



Solicitation No. - N° de l'invitation
1000345705

Amd. No. - N° de la modif.

Nom de l'acheteur - Buyer name
Christina Granda

RETURN BID TO/ RETOURNER LES SOUMISSIONS

À :
Canada Border Services Agency (CBSA)
Bid Receiving Unit (BRU)
333 North River Road, Tower A
Mailroom, Main floor
Ottawa, Ontario K1A 0L8
343-291-6384

The BRU is open from Monday to Friday inclusively, between the hours of 07:30 to 15:30, excluding Statutory Holidays. We invite Bidders to send an email to confirm their bid submission at [CBSA-ASFC Solicitations-Demandes de soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca).

Agence des services frontaliers du Canada (ASFC)
Module de réception des soumissions (MRS)
333 Chemin North River, Tour A
Salle du courrier, Rez-de-chaussée
Ottawa, Ontario K1A 0L8
343-291-6384

La Réception des soumissions est ouverte du lundi au vendredi inclusivement, entre les heures de 7h30 à 15h30, à l'exclusion des jours fériés. Nous invitons les soumissionnaires à envoyer un courriel pour confirmer le dépôt de leur soumission à [CBSA-ASFC Solicitations-Demandes de soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca).

Request for Proposal
Demande de proposition
Proposal to: Canada Border Services Agency (CBSA)
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 à : l'Agence des services frontaliers du Canada (ASFC)

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments — Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT — LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Issuing Office – Bureau de distribution
CBSA / ASFC
355 Ch. North River Road, 17th Floor – 17^{ième} étage
Ottawa ON K1A 0L8

Title — Sujet: The provision of professional stunt-actors in use of force scenario based training for the Canada Border Services Agency (CBSA).	
Solicitation No. — N° de l'invitation 1000345705	Date: July 19 th , 2019

Solicitation Closes — L'invitation prend fin At /à: 02:00 PM (hours/heures) On/le: August 30, 2019	Time Zone — Fuseau horaire <input type="checkbox"/> EST (Eastern Standard Time)/ HNE (heure normale de l'Est) <input checked="" type="checkbox"/> EDT (Eastern Daylight Saving Time)/ HAE (heure avancée de l'Est)
---	--

F.O.B. — F.A.B.
Plant-Usine: **Destination:** **Other — Autre:**

Address Enquiries to — Adresser toutes questions à:

EMAIL: [CBSA-ASFC Solicitations-Demandes de soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)
Attn: Christina Granda

Telephone No. — No de téléphone: 343-291-6223	FAX No. — No de télécopieur :
--	-------------------------------

Destination - of Goods and or Services:
Destination – des biens et ou services :
Canada Border Services Agency (CBSA) —
Agence des services frontaliers du Canada (ASFC)

Instructions: See Herein — Voir aux présentes

Delivery Required — Livraison exigée See herein — voir aux présentes	Delivery Offered — Livraison proposée
---	---------------------------------------

Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:

Telephone No. — No de téléphone:	FAX No. — No 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
-----------	------

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS	5
PART 2 - BIDDER INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 SUBMISSION OF BIDS	6
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - BID SOLICITATION.....	8
2.5 APPLICABLE LAWS.....	8
PART 3 - BID PREPARATION INSTRUCTIONS	9
3.1 BID PREPARATION INSTRUCTIONS	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	11
4.1 EVALUATION PROCEDURES.....	11
4.2 BASIS OF SELECTION	15
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	16
5.1 CERTIFICATIONS REQUIRED WITH THE BID	16
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	16
PART 6 – SECURITY REQUIREMENTS	18
6.1 SECURITY REQUIREMENTS	18
PART 7 - RESULTING CONTRACT CLAUSES	19
7.1 STATEMENT OF WORK.....	19
7.2 STANDARD CLAUSES AND CONDITIONS	19
7.3 SECURITY REQUIREMENTS	19
7.4 TERM OF CONTRACT	19
7.5 AUTHORITIES	20
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	21
7.7 PAYMENT	21
7.8 SACC MANUAL CLAUSES	22
7.9 INVOICING INSTRUCTIONS	22
7.10 ELECTRONIC PAYMENT OF INVOICES – CONTRACT.....	23
7.11 DISCRETIONARY AUDIT	23
7.12 TIME VERIFICATION	23
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	23
7.14 APPLICABLE LAWS.....	24
7.15 PRIORITY OF DOCUMENTS	24
7.16 INSURANCE	24
ANNEX “A”	25
STATEMENT OF WORK	25
ANNEX “B”	32
BASIS OF PAYMENT	32



