,000	\$17,600	\$19,200

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HLVW	\$6,400	\$8,000	\$9,600	\$11,200	\$12,800	\$14,400	\$16,000
HLVW Conversion	\$9,600	\$11,200	\$12,800	\$14,400	\$16,000	\$17,600	\$19,200
MSVS	\$6,400	\$8,000	\$9,600	\$11,200	\$12,800	\$14,400	\$16,000
MSVS Conversion	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	N/A	N/A
Air Brakes (certification 121 system)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	N/A	N/A
Airbrakes (certification and HLVW)	\$8,000	\$9,000	\$10,000	\$11,000	\$12,000	\$13,000	\$14,000

Year 1 – CFB Gagetown - Hourly Augmentee Rate and Hourly overtime rate for Contractor Staff exclusive of GST/HST.

AUGMENTEE HOURLY RATE

HOURLY OVERTIME RATE

Contractor Resources	Hourly Rate
Course Instructor	\$34.00
Course Administration	\$27.00
Course Manager	\$38.00

Contractor Resources	Hourly Rate
Course Instructor	\$51.00
Course Administration	\$40.50
Course Manager	\$57.00

Step 1 - Evaluation of a Course Weighted Average Cost (CWAC) for CFB Gagetown for each type of course in year 1:

Course	24, 28 or 32 Students (20% of the sum for Column's E, F, & G per course)	Other sizes (10% of the sum for Column's A, B, C, & D per course)	CWAC
Army Common and LUVW Operator with trailer	20% x [\$850 + 0 + 0]	10% x [\$850+\$850+\$850+\$850]	\$510
Army Common and LUVW Operator	20% x [\$21,000+\$22,500+\$24,000]	10% x [\$15,000+\$16,500+\$18,000+\$19,500]	\$20,400
Army Common and LSVW Operator with trailer	20% x [\$20,000+\$21,500+\$23,000]	10% x [\$14,000+\$15,500+\$17,000+\$18,500]	\$19,400
Army Common and LSVW Operator	20% x [\$21,000+\$22,500+\$24,000]	10% x [\$15,000+\$16,500+\$18,000+\$19,500]	\$20,400
Army Common and MilCOTS Silverado Op with trailer	20% x [\$20,000+\$21,500+\$23,000]	10% x [\$14,000+\$15,500+\$17,000+\$18,500]	\$19,400
Army Common and MilCOTS	20% x [\$14,000+\$15,500+\$17,000]	10% x [\$8,000+\$9,500+\$11,000+\$12,500]	\$13,4000

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Silverado Operator			
MLVW Operator with Trailer	20% x [\$13,000+\$14,500+\$16,000]	10% x [\$7,000+\$8,500+\$10,000+\$11,500]	\$12,400
MLVW Operator	20% x [\$14,000+\$15,500+\$17,000]	10% x [\$8,000+\$9,500+\$11,000+\$12,500]	\$13,400
LSVW/MilCOTS Conversion with trailer	20% x [\$13,000+\$14,500+\$16,000]	10% x [\$7,000+\$8,500+\$10,000+\$11,500]	\$12,400
LSVW/MilCOTS Conversion	20% x [\$16,000+\$17,600+\$19,200]	10% x [\$9,600+\$11,200+\$12,800+\$14,400]	\$15,360
LUVW Conversion with trailer	20% x [\$15,000+\$16,600+\$18,200]	10% x [\$8,600+\$10,200+\$11,800+\$13,400]	\$14,360
LUVW Conversion	20% x [\$16,000+\$17,600+\$19,200]	10% x [\$9,600+\$11,200+\$12,800+\$14,400]	\$15,360
HLVW	20% x [\$12,800+\$14,400+\$16,000]	10% x [\$6,400+\$8,000+\$9,600+\$11,200]	\$12,160
HLVW Conversion	20% x [\$16,000+\$17,600+\$19,200]	10% x [\$9,600+\$11,200+\$12,800+\$14,400]	\$15,360
MSVS	20% x [\$12,800+\$14,400+\$16,000]	10% x [\$6,400+\$8,000+\$9,600+\$11,200]	\$12,160
MSVS Conversion	20% x [\$2,000+\$0+\$0]	10% x [\$2,000+\$2,000+\$2,000+\$2,000]	\$1,200
Air Brakes (certification 121 system)	20% x [\$2,000+\$0+\$0]	10% x [\$2,000+\$2,000+\$2,000+\$2,000]	\$1,200
Airbrakes (certification and HLVW)	20% x [\$12,000+\$13,000+\$14,000]	10% x [\$8,000+\$9,000+\$10,000+\$11,000]	\$11,600

AUGMENTEE HOURLY RATE

Contractor Resources	Unit of issue	Estimated Hours	Hourly Rate	Extended Total
Course Instructor	hourly	60	\$34.00	\$2,040.00
Course Administration	hourly	20	\$27.00	\$540.00
Course Manager	hourly	20	\$38.00	\$760.00
Sub-Total				\$3,340.00

HOURLY OVERTIME RATE

Contractor Resources	Unit of issue	Estimated Hours	Hourly Rate	Extended Total
Course Instructor	hourly	60	\$51.00	\$3,060.00
Course Administration	hourly	20	\$40.50	\$810.00
Course Manager	hourly	20	\$57.00	\$1,140.00

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				Sub-Total
				\$5,010.00

Similar calculations will be performed for each geographic location for year 1 and option year 1 and 2.

