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Solicitation No. - N° de l'invitation
W6399-19KF21/A
Client Ref. No. - N° de réf. du client
W6399-19-KF21

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50198

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Standing Offer Reporting Requirements, and the Electronic Payment Instruments.

1.2 Summary

The Department of National Defence (DND) has a requirement for precision parachute training within North America, on an "as and when requested" basis. The training is to provide DND personnel with the necessary skill sets to conduct parachute operations under a variety of complex and adverse conditions. The training will cover the range of experience from beginner to advanced level parachutists and will include all aspects of the training, including the provision of facilities, resources, instructors, and support personnel required to conduct the training.

The intention of the Crown is to issue one National Individual Standing Offer (NISO) to meet this requirement.

The period for placing call-ups against the Standing Offer will be from issuance to 2023-12-31, plus two (2) one-year irrevocable options allowing Canada to extend the term of the Standing Offer.

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

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions

and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

1.5 Phased Offer Compliance Process

The Phased Offer Compliance Process (POCP) applies to this requirement.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 150 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Offer Receiving Public Works and Government Services Canada
Kingston Procurement
86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Email address for epost Connect service: TPSGC.orreceptiondessoumissions-orOfferreceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Note: Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer

Section II: Financial Offer

Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

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

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

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, Offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "D" 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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Canada will use the Phased Offer Compliance Process (POCP) described below.

4.1.1 Phased Offer Compliance Process

4.1.1.1 General

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

THE OFFEROR ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS POCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE OFFER IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE OFFER HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM AN OFFER TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

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

- (c) Canada may, in its discretion, request and accept at any time from an Offeror and consider as part of the Offer, any information to correct errors or deficiencies in the Offer that are clerical or administrative, such as, without limitation, failure to sign the Offer or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Offeror has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the offer solicitation closing in circumstances where the offer solicitation expressly provides for this right. The Offeror will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Offer being declared non-responsive.
- (d) The POCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2006 (2019-03-04) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after offer solicitation closing in circumstances where the offer solicitation expressly provides for this right, or in the circumstances described in subsection (c).

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

4.1.1.2 Phase I: Financial Offer

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

- (h) Canada will determine whether the Financial Offer is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Offeror in accordance with this Section. If the Financial Offer is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Offer

- (a) Canada's review at Phase II will be limited to a review of the Technical Offer to identify any instances where the Offeror has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Offer meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the POCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the POCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Offeror (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Offer has failed to meet. An Offeror whose Offer has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Offer has been found responsive to the requirements reviewed at Phase II. Such Offeror shall not be entitled to submit any response to the CAR.
- (c) An Offeror shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Offeror's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Offeror which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Offer, the Offeror shall identify such additional changes, provided that its response must not include any change to the Financial Offer.
- (e) The Offeror's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Offer, the wording of the proposed change to that section, and the wording and location in the Offer of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Offeror must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Offeror's Offer, and failure of the Offeror to do so in accordance with this subparagraph is at the Offeror's own risk. All submitted information must comply with the requirements of this solicitation.

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- (f) Any changes to the Offer submitted by the Offeror other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Offer as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Offer, but will be considered by Canada in the evaluation of the Offer at Phase II only for the purpose of determining whether the Offer meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Offer would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Offeror in response to the CAR. If so, the Offer will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Offeror shall bind the Offeror as part of its Offer, but the Offeror's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Offer.
- (h) Canada will determine whether the Offer is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Offeror in accordance with this Section. If the Offer is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Offer

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

4.1.2 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support and demonstrate compliance with the mandatory technical criteria.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

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

MTC #	Mandatory Technical Criteria	Instructions to Offerors
MTC 1.	Training Location(s) must be located in North America in a Koppen Climate Classification B (Arid or Semi-Arid) designated area. The area of the training location(s) must have an average daytime low temperature that is not less than 10°C (50°F), for the previous 12 months from solicitation closing date.	<p>To demonstrate compliance, the Offeror must provide with their offer:</p> <ul style="list-style-type: none"> a) The address(es) of the Offeror's training location(s); and b) A report, a pamphlet, or a printout from a Government Weather Service that states the average daytime monthly low temperature, for the previous 12 months from solicitation closing date, in the area of the Offeror's training location(s).
MTC 2.	<p>The Offeror must provide a Vertical Wind Tunnel as follows:</p> <ul style="list-style-type: none"> i. Indoor flight chamber with a diameter not smaller than 3.35 m (11 ft); ii. Co-located with the primary training facility (the distance between the Vertical Wind Tunnel and the primary training facility must be less than 1000 metres); and iii. Have an adjustable wind velocity of up to at least 190 kph (118.061 mph). 	<p>The Offeror must clearly demonstrate compliance through use of:</p> <ul style="list-style-type: none"> a) A map with detailed photographs that clearly shows the distance between the primary training facility and the Vertical Wind Tunnel is less than 1000 metres (map scale ratio must be provided); b) A copy of a schematic of the dimensions of the Vertical Wind Tunnel; and c) The technical specification that state the wind velocity capabilities of the Vertical Wind Tunnel.

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Offers must not contain any alteration to the Pricing Basis other than the addition of the Offeror's unit prices and currency.
- b) Pricing must be provided for all items and all pricing periods.
- c) Offers must not contain any condition or qualification placed upon the offer.
- d) Pricing must be firm, excluding applicable taxes, and must not be indexed or tied to an escalation factor. The currency of the pricing must be identified in the offer. If the currency is not identified in the offer, the pricing of the offer will be identified as Canadian dollars.