Solicitation No. - N° de l'invitation
1000345705

Amd. No. - N° de la modif.

Nom de l'acheteur - Buyer name
Christina Granda

ANNEX "C"34
SECURITY REQUIREMENTS CHECK LIST34
ANNEX "D"37
NON-DISCLOSURE AGREEMENT37



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, and any other annexes.

1.2 Summary

The provision of professional stunt-actors in use of force scenario based training for the Canada Border Services Agency (CBSA). The objective is to provide professional stunt-actors to play the role of subjects in CBSA training facility scenarios in Rigaud, Quebec. The stunt-actors will participate in use of force scenarios involving Border Services Officers (BSOs) and recruits.

It is intended to result in the award of one contract for period of one (1) year.

1.2.1 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor 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.

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”.



This requirement is not subject to international trade agreements.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Canada Border Services Agency or its President.

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 Canada Border Service Agency (CBSA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted to CBSA by electronic mail will not be accepted.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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



Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

- (a) name of former public servant; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 **three (3)** 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 Quebec.

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid (4 hard copies) and 1 soft copies on CD, DVD or USB key

Section II: Financial Bid (1 hard copies) and 1 soft copies on CD, DVD or USB key

Section III: Certifications (1 hard copies)

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.

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.



Failure to provide a technical proposal with the submission will result in non-compliance and will not be evaluated.

Section II: Financial Bid

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

Failure to provide a financial proposal with the submission will result in non-compliance and the bid will not be evaluated.

3.1.2 Electronic Payment of Invoices – Bid

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.

Option 1:

The Bidder accepts to be paid by 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)

Option 2:

- The Bidder does not accept to be paid by Electronic Payment Instruments.

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

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

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

The evaluation team reserves the right but is not obliged to perform any of the following:

- a) Seek clarification or verify any or all information provided by the Bidder with respect to this RFP;
- b) Contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, on 48 hours' notice, to verify and validate any information or data submitted by the Bidder

4.1.1 Technical Evaluation

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purposes of this evaluation. **The Bidder must provide complete details as to where, when, month and year, and how, through which activities / responsibilities, the stated qualifications / experience were obtained.**

When completing the resource grids the specific information which demonstrates the requested criteria should be in the grid. The reference to the page and project number should also be provided so that the evaluator can verify this information. It is not acceptable that the grids contain all the project information from the résumé, only the specific answer should be provided.

Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project will only be counted once PER RESOURCE. For example: Project #1 timeframe is July 2001 to December 2001; Project #2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.

4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion will be addressed separately.

The Bidder must *provide sufficient detail to clearly demonstrate how* they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the



Solicitation No. - N° de l'invitation
1000345705

Amd. No. - N° de la modif.