Step 2 - Determination of the Frequency Weighted Average Costs (FWAC), based on the Course Weighted Average Cost (CWAC) for CFB Gagetown Year 1:

Course	CWAC	Number of Serials	Cost Sub-Totals
Army Common and LUVW Operator with trailer	\$510	5	\$2,550
Army Common and LUVW Operator	\$20,400	1	\$20,400
Army Common and LSVW Operator with trailer	\$19,400	1	\$19,400
Army Common and LSVW Operator	\$20,400	5	\$102,000
Army Common and MilCOTS Silverado Op with trailer	\$19,400	1	\$19,400
Army Common and MilCOTS Silverado Operator	\$13,400	1	\$13,400
MLVW Operator with Trailer	\$12,400	1	\$12,400
MLVW Operator	\$13,400	1	\$13,400
LSVW/MilCOTS Conversion with trailer	\$12,400	1	\$12,400
LSVW/MilCOTS Conversion	\$15,360	1	\$15,360
LUVW Conversion with trailer	\$14,360	1	\$14,360
LUVW Conversion	\$15,360	1	\$15,360
HLVW	\$12,160	1	\$12,160
HLVW Conversion	\$15,360	5	\$76,800
MSVS	\$12,160	1	\$12,160
MSVS Conversion	\$1,200	1	\$1,200
Air Brakes (certification 121 system)	\$1,200	1	\$1,200
Airbrakes (certification and HLVW)	\$11,600	1	\$11,600
Sub-Total		30 serials	\$375,550
FWAC Year 1: Cost of the sub-totals \$ will be divided by (30) the number of serials to calculate the extended price.			\$12,518.33

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YEAR 1 – GAGETOWN

FWAC Year 1: Cost of the sub-totals = \$12,518.33

Augmentee hourly rate Subtotal: \$3,340.00

Hourly overtime rate Subtotal: \$5,010.00

YEAR 1: Total Price for Gagetown: \$20,868.33

Similar calculations will be performed for both locations: (CFB Gagetown and CFB Borden) for year 1, option year 1 and option year 2.

- 1) The FWAC of each location will be added together to give a Total Frequency Weighted Average Cost (TFWAC) for year 1, option year 1 and option year 2.

The Total Evaluated Price will be the sum:

1. Of CFB Gagetown (TFWAC year 1 + TFWAC option year 1 + TFWAC option year 2) plus the sum of CFB Borden (TFWAC year 1 + TFWAC option year 1 & TFWAC option year 2).

plus

2. The Sum of Gagetown augmentee hourly rate and hourly overtime rate, of year 1, plus option year 1, plus option year 2, plus the sum of CFB Borden hourly rate and hourly overtime rate, of year 1, plus option year 1, plus option year 2.

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 property 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 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.

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".

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk

7.1.2.2 Task Authorization Limit

The *Project Authority* may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 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 10%.

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.

7.1.2.4 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:

- A. the authorized task number or task revision number(s);
- B. a title or a brief description of each authorized task;
- C. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- D. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

-
- E. the start and completion date for each authorized task; and
 - F. 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.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence, Combat Training Centre in Gaagetown, NB and Borden, ON Canada. This Process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

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 sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from October 1, 2019 to September 30, 2020.

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Leslie
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Address: 10th Floor, 4900 Yonge Street
Toronto, ON M2N 6A6
Telephone: 416-575-8256
E-mail address: sandra.leslie2@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the

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Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative *(To Be Filled Out By Offeror)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment -

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. Custom duties 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 \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

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

7.7.4 SACC Manual clauses

SACC Manual clause, C2000C (2007-11-30) Taxes - Foreign-based Contractor

7.7.5 Electronic Payment of Invoices – Contract

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

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

7.7.6 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 release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21) 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 _____.

7.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract
SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

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

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

OR

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

7.14 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 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.

ANNEX "A" STATEMENT OF WORK

1. SCOPE

1.1 Purpose

1.1.1 The Department of National Defence (DND), Combat Training Centre (CTC), requires a Contractor to provide instructional and support personnel to deliver and support Driver Training at the Canadian Division Support Base (CDSB), Gagetown, NB and the Canadian Forces Base (CFB) Borden, ON in Canada.

1.2 Background

1.2.1 CTC is responsible for the training of Regular and Reserve Force military personnel. The current high tempo combined with a shortage of qualified military personnel has placed a strain on CTC and its Schools. CTC has insufficient military or DND civilian staff to effectively manage and execute the required Driver Wheel training program in certain CFB locations. To meet the increased training demand, CTC requires a Contractor to provide consulting expertise to conduct a portion of Driver Wheel training within CTC Schools. This training will allow soldiers to conduct the necessary Driver training required for them to progress through to their remaining trade qualification training.

1.2.2 CTC's intent is to utilize this training resource up to a point where it has the military and/or DND civilian staff to effectively manage and execute CTCs entire Driver Wheel training program.

1.3 Terminology

Table 1.3.1. Definitions.