4.1.3.2 Financial Evaluation

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

Bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor to the bids submitted in foreign currency.

The Evaluated Price is calculated as follows:

For each item, the sum of the pricing for all Pricing Periods will be multiplied by the corresponding Annual Estimated Usage amount to determine the Extended Price of the Item.

The Evaluated Price will be the sum of all Extended Prices for all items.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the 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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Solicitation No. - N° de l'invitation
W6399-19KF21/A
Client Ref. No. - N° de réf. du client
W6399-19-KF21

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50198

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status of Availability of Resources

SACC Manual clause [M3020T](#) (2016-01-28), Status of Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause M3021T (2012-07-16), Education and Experience

5.2.3.3 Price Support – Non-competitive Bid

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

5.2.3.4 Air Operator Certification

The Offeror must provide a copy of an Air Operator Certificate (AOC), Letter of Authorization, or other operating authorization held, valid on the solicitation closing date.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must compile this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting 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;
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance of the Standing Offer to 2023-12-31.

Solicitation No. - N° de l'invitation
W6399-19KF21/A
Client Ref. No. - N° de réf. du client
W6399-19-KF21

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50198

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

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to two (2) additional one-year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at least 2 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Andrew Denbeigh
Title: Supply Specialist

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

Telephone: 613-484-1586
Facsimile: 613-545-8067
E-mail address: andrew.denbeigh@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative *[Note to Offerors: Please fill out required information]*

Name: _____
Title: _____

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

Procurement Business Number: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence (DND).

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

6.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) 2010C (2018-06-21), General Conditions – Services (medium complexity);
- e) Annex “A”, Statement of Work;
- f) Annex “B”, Basis of Payment;
- g) the Offeror's offer dated _____. *[Note to Offerors: Canada will insert information at time of issuance of the Standing Offer]*

6.11 Certifications and Additional Information

6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.11.2 SACC Manual Clauses

SACC Manual clause M3020C (2016-01-28), Status of Availability of Resources – Standing Offer

6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.13 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Call-up, the Contractor will be paid for the Work performed in accordance with the Basis of Payment at Annex "B", to a ceiling price stated in the Call-up document. Customs duties are included, and Applicable Taxes are extra.

6.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

6.5.3 Monthly Payment

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

6.5.4 SACC Manual Clauses

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.5.5 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only).

[Note to Offerors: Canada will insert or delete text, as per the Offer (Annex D), at time of issuance]

6.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
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.
 - c. one (1) copy must be forwarded to the consignee.

6.7 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

6.8 Inspection and Acceptance

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

ANNEX "A"

STATEMENT OF WORK

1. OBJECTIVE

The Department of National Defence (DND) has a requirement for precision parachute training, within North America, on an "as and when requested" basis. The training is to provide DND personnel with the necessary skill sets to conduct parachute operations under a variety of complex and adverse conditions. The training must cover the range of experience from beginner to advanced level parachutists, and must include all aspects of the training, including the provision of a primary training location and an alternate site training location, resources, instructors, and support personnel required to conduct the training.

2. ACRONYMS AND DEFINITIONS

Acronym	Term	Definition
	'A' License	A USPA or CSPA issued license allowing the bearer to freefall parachute without supervision, pack their own main parachute, engage in basic group jumps, and perform water jumps.
	Aircraft Ground Crew	The aircraft ground crew is for on-site daily aircraft maintenance.
	Aircraft Slot	A method of billing for aircraft use based on allocation of parachutist positions in the aircraft. One 'slot' refers to one parachutist on one given sortie (single flight).
	Alternate Site Location	A rural, desert training area located within 100km (62.137 miles) from the primary location. Alternate site must have at least one DZ within 500m (.031 miles) of the site and multiple drop zones, within 20km (12.73 miles), available to facilitate HAHO parachute training.
AFF	Accelerated Freefall	A method of skydive training referred to as 'accelerated' because the progression is the fastest way to experience and receive qualification in solo freefall. Under AFF, one or two instructors are dedicated per single student.
AFM	Aircraft Flight Manual	
AIA	Airworthiness Investigative Authority	Flight safety authority for the DND/CAF Airworthiness Programme. Delegated to the Director of Flight Safety (DFS).
BOC	Bottom of Container	A parachute system characterized by activation via a Throw-Out Pilot Chute which is attached to the bridle and specially packed into the bottom of the main parachute container.
	Course Officer	The on-site DND representative in charge of a given training course; also the principle Point of Contact between DND and the contracted facility.
CAF	Canadian Armed Forces	
CARs	Canadian Aviation Regulations	http://www.tc.gc.ca/eng/acts-regulations/regulations-sor96-433.htm
CofA	Certificate of Airworthiness	
CONPARA	Continuation Parachuting	Additional parachute activities not related to a particular course, by qualified parachutists in order to maintain currencies and increase skill sets.
CoP-CSPA	CSPA 'Certificate of Proficiency'	CSPA CoPs are internationally recognized proficiency levels. Ranked A through D, they are administratively similar to USPA's licenses.