Nom de l'acheteur - Buyer name
Christina Granda

requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

PROPOSALS NOT MEETING THE MANDATORY REQUIREMENTS BELOW WILL BE GIVEN NO FURTHER CONSIDERATION



Item	Mandatory Technical Criterion	Bidder's Response	
		MEETS	DOESN'T MEET
M1	The bidder must demonstrate at least twelve (12) months of experience in the past ten (10) years acquiring the services of professional stunt-actors specializing in the use of force and law enforcement.	<input type="checkbox"/>	<input type="checkbox"/>
M2	<p>The bidder must demonstrate the ability to obtain the service of a minimum of twelve (12) stunt-actors in the field of use of force and law enforcement.</p> <p>This must be demonstrated by two (2) reference letters from clients attesting that the bidder has rendered the services.</p> <p>The response from each of the bidder's clients must demonstrate the bidder's experience in providing the services of twelve (12) stunt-actors and include the following:</p> <ul style="list-style-type: none"> a) Project name b) Client's organization c) Start date and duration d) Description of work e) Number of stunt-actors assigned in the project timeline f) Description of work performed, scope and nature of stunt-actor changes and the services provided by the bidder during the engagement g) Name, current telephone number and title of the client's project authority or authorized representative who can validate the information in the bidder's claims. 	<input type="checkbox"/>	<input type="checkbox"/>



Item	Mandatory Technical Criterion	Bidder's Response	
		MEETS	DOESN'T MEET
M3	<p>The bidder must propose a minimum of twelve (12) stunt-actors.</p> <p>The bidder must include a detailed résumé for each of the proposed resources in its proposal.</p> <p>The résumés should be up-to-date and will be attached in an annex in alphabetical order.</p> <p>It is incumbent upon the bidder to demonstrate the relevance of any work experience, training or professional certification for the proposed work as outlined in the Statement of Work.</p> <p>For all relevant work experience, the bidder must specify where, when (month and year) and how (through which activities/responsibilities) the stated experience was acquired. The bidder must know that the months of experience on a project that overlap with another project will be counted only once.</p> <p>For example, in the case of a project No. 1, which ran from July to December 2010, and a project No. 2, which ran from October 2010 to January 2011, the total number of months of experience for both projects will be seven (7) months.</p>	<p>MEETS</p> <input type="checkbox"/>	<p>DOESN'T MEET</p> <input type="checkbox"/>
M4	<p>The bidder must demonstrate that the stunt-actors have a minimum of two (2) project experience in the last five (5) years as stunt-actors in the field of use of force and law enforcement.</p> <p>The following information must be provided in each résumé:</p> <ul style="list-style-type: none"> - Number of months of experience - Client's organization - Project description <p>For criteria purposes, the bidder should not combine the experience of many resources to meet the requirement.</p>	<p>MEETS</p> <input type="checkbox"/>	<p>DOESN'T MEET</p> <input type="checkbox"/>
M5	<p>The bidder must demonstrate that each stunt-actors have completed the Canadian Firearms Safety Course (CFSC) or equivalent</p>	<p>MEETS</p> <input type="checkbox"/>	<p>DOESN'T MEET</p> <input type="checkbox"/>



4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC *Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

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



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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



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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 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.

5.2.3.3 Rate or Price Certification

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.



PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



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" and the bidder's technical proposal in response to RFP 1000345914.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4006 – (2010-08-16) - Contractor to Own Intellectual Property Rights in Foreground Information

7.3 Security Requirements

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "C" applies to the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#6

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from the date of the contract award for one (1) year.



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

Canada may exercise this option at any time by sending a written notice to the Contractor 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:

Nancy Savaria
Senior Procurement and Contracting Officer
Canada Border Services Agency
355 N. River Road, 17th floor
Ottawa, Ontario, K1A 0L8

Tel: 343-291-5693
Email: nancy.savaria@cbsa-asfc.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:

To be identified at Contract award.

Name of Project Authority
Title
Department
Branch / Directorate
Address
Telephone:
Facsimile:
E-mail address:

In its absence, the Project Authority is:

Name: _____
Title: _____
Organization: _____
Address: _____



Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

7.5.3 Contractor's Representative

To be determined.

Name of Contractor's Representative
Title
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 – Limitation of Expenditure

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

whichever comes first.



3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Method of Payment

Canada will pay the Contractor basis for work performed covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.
- d. Direct Expenses will be paid at actual cost with mark-up, upon submission of an itemized statement supported by receipt vouchers
- e. Travel Expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

7.7.3 Payment Period

7.7.3.1 Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the general conditions.