CTC School Contact	Military position assigned to an individual Driver Training course, responsible for coordination between the School's agencies and the Course Manager.
Driver Training	Military training that focuses on teaching and qualifying their members on driving vehicles.
Driver Training Program Coordination	Military position assigned with the coordination of contracted Driver Training courses within CTC.
Driver Wheel Centre Of Excellence Standards Cell	Military organization responsible to set, maintain, and enforce military Driver Wheel training standard.
Enabling Objective Test	Test conducted at various stages of a course to determine if students are achieving the performance requirements of the applicable enabling objectives.
Instructor	Contracted position assigned to provide instruction, mentoring, and evaluation on assigned course material.
Performance Objective Test	Test conducted at various stages of a course to determine if students are achieving the

	performance requirements of the applicable performance objectives.
Qualification Standard (QS)	Military publication that describes in operational terms the detailed job requirements to perform the duties of the course.
Safe Driving Course (SDC)	An on-line Military course available only through Defence Learning Network (DLN) designed to teach the techniques of safe driving in modern-day traffic. Course intent is to mitigate the risk of collisions within DND. It has been adopted by DND as a means of providing basic, remedial and refresher training to its members and is an integral part of both the DND licensing policy and the DND MSE Safety Program.
Support Base Transportation Company	The support provided by individual CDSB & CFB Transportation Companies. For this contract this support will be coordinated through the Program Coordinator.
Training Plan (TP)	Military publication which is the primary authority governing the conduct and evaluation of a training course. TPs are used in conjunction with the applicable QS to validate training.

2. APPLICABLE DOCUMENTS

2.1 Main References

2.1.1 The Contractor will be supplied the following references which form the basis of the Basic Military Driver and Driver Maintenance Training:

- a) A-LM-158-005/AG-001 – Transportation Manual, Volume 5, Mobile Support Equipment (MSE);
- b) C-02-040-010/MB-004 – Unit Driver Examiner Package;
- c) LFCO 24-15 – Driver Training Standards and Qualifications;
- d) C-02-040-005/PT-009 – Canadian Forces Mobile Support Equipment Safe Backing Course;
- e) C-02-040-10/MB-001 – Driver's Regulations;
- f) A-GG-040-004/AG-001 – Hazardous Material Safety;
- g) C-02-040-010/MB-003 – Driver's Manual for Dangerous Goods;
- h) QS for all the types of vehicles/course to be taught; and
- i) TP for all the types of vehicles/course to be taught.

3. REQUIREMENT

3.1.1 The Contractor must provide the necessary instructional and training support personnel required to deliver complete Driver Training courses on an as-and-when requested basis. Driver Training courses will be instructed in accordance with departmental training documentation, using military developed training packages, infrastructure, facilities and equipment. Driver Training must be delivered to Regular and Reserve Force military personnel, who may have limited or no previous driving experience. Driver Training will be provided at the Canadian Division Support Base (CDSB), Gagetown, NB and the Canadian Forces Base (CFB) Borden, ON in Canada.

3.2 The Driver Training serials will be based on one or more military vehicle types.

3.3 **Training Parameters**

3.3.1 General. The Driver Training requirements will be the same regardless of where the training is conducted. Despite geographical and environmental differences between Canadian Forces Bases, the facilities provided at each location will be similar.

3.3.2 Vehicle Types. Regular and Reserve Force military personnel are to be trained on the following Standard Military Pattern Vehicles (SMP):

- a) Light Utility Vehicle Wheeled (LUVW);
- b) Light Support Vehicle Wheeled/ Light Utility Vehicle Wheeled (LSVW/LUVW), Militarised Commercial Off The Shelf (MILCOTS);
- c) Medium Logistics Vehicle Wheeled (MLVW);
- d) Medium Support Vehicle System (MSVS); and
- e) Heavy Logistics Vehicle Wheeled (HLVW).

There may be occasion during the period of the contract that DND may introduce one or more new vehicles into this contract.

3.3.3 Location. All work must be conducted on site at the applicable CTC Schools or within the immediate vicinity on provincial highways and local secondary roads as dictated by the applicable TP. CTC Schools will supply a suitable classroom and a garage or a vehicle hangar to conduct the academic portion of the course. Individual furnished workspaces of the standard provided for military personnel in similar roles will be available, but with limited access to Automated Data Processing equipment. Part of the training will take place in a field environment, during daylight and/or night hours and in all weather conditions in accordance with the TP. Appropriate facilities are available at designated locations within the applicable CFB range and training areas.

3.3.4 Duration. The course duration must be in accordance with the applicable TP and will include additional hours during the night driving portion of courses.

3.3.5 Overtime. The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Driver Training Program Coordinator. Overtime will only be approved in exceptional cases to achieve and or meet the training requirements when the Contractor is faced with delays which they do not control (i.e., vehicle breakdown). Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

3.3.6 Environmental Conditions. Environmental conditions will vary and include administrative office, school, classroom, garage, vehicle hangar, outdoor, and open country settings. Driver Training will be conducted in varying weather conditions. Training will be cancelled only in extreme weather conditions with the approval of the CTC School Contact.

3.3.7 Workplace Hazards. Instructional and support staff will be exposed to the hazards and conditions normal to the work environments described in 3.2.6.

3.3.8 Physical Effort. Little physical effort will normally be required to fulfill task duties; moderate fatigue may be experienced, especially when time becomes a factor in performance. The contracted instructors must be physically capable of performing all manual tasks required on the SMP vehicles.

3.3.9 Protective Equipment. The contractor must provide standardized protective and environmental clothing items that must be worn by all contracted staff, thus providing individual recognition and establishing a credible and professional appearance. Onlookers must be able to clearly differentiate between authorized contracted personnel, military personnel and DND civilian employees.