CPC	Combined Parachute Course	CPC combines the instructional components and certifications of the Basic and Advance Modules using Military Precision Square Parachute Systems equipped with a BOC deployment system.
CSPA	Canadian Sport Parachute Association	The Canadian Sport Parachuting Association (CSPA), through affiliation with the Aero Club of Canada (ACC), is Canada's representative to the Federation Aeronautique Internationale (FAI), and is thereby the official sport organization for sport parachuting in Canada.
DFS	Director of Flight Safety	Flight safety authority for the DND.
DND	Department of National Defence	
DZ	Drop Zone	
	Drop Zone (desert type)	A designated and registered parachutist landing area. Desert type refers to an area that is a min of 500m x 500m area that is free and clear of obstacles of less than 1 foot of height, i.e. buildings, trees, fences, irrigation ditches, ground undulation.
	Drop Zone (non-desert type)	Must meet published standards in the CSPA or USPA documentation.
DZLO	Drop Zone Liaison Officer	This person ensures liaison between DND and the DZ to facilitate staffing, smooth running of the courses or CONPARA and oversees safety as per drop zone and DND techniques and procedures.
ELT	Emergency Locator Transmitter	
FAA	Federal Aviation Administration	
FARs	Federal Aviation Regulations	
	Ground Coordinator	The coordinator of the overall activity. This person works side by side with a designated DND Course Officer to ensure coordination of important items such as daily aircraft requirements, instructor ratios and packing support. This person also controls the training manifests, manages DZs, ensures there is no conflict with other facility activity, and assists with the overall daily planning and executing of DND events.
HAHO	High Altitude High Opening	
IFR	Instrument Flight Rules	
JMC	Jump Master Course	The Jump Master Course is to train the individual in the aircraft responsible for safely dispatching parachutists in any type of parachute operation.
	Köppen Climate Classification - Arid or Semi-Arid climate.	Köppen Climate Classification – Arid or Semi-Arid Zone (B) Arid zones are hot and dry all year and include the deserts of North Africa and central Asia, the southwest United States, and inland Australia. The coarse soil contains little surface water and supports mostly shrubs and short, woody trees. Animal life includes birds, reptiles, insects, rodents and small carnivores. Semi-Arid Climate Zone - Hot semi-arid climates have a mean annual temperature of at least 18°C, or a mean temperature greater than 0°C in the coldest month.

	Master Rigger	A person qualified to pack and maintain a parachute system, perform complex repairs and approved alterations. The Master Rigger may also supervise the work of parachute Riggers and Packers.
OAA	Operational Airworthiness Authority	Operational authority for the DND/CAF Airworthiness Programme.
	Packer	A person qualified to pack parachute systems under the supervision of a Rigger or Master Rigger. Packer must have be qualified CSPA Rigger A1 or FAA Senior Rigger with a minimum of three (3) years of packing experience at a drop zone. USPA or CSPA packing endorsement as well as FAA Parachute Rigger qualification.
SOPs	Standard Operating Procedures	
STC	Supplementary Type Certificate	
	Tach Time	A method of billing for aircraft use based upon actual engine running time.
	Training Timeframe	One training week is five consecutive training calendar days. One training day is defined as 12 hours. Training time may be extended during weekdays and/or to include weekends, evenings and/or night time periods where required to meet training objectives. This will be determined by the DND Course Officer based on factors including weather and student progression.
TAA	Technical Airworthiness Authority	Technical authority for the DND Airworthiness Programme.
TAO	Temporary Authority to Operate	Flight authority issued by the DND/CAF to a civil organization to provide defence-related services for the DND/CAF.
TI	Tandem Instructor	A parachutist qualified to parachute with a passenger attached to their body by use of a specialized harness.
UK CAA	United Kingdom Civil Aviation Authority	Airworthiness regulator for the UK.
UPT	United Parachute Technologies	Parachute manufacturer of precision square parachute systems, owned by DND and used during the Combined Parachute Course and by Tandem Instructors. Note – the certification needed to operate a tandem parachute system is given by the manufacturer of that system.
USPA	United States Parachute Association	
VWT	Vertical Wind Tunnel	A controlled, indoor simulated freefall environment in which the parachutist is held aloft by forced air.

3. DELIVERABLES

3.1

- a. The following courses, in English, on an “as and when requested” basis:
 - i. Combined Parachute Course (CPC) in accordance with Section 4.1;
 - ii. Jump Master Course (JMC) in accordance with Section 4.2;
 - iii. Tandem Instructor (TI) Course in accordance with Section 4.3; and
 - iv. Continuation Parachuting (CONPARA) training in accordance with Section 4.4;

- b. Certifications and documentation in accordance with Section 4.5;
- c. Facilities in accordance with Section 4.6;
- d. Primary Site Location in accordance with Section 4.7;
- e. Alternate Site Location in accordance with Section 4.8;
- f. Aircraft in accordance with Section 4.9;
- g. Equipment in accordance with Section 4.10; and
- h. Personnel in accordance with Section 4.11.

3.2 Training timeframe

3.2.1 The training time is as follows:

- i. One (1) training day is defined as twelve (12) hours;
 - ii. One (1) training week is five (5) consecutive calendar days; and
 - iii. Training time may be extended during weekdays and/or include weekends, evenings and/or night time periods where required in order to meet training objectives as determined by the DND Course Officer based upon factors including weather or course progression;
- b. Canada will give maximum notice for required courses however, the Contractor must be able to support short-notice requirements, with as little as forty-eight (48) hours' notice, due to unforeseen DND training requirements.