7.7.3.2 . If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

7.8 SACC Manual Clauses

A9117C	(2007-11-30)	T1204 - Direct Request by Customer Department
C6000C	(2007-05-25)	Limitation of Price
A9014C	(2006-06-16)	Specific person(s)

7.9 Invoicing Instructions

7.9.1 The Contractor must submit invoices in accordance with the information required in Section 12 of 2035, General Conditions – Higher Complexity – Services.

7.9.2 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.

7.9.3 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;

7.9.4 In the ongoing efforts of being a department that contributes to the greening initiative, as well as to improve our efficiencies when processing invoices, Canada Border Services Agency is moving towards receiving all invoices electronically from vendors. We ask, where possible, that vendors send their invoices electronically and do not send their invoices in paper format through regular postal mail services.

Email address: [to be inserted at contract award](#)

7.10 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)

7.11 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract. If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

7.12 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.13 Certifications and Additional Information

7.13.1 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.

7.14 Applicable Laws

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

7.15 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions - 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) 2035 (2018-06-21) - General Conditions – Higher Complexity -Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Non-Disclosure Agreement;
- (h) the Contractor's bid dated _____.

7.16 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Provision of Professional stunt-actors in use of force scenario based training for Canada Border Services Agency (CBSA).

2. OBJECTIVE

The objective is provide professional stunt-actors to play the role of subjects in CBSA training facility scenarios in Rigaud, Quebec. The professional stunt-actors are to participate in use of force scenarios involving Border Services Officers (BSOs) and recruits.

3. SCOPE

CBSA offers a training program for new border services officers at the main campus in Rigaud, Quebec. In order to assess the use of force component of their work, CBSA will require the services of 1 to 9 stunt-actors per day to take part in scenarios.

4. TASKS

The contractor must:

- 4.1 Participate in an inaugural meeting by teleconference or in person with the Technical Authority (TA) within five (5) days of contract award, in order to discuss the general requirements and to explain the schedule and sessions;
- 4.2 Participate in a meeting about the work schedule and rules of the main campus in Rigaud. Afterwards, the contractor must explain all the campus rules to the stunt-actors;
- 4.3 Designate a contact person within the actors on site who will be present during the use of force scenarios. This person will manage any situations that may occur during the day that are beyond our control (i.e. schedules, absences due to illness, replacements, attendance, efficiency and integrity);
- 4.4 Prepare a timesheet that must be presented at the beginning and end of each work day, to track the stunt-actor's attendance. This sheet must be given to the course supervisor;
- 4.5 Prepare and submit a periodic report to the CBSA representative after each evaluation block in order to provide feedback on performances and/or comments and/or recommendations.

The stunt actor must be able to do the following:

- 4.6 When working during the evaluation blocks with recruits, the actor will be acting in approximately 10 to 15 scenarios in a 7.5 hour day;
- 4.7 To act out the scenario while taking into account the reactions of the persons being assessed. The actor must be able to recreate different behaviours while respecting the context established by CBSA instructors and being able to be physically restrained using the prescribed control and defence tactics related to the use of force continuum and CBSA policies;



-
- 4.8 Adapt and handle unusual oral interactions in both official languages (English and French) in diverse situations (i.e. nervousness while trying to smuggle illicit substances across the border or situations inside a vehicle, at the search counter);
 - 4.9 Adapt and handle unusual reactions from candidates;
 - 4.10 Will be thrown down, handcuffed and searched multiple times per session;
 - 4.11 The stunt-actors must be read and understand the English and French version of various documents relating to the numerous scenarios and demonstrations;
 - 4.12 Take part in a conversation while dealing with realistic problems and adhering to the scenario;
 - 4.13 Must use of the Berretta PX4 Storm sim-pistol. (Only modified pistol available for use of force scenarios). The stunt-actors must follow The Vital Four Acts of Firearm Safety from the Canadian Firearm Program: Assume every firearm is loaded. Control the muzzle direction at all times. Trigger finger must be kept off the trigger and out of the trigger guard. See that the firearm is unloaded. Prove it safe. Point the firearm in the safest available direction. Remove all ammunition. Observe the chamber. Verify the feeding path. Examine the bore each time you pick up a firearm;
 - 4.14 Must adhere to safety protocol in place at all times. These protocols will be explained and a paper copy will be given. They are also posted on the walls of the cleansing rooms of our training facilities.