3.3.10 Language Requirements. DND being a bilingual organization will require that this service be provided in both official languages. Courses at both locations will be delivered with the primary language of instruction of English. There may be a requirement to conduct a course in both official languages. This language requirement equates to the contractor being capable of providing twenty-five per cent of the workload in the secondary language. These staff must have the written and oral skills to interact with the students in their primary language.

3.4 **Client Support**

3.4.1 General

3.4.1.1 DND will provide the following to the Contractor in support of Driver Training delivery:

- a) A complete training package, used to deliver the applicable training. The references cited in para 2.1.1 constitute a partial list of the potentially useful reference materials;
- b) Suitable classroom facilities, garage/hanger space, and access to suitable driver training roads and routes on and about the CTC Schools or Bases and its range and training area including access to training areas for cross-country training. Access will also be provided to a suitable SMP training vehicle fleet, including sufficient alternate vehicles. Technical and maintenance support for the repair of the SMP vehicle fleet necessary to maintain fleet serviceability throughout the training serial will also be provided. DND will provide suitable facilities for cleaning vehicles (i.e. wash bays), as well as fuel and associated products
- c) Unit documents required for the conduct of a course being conducted will be provided by the Unit. These documents include student files and content forms, course report forms, and Unit Standing Operating Procedures. Guidance in the preparation of these additional documents will be provided by the Unit contact or Standards Cell;
- d) A military member as a Unit contact who will be assigned to each Driver Wheel Training (DWT) course. The Unit contact will be responsible for coordination of training and resources with the Contracted Course Manager. He will be the link between the contracted Course Manager and all military agencies internal and external to the supported Unit.
- e) Course Managers and Staff will be provided with limited access to computers and a printer for administrative purposes. Contractor will not be permitted to connect their computers or any type of automated data processing equipment to DND computer.

3.4.2 Army Project Authority

3.4.2.1 DND will provide an Army Project Authority who will be responsible for liaising with the Contractor, Army Individual Training Authority, CTC School Contact and Driver Training Program Coordinator, as required, to rectify issues of concern regarding contract performance.

3.4.3 Driver Training Program Coordinator

3.4.3.1 DND will provide a Driver Training Program Coordinator who will be responsible for:

- a) Ensuring that the Contractor has a complete up to date training package for the course to be delivered;
- b) Preparing and taking for action the documentation required to have Contracted staff attend military conducted Driver Trainer/Examiner course(s); and
- c) Coordinating and chairing periodic performance review serials with Contractor staff to verify that the contracted services are fully meeting the required standards.

3.4.4 Support Base Transportation Company

3.4.4.1 The Support Base Transportation Company through the Driver Training Program Coordinator will:

- a) Provide CAF MSE Driving Permit, DND 404, to contracted instructors and course support personnel;
- b) Provide the Military Driver Trainer/Examiner course to the Contractor as required; and
- c) Provide the DND Standard Airbrake Safety Course and add-on Airbrake courses as required.

3.5 **Tasks**

3.5.1 General

3.5.1.1 Upon receipt of training serial approval the Contractor must:

- a) Liaise with CTC School Contact to ensure that the logistical requirements of the serial will be met including provision of basic student information;
- b) Confirm all training requirement resources prior to commencement of course, this usually will take 1– 2 days for 2 personnel;
- c) Prepare provided facilities for training prior to commencement of course; and
- d) Submit requests through the supported Unit for Temporary Driver Training Permits, DND 404, for each student.

3.5.1.2 During delivery of training the Contractor must:

- a) Provide driving instructors on a student-instructor ratio as for the applicable vehicle TP during static vehicle training demonstration; and
- b) Provide driving instructors on a student-instructor ratio as for the applicable vehicle TP during in cab driver training.

3.5.2 Course Manager

3.5.2.1 The Course Manager tasks and responsibilities are as follows:

- a) Assist with instructional material development and provide input and detailed suggestions for changes and improvements to: specific course material; any or all aspects of the training program; and any aspects of course and personnel administration;
- b) Ensure delivery of phone messages and mail to students;
- c) Provide reports on incidences of what went right and wrong with the training (i.e. vehicle breakdowns, student absences/conduct, number of students who pass/fail, problems with access to required roads, problems related to weather) to the Program Coordinator for performance measurement;
- d) Ensure that Contractor supplied instructors perform their tasks in a professional manner;
- e) Maintain a currency in all authorized TP;
- f) Assemble and prepare all suitable teaching materials and training aids;
- g) Identify and report student disciplinary problems to the appropriate CTC School Contact or military authority as required;
- h) Ensure instruction is delivered in accordance with doctrine, lesson plans, techniques and procedures or guidance from appropriate DND personnel;
- i) Ensure all training is delivered as per the applicable Training Plan. This will require working in adverse weather conditions and during day and night operations;
- j) Evaluate, test and re-test each military student as required;
- k) Ensure Student Record Books are maintained by instructors;
- l) Participate in Progress Review Boards upon request;
- m) Prepare, verify, discuss, sign and present course reports to students;
- n) Operate under the general oversight of the Driver Wheel Centre of Excellence Standards Cell to maintain course materials and instructional standards.
- o) Coordinate course activities with the CTC School Contact when required. If problems arise that can't be solved at the Unit level, contact the Driver Training Program Coordinator Office for resolution;
- p) Attend and successfully complete additional training as may be required from time to time to upgrade instructional skills and improve expertise. Such training must be organized and paid for by the Contractor;
- q) Conduct post-course wrap-up sessions, including the completion of course and student documentation, analysis of course critiques and the preparation of suggestions for

improvements to the TP, advice to the Subject Matter Expert (SME) and observations on the QS;

- r) Brief and ensure that students understand and respect all aspects of SMP vehicle safety procedures. Monitor students during training to ensure safety procedure compliance so as to prevent personnel injury and equipment damage;
- s) Administer written tests and conduct performance checks as required; and
- t) Ensure vehicles and equipment are properly maintained, cleaned and returned as per CTC School Standard Operating Procedures.