3.3 Course Cancellation

3.3.1 The following applies in case of a course cancellation:

- a. Canada may cancel an entire course without a fee by giving a written notice to the Contractor at least fourteen (14) calendar days prior to the course delivery date;
- b. In the event that Canada cancels an entire course, the Contractor will be paid a percentage of the total Facilities (Primary and/or Alternate Site Location) rate that is non-refundable and non-transferable as follows:
 - i. 8-13 calendar days prior to the course delivery date: 25%;
 - ii. 1-7 calendar days prior to the course delivery date: 50%; or
 - iii. On the day of or during the course: 100%;
- c. If Canada or the Contractor has to cancel due to an unforeseeable or uncontrollable event (e.g., severe weather, travel bans, power failure, etc.) no charge will be applied regardless of when the notice is received by Canada or the Contractor.

4. **REQUIREMENTS**

4.1 Combined Parachute Course (CPC)

4.1.1 The CPC Course is a duration of six weeks. The Contractor must provide the following training, during the day as well as some nights, at either the primary or alternate site location, on an "as and when requested" basis:

- a. Instruction by facility instructors to a maximum of 24 DND students with the assistance (if required) of minimum two (2) DND parachute instructors for a duration of six (6) weeks;
- b. Contractor personnel to be provided are as follows:
 - i. Instructors:

- (a) Initially a ratio of 2:1 instructors to students, reducing to 1:10 or less as the course progresses, as determined by the DND Course Officer.
 - (b) May be augmented by DND provided instructors.
 - ii. One (1) Ground Coordinator for the duration of the course.
 - iii. Up to twelve (12) Packers (to be supervised by a DND Master Rigger).
- c. Aircraft Usage as follows:
 - i. Up to two hundred eighty (280) hours of tach time.
 - ii. Up to six hundred (600) aircraft slots in addition to tach time.
- d. Bottom of Container (BOC) civilian parachute systems as required to achieve course objectives, minimum one (1) per student, in various sizes depending on student weight.
- e. Course Conduct as follows:
 - i. Each student is to perform an average of five (5) jumps per training day, adjustable according to student needs (as determined by the DND Course Officer) and other potential exterior factors such as weather.
 - ii. Minimum of forty-five (45) minutes of Vertical Wind Tunnel (VWT) training time per student per course.
 - iii. Instructors must record students using High Definition (HD) video of student descents as required for instruction of the course for all students.
 - iv. Each student is to receive the following:
 - a) United States Parachute Association (USPA) or Canadian Sport Parachute Association (CSPA) Association membership; and
 - b) USPA or CSPA 'A' licence.

4.2 Jump Master Course (JMC)

4.2.1 The Contractor must provide the resources to support the JMC course led by DND parachute instructors. Resources to be provided are as follows, on an "as and when requested" basis:

- a. Duration of three (3) weeks for up to ten (10) DND students
- b. Personnel as follows:
 - i. Up to two (2) facility parachute instructors.
 - ii. One (1) Ground Coordinator for the duration of the course.
 - iii. Up to four (4) Packers (to be assisted by DND Packers and supervised by a DND Rigger).
- c. Aircraft Usage as follows:
 - i. Up to ten (10) hours of tach time; and
 - ii. Up to two hundred (200) aircraft slots in addition to tach time.
- d. Course Conduct as follows:
 - i. Each student is to perform sufficient jumps to achieve the objectives of the course.
 - ii. Up to thirty (30) minutes of VWT training time per student per course.
- e. Each student is to achieve a Jump Master certification from DND.

4.3 Tandem Instructor (TI) Course

4.3.1 The TI course includes course duration of up to three (3) weeks. The Contractor must provide the following training, during the day, at the primary location, on an "as and when requested" basis:

- a. Up to ten (10) DND students;
- b. Personnel as follows:
Instructors:
 - a. Initially a ratio of 1:1 Parachute Instructors to students, reducing to 1:2 as the course progresses as determined by the DND Course Officer.
 - b. Up to five (5) personnel to act as tandem passengers, each must hold a valid USPA or CSPA 'A' licence and have a minimum of 100 jumps.
 - iii. One (1) Ground Coordinator for the duration of the course.
 - iv. Sufficient facility tandem Packers to support five (5) jumps per training day per student.
- c. Aircraft as follows:
 - i. Up to eighty (80) hours of tach time
 - ii. Up to six hundred (600) aircraft slots in addition to tach time.
- d. Equipment as follows:
 - i. United Parachute Technologies Tandem Sigma with a minimum size main canopy of 33.4 m2 (370 ft2) complete with assured automatic opening devices and sufficient ancillary parachute equipment to facilitate the training schedule.
 - ii. Industry standard approved helmets, goggles, gloves, jumpsuits, and United Parachute Technologies (UPT) approved passenger harness.
- e. Course Conduct as follows:
 - i. Each student is to perform an average of five (5) jumps per training day, adjustable according to student needs (as determined by the DND Course Officer).
 - ii. Minimum of one (1) hour of VWT training time per student per day
 - iii. Instructors to record in High Definition (HD) video of the student descents (as determined by the DND Course Officer).
 - c. Upon successful completion of the course, students will receive a UPT Tandem Sigma Instructor Rating.