5. WORK ENVIRONMENT

The stunt-actors will be restrained using handcuffs, pain compliance technique, articular controls, be struck with hand, fist and feet of candidates or a training baton. The stunt-actors will also be subject to takedowns from the standing and sitting position which can be done by the head, neck or arms.

The stunt-actors may work in diverse environments, that is, outside and inside (scenario room, gymnasium, hangar vehicle bay etc.). As some activities are outside, the stunt-actors should take into consideration the weather and dress accordingly. The stunt-actors will be dressed in their own clothing (long sleeve shirt, long pants) during scenarios and must wear protective gloves. All other safety equipment must be provided by the supplier or the stunt-actors themselves (gloves, forearm pads, knee pads, shin guards etc.). Note that the safety equipment must not hamper the techniques during the scenarios.

6. CONSTRAINTS

The stunt-actors, along with their clothes, will be verified to comply with the safety and security scenario. Personal safety verification will consist to the top layer of clothing when in scenario. These verifications are part of the cleansing mechanism to adhere to the safety protocols to ensure that no live rounds, no live intervention weapons, no oleoresin capsicum and no knives are brought inside the training premises.

CBSA will not be responsible in any case for the stunt-actors clothing. Clothing requirements are explained in the safety protocols.

A professional detachment must be kept between recruits/participants at all times, meaning the stunt-actors will have no personal contact with the recruits or CBSA employees outside the scenarios in order to keep it at a professional level only.



7. CLIENT SUPPORT

7.1 As needed, the contractor will attend an information session provided by the training program representatives (CBSA instructors) during which they will be presented various behaviours which can be acted in a scenario such as:

- i) Cooperative;
- ii) Passive resistant;
- iii) Active resistant;
- iv) Assaultive;
- v) Grievous bodily harm or death (including Simunition firearms);
- vi) In a vehicle bay, on mats, in a room as well as outside.

7.2 A draft schedule will be provided at least 4 weeks before the first day of simulations for each session. All changes to this schedule will be confirmed at least 3 weeks before the start of the simulations.

7.3 There may be fewer or more scenario days. CBSA reserves the right to cancel scenarios or increase scenario time, especially on days of final testing, should something happen, such as a fire alarm or other emergencies.

7.4 The stunt-actors will be trained on all CBSA specific procedures and the training environment prior to their first assignment. They will be trained by our permanent instructors regarding all the techniques used by CBSA officers. The training will be delivered to a minimum of 12 stunt-actors according to our availability. The stunt-actors added during the contract will be trained at the supplier's cost. The training sessions are approximately 22.5 hours (3 days of 7.5 hours).

7.5 CBSA shall provide all the scenario material;

7.6 The safety equipment (helmet, neck guard and groin protectors) will be provided by CBSA and must be worn by actors during scenarios.

7.7 At the end of the work day, CBSA instructors must complete a feedback sheet for each stunt-actor with whom they worked during the day. This information will be filed at the CBSA facilities and used to provide feedback to the contractor if needs be. The feedback sheet will be given to the person responsible for the file at the main campus in Rigaud.

7.8 When required, immediate feedback after a scenario or near the end of the work day can be given by the instructor or supervisor. They must take the necessary measures to ensure that the contract continues according to the requirements.

8. SECURITY REQUIREMENT

Every day the stunt-actors must report to the designated security counter at the main campus in Rigaud to obtain an identity card. The stunt-actors will be accompanied by one or more CBSA employees and must wear their identity card on campus at all times and return the cards to the counter at the end of each day.

All of the contractor's employees must follow the rules of the main campus in Rigaud.