3.5.3 Instructors

The Contractor must provide Instructors in accordance with the TP. Instructors may be used to augment military run courses. Those offered for a specific Task Authorization must meet the following qualifications. DND will be verified for the appropriate qualifications by the Driver Training Program Coordinator by utilizing the Fleet Management System and the documents provided by the Contractor.

Instructors must;

- a) Have completed the on-line Safe Driving Course (SDC) through the DND Defence learning Network. Contractor may request new resource logins through the Army Project Authority. This course is a prerequisite for instructors and must be completed prior to the course start. In the event that an instructor is replaced, the replacement person must be in possession of the proper qualifications;
- b) Meet the prerequisites and received training in accordance with the CF Transportation Manual, Volume 5, Mobile Support Equipment (MSE). Each vehicle type to be instructed will require annual minimum mileage or time currency factors as detailed in the Transportation Manual, Transportation Directive 554, Annex A – Driver Validation and Retesting Schedule. Where instructors do not currently meet minimum annual currency on a vehicle, the Contractor must provide details on how they intend to complete the currency training for the effected personnel;
- c) Hold a valid provincial driver's license applicable to the type of vehicle to be taught in accordance with CF Transportation Manual, Volume 5, MSE, and in accordance with applicable provincial regulations. Note that some provincial regulations may entail testing to permit instructors to operate multi-axle and/or heavy vehicles on provincial highways;
- d) Hold a current driver's abstract which must be provided when instructors are hired .The driver's abstract must not contain any adverse comments including any entries which lead to suspension of a provincial driver's license or any preventable accident, including both military and civilian driving, in the preceding three years;
- e) Have successfully completed the 5 day Military Driver Trainer/Examiner course;
- f) Have experience as driver trainers and instructional experience on a minimum of two (2) of the three (3) core SMP vehicles (LUVW, LSVW, and MLVW);
- g) Have successfully completed a CF Trade Qualification Level 5B, DP2, or Primary Leadership Qualification (PLQ) or equivalent course. Personnel who are former Regular

Force Mobile Support Equipment Operators, Master Occupational Code 935, may be employed as in-cab instructors for SMP with a minimum of CF Trade Qualification Level 5A;

- h) Have experience with the military training system, including instructional experience in a military setting;
- i) Have experience with Operator testing procedures (Drivers Road Test, form CF 1066 and Drivers Information Test (DIT));
- j) Have experience with the theory and application of training, re-training and testing for basic drivers; and
- k) Hold a current Standard First Aid and CPR certification(s).

3.5.3.2 The Instructors' tasks and responsibilities are as follows:

- a) Provide training in accordance with the most current and approved QS, TP, and training package for the applicable vehicle type(s);
- b) Assemble and prepare all suitable teaching materials and training aids required for instruction;
- c) Maintain class discipline and refer problem students to the Course Manager;
- d) Brief and ensure that students understand and respect all aspects of SMP vehicle safety procedures. Monitor students during training to ensure safety procedure compliance so as to prevent personnel injury and equipment damage;
- e) Coordinate student daily training activities with the Course Manager;
- f) Conduct and evaluate driver operator training performance;
- g) Conduct problem-solving sessions (in-cab teaching);
- h) Maintain Student Record Books;
- i) Lead problem solving sessions;
- j) Perform performance objective and enabling objective tests and re-tests on student as required;
- k) Participate in Progress Review Boards upon request;
- l) Prepare, sign, present, and discuss student weekly performance assessments;
- m) Assist the Course Manager in the post-course wrap-up, including the completion of course and student documentation;
- n) Ensure vehicles and equipment are properly maintained, cleaned and returned as per CTC School Standard Operating Procedures; and

- o) Attend and successfully complete additional training as may be required from time to time to upgrade instructional skills and improve expertise. Such training must be organized and paid for by the Contractor.

3.5.4 Course Administration Assistant

3.5.4.1 The Contractor must provide a Course Administration Assistant for each course being conducted. The Course Administration Assistant must have experience with the CF Supply System; must have experience with the CF MSE Vehicle Dispatch System; and, must hold a valid Military Driving Permit, DND 404, for a minimum one Standard Military Pattern (SMP) vehicle and/or commercial pattern vehicles.