4.4 Continuation Parachuting (CONPARA) Training

4.4.1 The CONPARA training includes day and, at times, night training, including HAHO jumps, on an "as and when requested" basis. The training consists of two (2) weeks for up to fifty-five (55) DND students. The Contractor must provide:

- a. Personnel as follows:
 - i. Instructors are not required.
 - ii. Up to twelve (12) Packers (to be supervised by a DND Rigger).
- b. Aircraft as follows:
 - i. Up to eighty (80) hours of tach time.

- ii. a minimum of two (2) aircrafts with a third aircraft to be made available within 3 hours as backup in the event of a breakdown.
- c. DZs as follows:
 - i. Accessibility to a minimum of four (4) desert-type DZs within 20 km (12 mi) of the indoor training facility, as approved by the DND Course Officer.
 - ii. At the discretion of the DND Course Officer, a physical evaluation of the DZs may be required prior to the training event.
- d. This is not an instructor led training course.

4.5 Certification and Documentation

4.5.1 The Contractor must provide the following within thirty (30) calendar days of completion of each training course:

- a. Certification, that each student has attained the designated parachute qualifications and certifications in accordance with the course descriptions;
 - b. Complete manifest report capturing all jump activities and all ground training activities;
- The Contractor must provide the following immediately upon completion of each training course:
- c. Complete recordings of all video-captured training. Recording are to be provided to the DND Course Officer at the completion of each training course on a DND-owned hard drive; and
 - d. All records and documentation (including but not limited to written documentation, photographs and video recordings, electronic or otherwise) related to the nature of the training and the identities of all DND students.

Note: All required submission documentation and payments to certifying organizations to obtain the certifications is the responsibility of the Contractor and is to be included in the overall cost for each course. The Contractor must not retain, publish, print, or otherwise distribute records and/or copies of any of the above. This requirement does not interfere with any other reporting requirement imposed by law or regulation of any government. However, any documentation required to be submitted to a federal, state or provincial government office must not disclose the nature of the training conducted, nor the identities of the DND students involved in the training without consent from the DND Course Officer.

4.6 Contractor Facilities

4.6.1 The Contractor must be able to accommodate the conduct of basic freefall parachute training and HAHO parachute training incorporating long parachute transits of up to 20 nautical miles. This may be accomplished by the use of one or more training locations (primary and an alternate site training location).

4.6.2 The primary and any alternate site training locations must:

- a. be located in North America in a Koppen Climate Classification B (Arid or Semi-Arid) designated area that has been used for the conduct of NATO military forces parachute training (e.g., US, Canada, UK, Australia, New Zealand).
- b. not exceed an elevation 762 m (2500 feet) above Mean Sea Level for all courses (excludes CONPARA training).
- c. have structures to securely house parachute equipment and ancillary support equipment that has AC outlets and lighting.
- d. have parachute packing facilities as follows.
 - i. Isolated indoor and/or outdoor parachute packing areas for concurrent packing of up to fifteen (15) parachutes.

- ii. Include packing mats on the floor and/or ground.
- iii. If outdoors, include adequate covered protection from the elements (e.g., sun, rain, high winds, etc).
- e. have refrigerated food storage.
- f. have serviceable washroom facilities.
- g. provide a forklift (with a 5,000 lb capacity) for the first two (2) and last two (2) days of training and readily available within 24 hour notice throughout each course.
- h. have a co-located (within 100m) parking area to the primary and alternate facilities that is suitable for parking two (2), 23 m (75 feet) truck and trailer combinations.

4.7 Primary Site Location:

4.7.1 The primary site location must be an owner operated airfield at the drop zone for the conduct of basic parachute training with:

- a. Minimum three (3) Indoor training facilities for the conduct of 3 simultaneous courses for dedicated DND use as follows:
 - i. Secured, lockable, alarmed indoor training facilities, designated for exclusive DND access without alternate means of access.
 - ii. Permit 24 hour access for the duration of each training course.
 - iii. Potable water.
 - iv. Parking area that can accommodate a minimum of 15 civilian pattern vehicles (SUVs).
 - v. Ability to display, on a minimum screen size of 43 inches, computer-generated presentations (e.g., video, PowerPoint, etc.), with inputs for laptop computers.
 - vi. Whiteboards.
 - vii. Wireless high-speed internet throughout the training facilities.
 - viii. Cleaning and janitorial services delivered at least three (3) times per week.
 - ix. Appropriate hooks for the proper hanging of all DND student parachute harnesses and containers.
- b. One of the training facilities must have:
 - i. A classroom with tables and seating for at least 25 students.
 - ii. A minimum of four (4) audio/visual capable stations, each able to support HD video display. These stations must have capacity to store and review recorded jumps by both the instructors and students.
- c. One (1) primary DZ that is within 400 m (1312.34 feet) of the training facility that:
 - i. is capable of supporting both novice and experienced parachutists (i.e., an area free of obstacles and not less than 500 square meters (1640 square feet).
 - ii. Has a minimum of two (2) student landing areas that have softer fill to reduce risk of student injury.
- d. On site immediate jumper recovery capability.
- e. A mock-up jump aircraft, reflecting dimensions and simulated doorways/ramp of actual training aircraft, including anchor line cable for Double-Bag Static Line (exit training).
- f. The following designated areas:

- i. A separate aircraft landing area.
- ii. A marshalling area.
- g. Multiple telltales and/or windsocks within the field of view for every DZ approach trajectory.
- h. Full control of all aircraft and DZ activities through a manifest control centre.
- i. An in-place medical response plan (911 or equivalent) for transportation of the injured parachutist to an appropriate trauma level hospital for any injuries.
- j. A Vertical Wind Tunnel as follows:
 - i. Indoor flight chamber with a diameter not smaller than 3.35 m (11ft).
 - ii. Co-located (within 1000m) with the primary training facility.
 - iii. Have an adjustable wind velocity and is capable of supporting a parachutist in full equipment (350lbs).