9. ATTENDANCE AND REPLACEMENT OF A RESOURCE

Stunt-actors must arrive at a scenario location 15 minutes prior the beginning of the activity. CBSA will not accept any late arrivals, absences or early departures on the part of the stunt-actors.

In case of an absence or unforeseen circumstances, the contractor must be able to replace a stunt-actor within a maximum of 2 hours.

The contractor must ensure that a resource person (supervisor/coordinator) is on site for the entire work day.

If the stunt-actor does not meet the standards expected by CBSA, we reserve the right to ask the supplier to replace that resource for the duration of the contract.

10. DELIVERABLES

All stunt-actors must sign a timesheet, provided by the contractor, at the beginning and end of each work day, and this sheet must be returned to the course supervisor.

The contractor will submit a periodic report to the CBSA representative after each evaluation block to provide feedback on performances and/or comments and/or recommendations.

11. FORMAT OF DELIVERABLES

The CBSA representative will identify the format in which the deliverables must be submitted.

The contractor may be required to present the deliverables in the following formats:

- Electronic copy (MS Office, PDF etc.)
- Hard copy

12. WORK LOCATION

All work will be carried out on the CBSA campus in Rigaud at 475 Des Lignes Road, Rigaud, Quebec.

13. TRAVEL

No travel will be reimbursed.

14. LANGUAGE OF WORK

All work will be carried out in both official languages (English and French). Consequently, every resource must speak English and French.

15. HOURS OF WORK

Work days are regularly from Monday to Friday, but can sometimes include Saturdays and Sundays and statutory holidays.



Solicitation No. - N° de l'invitation
1000345705

Amd. No. - N° de la modif.

Nom de l'acheteur - Buyer name
Christina Granda

Daily hours are considered to be between 8:00 and 16:00 for day shift and from 16:00 to 24:00 for evening shift. Both the day and evening shifts will include 1 unpaid half hour (30 min) for lunch or dinner break where they are not required to stay on-site. Stunt-actors may start their work day during the daily hours and finish during the evening hours (for rates purposes). A stunt-actor can be contracted for a minimum of 3.5 hours (see sample schedule in article 16 of the SoW "Appendix).

16. Appendix

EXAMPLE OF SCHEDULE FOR 2019

Appendix A-2
Example of schedule 2019-2020

From October 28 to November 5, 2019		HOURS				PLACE	PURPOSE	Needs Stunt-actors
Date	per stunt-actor		Hours/Day					
Day 1	October 28, 2019	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 1	6
Day 2	October 29, 2019	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 2	6
Day 3	October 30, 2019	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 1	8
Day 4	October 31, 2019	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 2	8
Day 5	November 1, 2019	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 1	8
Day 6	November 4, 2019	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 2	8
Day 7	November 5, 2019	08 : 00	16 : 00	7.5	45	Hangar	Evaluation scenario 3-5	6
Total								

From November 26 to December 4, 2019		HOURS				PLACE	PURPOSE	Needs Stunt-actors
Date	per stunt-actor		HOURS/Day					
Day 1	November 26, 2019	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 1	6
Day 2	November 27, 2019	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 2	6
Day 3	November 28, 2019	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 1	8
Day 4	November 29, 2019	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 2	8
Day 5	December 2, 2019	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 1	8
Day 6	December 3, 2019	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 2	8
Day 7	December 4, 2019	08 : 00	16 : 00	7.5	45	Hangar	Evaluation scenario 3-5	6
Total					375			

From April 24 to May 4, 2020		HOURS				PLACE	PURPOSE	Needs Stunt-actors
Date	per stunt-actor		Hours/Day					
Day 1	April 24, 2020	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 1	6
Day 2	April 27, 2020	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 2	6
Day 3	April 28, 2020	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 1	8
Day 4	April 29, 2020	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 2	8
Day 5	April 30, 2020	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 1	8
Day 6	May 1, 2020	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 2	8
Day 7	May 4, 2020	08 : 00	16 : 00	7.5	45	Hangar	Evaluation scenario 3-5	6
Total					375			