3.5.4.2 The Course Administrator duties, tasks and responsibilities are as follows:

- a) Assist the Course Manager in reviewing Training Support Requests (TSR)s for vehicles and equipment;
- b) Assist the Course Manager with signing for vehicles and equipment;
- c) Responsible to the Course Manager for the issue, receipt, inspection, maintenance and control of equipment;
- d) Assist the instructors in the preparation of classrooms and equipment;
- e) Assist Course Manager in reviewing equipment holdings to forecast vehicle and supply requirements. Identify shortages that could affect training, and suggest solutions to rectify problems;
- f) Follow and enforce vehicle security;
- g) Ensure proper servicing and maintenance of the course administration vehicle is conducted;
- h) Liaise with Course Manager as required to ensure training requirements are met;
- i) Brief Course Manager on all matters pertaining to vehicles and equipment;
- j) Sign in/out equipment as required under the direction of the Course Manager;
- k) Ensure the cleanliness and serviceability of all equipment, and supplies in course holdings;
- l) Assist Course Manager with handling and security of vehicles, equipment and supplies;
- m) Conduct basic office duties as directed by the Course Manager (i.e. photocopying, message delivery, etc.); and
- n) Pick up and deliver student meals as required from CF Mess Halls. All student meals will be paid for by DND.

4. DELIVERABLES

4.1 The following deliverables will be required from the Contractor at the conclusion of each Driver Training serial:

- a) Final student result summary, to include: Student's rank, name, initials, service number, gender, language of instruction, military occupation code, unit, final course status (pass/fail). The types of training failures must be identified; and
- b) Contractor's course after action report, to include: noteworthy incidences that effected training, which include: coordination and/or communication problems between DND and the Contractor; vehicle accidents; student conduct problems; and, training resource problems.

4.2 Reports must be submitted to the Program Coordinator in electronic format (hard copy format may be requested). All electronic submissions are to be provided in the MS Office Suite.

4.3 All deliverables in response to the SOW will be evaluated within a reasonable timeframe on the basis of suitability, quality and adherence to the agreed upon schedule and specified standards.

5. PLANNING OBSERVATIONS

5.1 From an initial analysis, certain parameters have been established by DND with respect to training serial numbers, timings, and locations. DND has forecast the likelihood of Driver Training requirements and the Contractor must be able to meet the following requirements:

- a) A maximum 52 training serials per year; and
- b) A maximum of 1 training serial at the 2 identified training location at any one time.

DRIVER WHEELED TRAINING INSTRUCTOR RATIOS AND CLASS SIZES

The table below, details of the student/instructor ratio and the minimum and maximum number of students per course for each Driver Training course.

COURSES	STUDENT / INSTRUCTOR RATIO	CLASS SIZE MIN / MAX
Air Brake	21:1	8/24
All other training	As per TPs	8/32

PROJECTED DRIVER WHEELED COURSES FOR EACH CONTRACT YEAR

Table below identifies the projected Driver Training courses for each year. This is only an estimate of the planned courses. There is no guarantee these courses will occur

NUMBER OF SERIALS BY LOCATION				
TYPE OF TRAINING	TRAINING DAYS	Gagetown	Borden	TOTALS
Army Common and LUVW Operator with trailer	11.5	1	1	2
Army Common and LUVW Operator	10.5	1	1	2
Army Common and LSVW Operator with trailer	11.5	1	1	2

NUMBER OF SERIALS BY LOCATION				
TYPE OF TRAINING	TRAINING DAYS	Gagetown	Borden	TOTALS
Army Common and LSVW Operator	10.5	1	1	2
Army Common and MilCOTS Silverado Op with trailer	11.5	1	0	1
Army Common and MilCOTS Silverado Operator	10.5	2	13	15
MLVW Operator with Trailer	7	1	0	1
MLVW Operator	6	1	0	1
LSVW/MilCOTS Conversion with trailer	6	1	1	2
LSVW/MilCOTS Conversion	5	1	1	2
LUVW Conversion with trailer	8	1	1	2
LUVW Conversion	7	1	1	2
HLVW	8	1	1	2
HLVW Conversion	7	1	1	2
MSVS	8	2	1	3
MSVS Conversion	4	1	1	2
Air Brakes (certification 121 system)	3	2	2	4
Airbrakes (certification and HLVW)	4	1	0	1

INSTRUCTORS

The table below identifies the number of resources required for each Driver Training course.

RESOURCE TYPE	NUMBER
Course Manager	1 per course
Instructor to Student ratio for applicable in-cab instruction regardless of seating capacity by vehicle type.	LUVW: 1 instructor per 2 students LSVW: 1 instructor per 1 student MLVW: 1 instructor per 2 students LUVW MilCOTS: 1 instructor per 2 students MSVS: 1 instructor per 2 students HLVW: 1 instructor per 2 students
Administrative assistant	1 per course

Solicitation No. - N° de l'invitation
W2037-200005/A
Client Ref. No. - N° de réf. du client
W2037-200005

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-9-42025

Buyer ID - Id de l'acheteur
TOR008
CCC No./N° CCC - FMS No./N° VME

APPENDIX 1 - TRAINING PLAN DOCUMENT

Upon issuance of the Contract, Appendix 1 will be deleted.

A copy of the latest and most up to date versions of the Training Plan (TP) for all the types of vehicles/course to be taught as identified in the Annex A – Statement of Work is available upon request.

Please email the Contracting Authority for a copy.

ANNEX "B" BASIS OF PAYMENT

Note to Bidders: Bidders must submit prices for all cells in Table 1a, 1b, 2a, 2b, 3a, and 3b below minus NA cells. Prices must be firm and cover all costs for the provision of services detailed in accordance with Annex "A" including travel and living, and exclude the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST), as applicable.