4.8 Alternate Site Location (if required – or the following must also be part of the Primary Training Location)

4.8.1 The location must be a training location, within 100km direct line of the Primary Training Location, that allows for long canopy transits of up to 20 nautical miles:

- a. A minimum of three (3) alternate DZs within 20 km (12.5 mi) from the alternate training location.
- b. Include minimum (1) desert-type DZ as part of the above.

4.9 Aircraft

4.9.1 The Contractor must provide the following:

- a. Contractor operated aircraft as follows:
 - i. Multi-engine turbine powered.
 - ii. Side door exit and rear ramp exit that incorporates static line capability including hang-up retrieval system.
 - iii. Capacity to carry up to twenty (20) military parachutists or a combined weight, including equipment, not to exceed a payload of 2045 kg (4500 lbs).
 - iv. Equipped with oxygen systems for all aircrew, in accordance with FAA regulations, in order to support training at altitudes for which oxygen is required.
- b. An aircraft ground and air crew for any training located at an alternate location.
 - i. All aircraft related paperwork and administration (i.e., Notice To Airmen (NOTAMs), landing permits for any potential training, etc.) required for the conduct of parachute training operations; and
- c. On-site refuelling capability.

4.10 Equipment

4.10.1 The Contractor must be capable of providing the following:

- a. Parachute systems at the discretion of the DND Course Officer as follows:
 - i. BOC civilian parachute systems.

- ii. Sigma tandem parachute systems and related equipment for the TI Certification course.
- b. Available for rental, as required, supplementary civilian parachute systems of various types and sizes, as well as related parachute equipment and clothing.
- c. All provided parachute and related equipment must be certified for use and in a clean and well-maintained condition (to be confirmed by a DND Rigger prior to use by DND personnel).
- d. T bottles of aviators oxygen for the refill of parachutist oxygen equipment. Delivery location and quantity of T bottles to be determined by the DND Course Officer at time of call-up.

Note:

The Contractor may substitute DND parachute equipment and related accessories as long as it is the equivalent type and function as the parachute equipment and related accessories utilized by DND students. Substitutions must be approved by the DND Course Officer.

4.11 Personnel

4.11.1 The Contractor must provide:

- a. Instructors as follows:
 - i. Instructors for CPC and JMC require current USPA AFF Instructor or CSPA Progressive Free Fall Instructor (PFFI) certification.
 - ii. Instructors for TI course require, at a minimum, a current USPA or CSPA rating, a UPT Manufacture rating and have administered minimum one TI certification course within the preceding twenty-four (24) months.
 - iii. VWT Instructors must have the following (minimum):
 - (a) Ten (10) hours of flight training.
 - (b) Ten (10) hours of shadow training.
 - (c) Five (5) hours of VWT controlling.
 - (d) Certified as a VWT Instructor.
- b. Packers as follows:
 - i. Provided on a per-diem rate.
 - ii. Hold a current FAA USPA or CSPA Rigger "A" qualification.
 - iii. Have a minimum of three (3) years' experience as a Packer and/or Rigger (either must hold FAA Senior Rigger or CSPA Rigger A1) at an active DZ.
- c. DZ recovery party as follows:
 - i. Upon request, a minimum of two (2) full-size vehicles (e.g., pickup truck, van, sport utility, etc.) capable of carrying at least four (4) parachutists and their equipment.
 - ii. Minimum two (2) drivers with appropriate licenses to operate the vehicles.
 - iii. Ready to be mobile immediately following landing of the final jumper.
- d. Drop Zone Liaison Officer (DZLO) responsible for the following:
 - i. All training is conducted in accordance with DND training and safety regulations.

- ii. Provision of a detailed description of in-place protocols instituted to reduce parachute-related injuries and fatalities, including but not limited to DZ landing direction indicators.
- iii. Identifying and taking action to rectify safety infractions.

Note:

The DND course officer reserves the right to refuse to utilize any provided individual based on ability and safety. This decision may be made before or during any course. Nevertheless, if an individual is removed from their position, it remains the Contractor's responsibility to comply with the terms in this Statement of Work. The Contractor must provide, upon request of the DND TA, evidence demonstrating full compliance with the requirements of the personnel (qualifications, certifications, experience, etc.), for any and all of the Contractor's personnel, for the DND TA's review and acceptance.

5. DND SUPPORT TO TRAINING

5.1 DND will provide the following for each training course:

- a. A Course Officer for each course, who will be the on-site DND representative in charge of a given training course and the primary Point of Contact between DND and the contracted facility for course-related matters.
- b. All parachute equipment and related accessories for each course except where specified otherwise within this Statement of Work or as otherwise arranged between DND and the Contractor.
- c. Parachute Instructors to augment the Contractor's instructors at the discretion of the DND Course Officer.
- d. On-site medical personnel at each DZ utilized for CPCs and JMCs (excluding the primary location) and for CONPARA training. Does not include TI Certification training. This is in addition to medical support provided by the Contractor and is not intended to substitute or replace any element the Contractor provided an Emergency Action Plan.
- e. Oxygen systems, including individual parachutist equipment and on-aircraft Oxygen Consoles, if DND Course Officer determines O2 is required, DND will provide the O2 for the individual courses.
- f. Equipment for the Contractor's Instructors, where required for commonality with DND students, as follows:
 - i. On an "as and when requested basis" by the Contractor.
 - ii. As approved by the DND Course Officer.
 - iii. Parachute equipment and related accessories provided by DND will be in accordance with DND standards. DND will also provide specific equipment training if required.