From May 7 to May 15, 2020		HOURS				PLACE	PURPOSE	Needs
	Date	per stunt-actor		Hours/Days				Stunt-actors
Day 1	May 7, 2020	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 1	6
Day 2	May 8, 2020	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 2	6
Day 3	May 11, 2020	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 1	8
Day 4	May 12, 2020	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 2	8
Day 5	May 13, 2020	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 1	8
Day 6	May 14, 2020	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 2	8
Day 7	May 15, 2020	08 : 00	16 : 00	7.5	45	Hangar	Evaluation scenario 3-5	6
	Total				375			

From May 22 to June 1, 2020		HOURS				PLACE	PURPOSE	Needs
	Date	per stunt-actor		Hours/Days				Stunt-actors
Day 1	May 22, 2020	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 1	6
Day 2	May 25, 2020	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 2	6
Day 3	May 26, 2020	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 1	8
Day 4	May 27, 2020	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 2	8
Day 5	May 28, 2020	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 1	8
Day 6	May 29, 2020	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 2	8
Day 7	June 1, 2020	08 : 00	16 : 00	7.5	45	Hangar	Evaluation scenario 3-5	6
	Total				375			

From June 5 to June 15, 2020		HOURS				PLACE	PURPOSE	Needs
	Date	per stunt-actor		Hours/Days				Stunt-actors
Day 1	June 5, 2020	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 1	6
Day 2	June 8, 2020	08 : 00	16 : 00	7.5	45	Hangar	Foundation scenario 2	6
Day 3	June 9, 2020	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 1	8
Day 4	June 10, 2020	08 : 00	16 : 00	7.5	60	Hangar	Practice scenario 2	8
Day 5	June 11, 2020	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 1	8
Day 6	June 12, 2020	08 : 00	16 : 00	7.5	60	Hangar	Evaluation scenario 2	8
Day 7	June 15, 2020	08 : 00	16 : 00	7.5	45	Hangar	Evaluation scenario 3-5	6
	Total				375			

Note: The estimated schedule is subject to change due to the operational and business needs of the CBSA.



ANNEX "B"

BASIS OF PAYMENT

The Bidder must complete the following tables and supply the per diem rate in Canadian dollars that will be applicable to each resource and provide a detailed breakdown of the total quoted price that the Bidder plans to utilize to fulfill the requirements of the contract in the following format:

1 Pricing Schedule

1.1 Professional Services

Resource Category	Level of Effort (Estimated)	Firm per diem rate*	Total
Professional stunt-actors - Day	2,250 hours		
Professional stunt actors - Night	750 hours		
Limitation of expenditure:			

* **Per Diem rates** are firm and all inclusive of overhead, profit and expenses such as travel and time to the NCR facilities.

Please note the following: Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$Days_worked = \frac{Hours_Worked}{7.5_hours_per_day}$$

Option year 1

Resource Category	Level of Effort (Estimated)	Firm per diem rate*	Total
Professional stunt-actors - Day	2,250 hours		
Professional stunt actors - Night	750 hours		
Limitation of expenditure:			

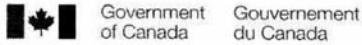


Option year 2

Resource Category	Level of Effort (Estimated)	Firm per diem rate*	Total
Professional stunt-actors - Day	2,250 hours		
Professional stunt-actors - Night	750 hours		
Limitation of expenditure:			

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6



Contract Number / Numéro du contrat
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 CBSA	2. Branch or Directorate / Direction générale ou Direction Human Resources Branch
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 Stunt-Actors Services	
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET / SECRET <input type="checkbox"/>
	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





COMMON-PS-SRCL#6



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non 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? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

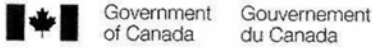
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non 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? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

COMMON-PS-SRCL#6



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



ANNEX "D"
NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Serial No _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract: _____

Name

Signature

Date