Table 1a.

CONTRACT PERIOD – Year 1: October 1, 2019 to September 30, 2020							
CDSB GAGETOWN							
Course and Vehicle Type	Up to 8 Students	9-12 Students	13-16 Students	17-20 Students	21-24 Students	25-28 Students	29-32 Students
Army Common and LUVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LUVW Operator							
Army Common and LSVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LSVW Operator	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Op with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Operator	\$	\$	\$	\$	\$	\$	\$
MLVW Operator with Trailer	\$	\$	\$	\$	\$	\$	\$
MLVW Operator	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion	\$	\$	\$	\$	\$	\$	\$
HLVW	\$	\$	\$	\$	\$	\$	\$
HLVW Conversion	\$	\$	\$	\$	\$	\$	\$
MSVS	\$	\$	\$	\$	\$	\$	\$
MSVS Conversion	\$	\$	\$	\$	\$	\$	\$
Air Brakes (certification 121 system)	\$	\$	\$	\$	\$	NA	NA
Airbrakes (certification and HLVW)	\$	\$	\$	\$	\$	NA	NA

CDSB Gagetown -				
Hourly overtime and hourly Augumentee rate for Contractor Staff exclusive of the GST/HST.				
	Course Instructor	Course Admin	Course Manager	
Augumentee hourly rate	\$	\$	\$	
Hourly overtime rate	\$	\$	\$	

TABLE 1B.

CONTRACT PERIOD - Year 1: October 1, 2019 to September 30, 2020							
CFB BORDEN							
Course and Vehicle Type	Up to 8 Students	9-12 Students	13-16 Students	17-20 Students	21-24 Students	25-28 Students	29-32 Students
Army Common and LUVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LUVW Operator							
Army Common and LSVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LSVW Operator	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Op with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Operator	\$	\$	\$	\$	\$	\$	\$
MLVW Operator with Trailer	\$	\$	\$	\$	\$	\$	\$
MLVW Operator	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion	\$	\$	\$	\$	\$	\$	\$
HLVW	\$	\$	\$	\$	\$	\$	\$
HLVW Conversion	\$	\$	\$	\$	\$	\$	\$
MSVS	\$	\$	\$	\$	\$	\$	\$
MSVS Conversion	\$	\$	\$	\$	\$	\$	\$

Air Brakes (certification 121 system)	\$	\$	\$	\$	\$	NA	NA
Airbrakes (certification and HLWV)	\$	\$	\$	\$	\$	NA	NA
CFB Borden - Hourly overtime and hourly Augumentee rate for Contractor Staff exclusive of GST/HST.							
	Course Instructor		Course Admin		Course Manager		
Augmentee hourly rate	\$		\$		\$		
Hourly overtime rate	\$		\$		\$		\$

2. Prices must be firm and cover all costs for the provision of services detailed in accordance with Annex A including travel and living, and exclude the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST), as applicable.

TABLE 2A.

OPTION YEAR 1: October 1, 2020 to September 30, 2021							
CDSB GAGETOWN							
Course and Vehicle Type	Up to 8 Students	9-12 Students	13-16 Students	17-20 Students	21-24 Students	25-28 Students	29-32 Students
Army Common and LUVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LUVW Operator							
Army Common and LSVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LSVW Operator	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Op with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Operator	\$	\$	\$	\$	\$	\$	\$
MLVW Operator with Trailer	\$	\$	\$	\$	\$	\$	\$
MLVW Operator	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion	\$	\$	\$	\$	\$	\$	\$

Solicitation No. - N° de l'invitation
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File No. - N° du dossier
TOR-9-42025

Buyer ID - Id de l'acheteur
TOR008
CCC No./N° CCC - FMS No./N° VME

LUVW Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion	\$	\$	\$	\$	\$	\$	\$
HLVW	\$	\$	\$	\$	\$	\$	\$
HLVW Conversion	\$	\$	\$	\$	\$	\$	\$
MSVS	\$	\$	\$	\$	\$	\$	\$
MSVS Conversion	\$	\$	\$	\$	\$	\$	\$
Air Brakes (certification 121 system)	\$	\$	\$	\$	\$	NA	NA
Airbrakes (certification and HLVW)	\$	\$	\$	\$	\$	NA	NA
CDSB Gagetown - Hourly overtime and hourly Augumentee rate for Contractor Staff exclusive of the GST/HST.							
	Course Instructor		Course Admin		Course Manager		
Augmentee hourly rate	\$		\$		\$		
Hourly overtime rate	\$		\$		\$		

Table 2b.

OPTION YEAR 1: October 1, 2020 to September 30, 2021							
CFB Borden							
Course and Vehicle Type	Up to 8 Students	9-12 Students	13-16 Students	17-20 Students	21-24 Students	25-28 Students	29-32 Students
Army Common and LUVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LUVW Operator							
Army Common and LSVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LSVW Operator	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Op with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Operator	\$	\$	\$	\$	\$	\$	\$
MLVW Operator with Trailer	\$	\$	\$	\$	\$	\$	\$
MLVW Operator	\$	\$	\$	\$	\$	\$	\$

LSVW/MilCOTS Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion	\$	\$	\$	\$	\$	\$	\$
HLVW	\$	\$	\$	\$	\$	\$	\$
HLVW Conversion	\$	\$	\$	\$	\$	\$	\$
MSVS	\$	\$	\$	\$	\$	\$	\$
MSVS Conversion	\$	\$	\$	\$	\$	\$	\$
Air Brakes (certification 121 system)	\$	\$	\$	\$	\$	NA	NA
Airbrakes (certification and HLVW)	\$	\$	\$	\$	\$	NA	NA
CFB Borden - Hourly overtime and hourly Augumentee rate for Contractor Staff exclusive of GST/HST.							
	Course Instructor		Course Admin		Course Manager		
Augumentee hourly rate	\$		\$		\$		
Hourly overtime rate	\$		\$		\$		

3. Prices must be firm and cover all costs for the provisions of services detailed in accordance with Annex A including travel and living, and exclude the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST), as applicable.