6. TECHNICAL AND OPERATIONAL AIRWORTHINESS REQUIREMENTS

6.1 General Regulatory Requirements.

6.1.1 The services being provided by the Contractor are deemed to be defence-related services for the purposes of Canada's Aeronautics Act and the Ministerial Delegations to the DND/CAF Operational Airworthiness Authority (OAA), the Technical Airworthiness Authority (TAA) and the Airworthiness Investigative Authority (AIA).

6.1.2 If the operating location is in Canada, the aircraft operator must comply with the following:

- a. The provisions of the Aeronautics Act, R.S.C. 1985, c. A-2, the Department of National Defence / Canadian Armed Forces (DND/CAF) airworthiness programme and with all regulations, directions, orders and rules made pursuant thereof which are applicable to the services to be performed under the Contract.
- b. In accordance with the Aeronautics Act, while providing defence-related services for the DND/CAF, the Contractor will operate under the airworthiness oversight of the DND/CAF. In particular, the Contractor must be capable of being awarded a Temporary Authority to Operate (TAO) to conduct the defence-related services required. A TAO is a military flight authorization, issued by the DND/CAF airworthiness staffs, that authorizes a civil organization to provide defence-related services for the DND/CAF and signifies that these services are under the airworthiness authority and oversight of the DND/CAF. Activities cannot commence until the Contractor is in possession of a valid TAO issued by the DND/CAF Technical Airworthiness Authority (TAA) and Operational Airworthiness Authority (OAA). To qualify for the award of a TAO, the Contractor must: be already approved, for the type of operations required (ie, in this case, various parachute operations), by an airworthiness authority acceptable to the DND/CAF airworthiness staffs; must meet the requirements of the DND/CAF Airworthiness Programme; and must be assessed by DND/CAF airworthiness staffs to be acceptable for the award of a TAO. In making that assessment the DND/CAF will give credit if the Contractor meets at least one of the following conditions:
- (1) Hold a valid Air Operator Certificate (AOC), issued by Transport Canada Civil Aviation (TCCA) under Canadian Aviation Regulations (CARs) Part VII, subpart 2 or issued by the FAA under Title 14 Subchapter G (eg Part 119, 121, 125 or 135).
 - (2) Hold an appropriate AOC, issued by an authority acceptable to the DND/CAF, for the provision of this service.
 - (3) Foreign organizations who are authorized to operate as a private operator under the general provisions of FAR Part 91, or who hold an authorization for NAFTA operations in Canada issued by the FAA, may also be acceptable, provided that they meet the intent of the requirements of the DND/CAF private operator checklists (eg, maintenance programme and control system, flight safety programme, aircrew training system, control of spare parts, etc).

Note:

- (a) Some airworthiness requirements are specific to Canada. Nevertheless, foreign airworthiness programmes may have equivalents or foreign terms may be able to be substituted. Foreign standards that meet the intent of the DND/CAF Airworthiness Programme may be acceptable if they are deemed equivalent by the DND/CAF. For example, the DND/CAF may accept foreign maintenance engineers if they meet training/experience standards that are equivalent to those required by the DND/CAF or as outlined in the CARs. Foreign civil or military operator approvals or maintenance control systems must be referred to DND/CAF airworthiness staffs for guidance on the acceptability of such systems. The DND/CAF checklists for private operators under FAR Part 91 are available on request.
- (b) A TAO replaces the civil flight authority for the aircraft (ie, Certificate of Airworthiness (CofA), Special CofA Limited or flight permit). Conditions and restrictions when operating for the DND/CAF are detailed in a TAO and/or specified in a DND/CAF

flight permit. A TAO also includes details of the regulations, rules and orders that are applicable to the types of operations and any applicable exemptions. Electronic copies of applicable military rules and orders will be provided to the Contractor. The combination of a TAO, a tasking request/authorization and any associated DND/CAF flight permit comprise the DND/CAF authority to conduct defence-related services. Therefore, a copy of the TAO, the tasking request/authorization for each flight or series of flights, and any additional DND/CAF flight permit must be carried on board each applicable aircraft while undertaking defence-related services for the DND/CAF.

(c) When providing defence-related services for the DND/CAF, the Contractor's aircraft are considered to be military aircraft for the purposes of the Aeronautics Act and the Ministerial Delegations to the OAA, the TAA and the AIA. Airworthiness oversight will be conducted by the DND/CAF airworthiness staffs.

6.1.3 If the operating location is in the USA and the aircraft operator is a Canadian company, the aircraft operator must comply with paragraph 6.1.2, above.