Table 3a.

OPTION YEAR 2 - October 1, 2021 to September 30, 2022							
CDSB GAGETOWN							
Course and Vehicle Type	Up to 8 Students	9-12 Students	13-16 Students	17-20 Students	21-24 Students	25-28 Students	29-32 Students
Army Common and LUVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LUVW Operator							
Army Common and LSVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LSVW Operator	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Op with trailer	\$	\$	\$	\$	\$	\$	\$

Army Common and MilCOTS Silverado Operator	\$	\$	\$	\$	\$	\$	\$
MLVW Operator with Trailer	\$	\$	\$	\$	\$	\$	\$
MLVW Operator	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion	\$	\$	\$	\$	\$	\$	\$
HLVW	\$	\$	\$	\$	\$	\$	\$
HLVW Conversion	\$	\$	\$	\$	\$	\$	\$
MSVS	\$	\$	\$	\$	\$	\$	\$
MSVS Conversion	\$	\$	\$	\$	\$	\$	\$
Air Brakes (certification 121 system)	\$	\$	\$	\$	\$	NA	NA
Airbrakes (certification and HLVW)	\$	\$	\$	\$	\$	NA	NA
CDSB Gagetown - Hourly overtime and hourly Augumentee rate for Contractor Staff exclusive of the GST/HST.							
	Course Instructor		Course Admin		Course Manager		
Augmentee hourly rate	\$		\$		\$		
Hourly overtime rate	\$		\$		\$		

Table 3b.

OPTION YEAR 2 - October 1, 2021 to September 30, 2022							
CFB Borden							
Course and Vehicle Type	Up to 8 Students	9-12 Students	13-16 Students	17-20 Students	21-24 Students	25-28 Students	29-32 Students
Army Common and LUVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LUVW Operator							
Army Common and LSVW Operator with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and LSVW Operator	\$	\$	\$	\$	\$	\$	\$

Solicitation No. - N° de l'invitation
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Buyer ID - Id de l'acheteur
TOR008
CCC No./N° CCC - FMS No./N° VME

Army Common and MilCOTS Silverado Op with trailer	\$	\$	\$	\$	\$	\$	\$
Army Common and MilCOTS Silverado Operator	\$	\$	\$	\$	\$	\$	\$
MLVW Operator with Trailer	\$	\$	\$	\$	\$	\$	\$
MLVW Operator	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LSVW/MilCOTS Conversion	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion with trailer	\$	\$	\$	\$	\$	\$	\$
LUVW Conversion	\$	\$	\$	\$	\$	\$	\$
HLVW	\$	\$	\$	\$	\$	\$	\$
HLVW Conversion	\$	\$	\$	\$	\$	\$	\$
MSVS	\$	\$	\$	\$	\$	\$	\$
MSVS Conversion	\$	\$	\$	\$	\$	\$	\$
Air Brakes (certification 121 system)	\$	\$	\$	\$	\$	NA	NA
Airbrakes (certification and HLVW)	\$	\$	\$	\$	\$	NA	NA
CFB Borden -							
Hourly overtime and hourly Augmentee rate for Contractor Staff exclusive of GST/HST.							
	Course Instructor		Course Admin		Course Manager		
Augmentee hourly rate	\$		\$		\$		
Hourly overtime rate	\$		\$		\$		

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W2037-20-0005
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

Security Classification / Classification de sécurité UNCLASSIFIED





Contract Number / Numéro du contrat W2037-20-0005
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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis <input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET Special comments: Contractor will require regular access to DND premises to include un-escorted access. Commentaires spéciaux : NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC							
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret		
											A	B	C					
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

Security Classification / Classification de sécurité UNCLASSIFIED



ANNEX "D" INSURANCE REQUIREMENTS

A. 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

-
- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - n. 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.

B. 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - 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

C. ERRORS AND OMISSIONS LIABILITY INSURANCE

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:

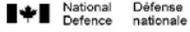
Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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 W2037-200005

Amd. No. - N° de la modif.
 File No. - N° du dossier
 TOR-9-42025

Buyer ID - Id de l'acheteur
 TOR008
 CCC No./N° CCC - FMS No./N° VME

ANNEX "E" DND 626 TASK AUTHORIZATION FORM



**TASK AUTHORIZATION
 AUTORISATION DES TÂCHES**

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

DND 626 (01-05)
 7530-21-977-1058

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

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Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié 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). **Nota :** 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'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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

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ANNEX "F" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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

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ANNEX "G"

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Section 1, Integrity Provisions, of the Standard Instructions, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their offer.

Director Name - _____ Position: _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer issuance.

Procurement Business Number - _____

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