6.1.4 If the operating location is in the USA and the operator is a US company operating aircraft that are registered in the USA, the aircraft operator must be acceptable to the DND/CAF airworthiness staffs for the services to be performed. In assessing acceptability, the DND/CAF will give credit if the air operator meets one or more of the following conditions:

- a. Be approved by the Federal Aviation Agency (FAA) for the conduct of the types of parachuting operations required.
- b. Be approved by the US DoD for parachute operations under the US DoD Commercial Intrastate Paratroop Carrier Program.
- c. Be included on the US DoD Air Mobility Command list of approved DoD commercial vendors.

6.1.4.1 When providing the defence-related services, the US air operator must comply with the following:

- a. All applicable Federal Aviation Regulations (FARs).
- b. All requirements of the applicable US DoD regulations and/or orders in accordance with the US DoD Commercial Intrastate Paratroop Carrier Program, where they are more restrictive than the FARs.

6.1.5 The Contractor must agree that representatives of Canada may conduct, at their discretion, a survey of the air operator's facilities, to determine the technical capabilities for performance of the work described herein. The air operator will be required to complete DND/CAF Airworthiness Audit Checklists. The air operator must agree to make its facilities, including its resources and documentation, available for this purpose.

6.1.6 All services provided must be approved by the DND/CAF or its authorized representative who will have the right to inspect the aircraft and technical and operational documentation including (but not limited to) flight plans or flight notifications, loading records, technical logs and aircrew logbooks, maintenance records and training records, to ensure compliance with the conditions of the contract, and continued acceptability by the DND/CAF airworthiness staffs for the provision of the services required.

6.1.7 The air operator is to provide the following:

- a. A comprehensive aircraft capability and walkthrough brief that includes all aircraft ground and in-flight procedures / emergencies.

- b. Any and all documents that demonstrate to the satisfaction of the TAA and OAA that the air operator is acceptable for the provision of defence-related services to the DND/CAF.
- c. Recent audit reports, if any, of the contractor's organization by one or more of the following:
 - (1) The FAA.
 - (2) The US DoD.
 - (3) Transport Canada Civil Aviation (TCCA).
 - (4) The DND/CAF.

6.1.8 The aircraft must be identified by registration markings and must be either owned or controlled by the air operator in such a manner as to ensure exclusive control over the aircraft, its contents and crew thereof when operating for the DND/CAF.

6.1.9 When and where appropriate, the air operator must comply with all laws, regulations and DND/CAF and/or US DoD orders applicable to the carriage of dangerous goods or hazardous products.

6.1.10 The Contractor must provide all personnel, facilities, supplies and equipment to properly support and perform this contract. Support must include, but need not be limited to, the following aircraft services:

- a. Maintenance.
- b. Fleet service.
- c. Supply support, spare parts, and engines, as required.
- d. Operational personnel sufficient to support the contracted services.
- e. Responsibility for weight and balance of the aircraft on all flights.

6.2 Aircraft Requirements.

6.2.1 The aircraft provided for the purpose of this charter must be equipped with serviceable equipment applicable to the types of operations required and suitable for the particular airspace through which the operations occur. The aircraft must have serviceable radio equipment capable of transmitting and receiving on frequencies in use at departure, en-route and destination; and with an Emergency Locator Transmitter (ELT).

6.2.2 When applicable, survival gear appropriate for long-range, over-water operations must be carried on board, including personal survival equipment and life rafts sufficient to accommodate all crew and passengers.

6.2.3 Each aircraft used to fulfil the Contract must have a civil flight authority issued by a regulatory body acceptable to the DND/CAF (eg, TCCA, FAA or UK CAA). The aircraft must be capable of successfully executing the missions, as tasked, within the limitations of the civil Type Certificate and civil flight authorities (Certificate of Airworthiness (CofA), Special CofA or appropriate flight permit etc) of the applicable aircraft, and any applicable AOC or similar authorization.

6.2.4 The Contractor must obtain and maintain all permits, licences and certificates of approval required for the work to be performed under any applicable federal, provincial or municipal legislation. The Contractor will be responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, licence or certificate to the DND/CAF. The Contractor will be responsible for providing Supplementary Type Certificates (STCs), Serialized STCs, Aircraft Flight Manual (AFM) Supplements and maintenance manual supplements, as appropriate, pertaining to any modifications to the aircraft required for the service to be provided. During the period of this requirement, any changes or modifications (to the aircraft or operating procedures or carry-on equipment that might affect the services being provided) must be notified to the DND/CAF (DTAES 3-2 at (819) 939-4760) to facilitate an assessment of whether or not a DND/CAF approval is required.

6.3 Aircrew Requirements.

6.3.1 The pilot-in-command must have flown a minimum of 1,000 hours on fixed wing aircraft, including 250 hours as pilot-in-command of the type of aircraft specified and 250 hours in theatres of operation similar to those required under the contract. When so requested by the identified user, the air operator must provide documentary proof of aircrew qualifications, ratings and experience.

6.3.2 All air operator personnel acting as flight crew must each hold a valid flight crew licence, as defined in CARs Part IV (or FAR equivalent), endorsed with ratings appropriate to the air services being provided, including the ability to conduct flights under Instrument Flight Rules (IFR) when required. All air operator personnel acting as flight crew must meet the Recency Requirements defined in CARs Part IV or equivalent FAR.

6.3.3 The pilot-in-command of the aircraft must ensure that all passengers are given a safety briefing before take-off as outlined in CAR 602.89 (or equivalent FAR), or in other format acceptable to the DND/CAF. *If a series of similar or repetitive flights are to be conducted, the safety briefing need be delivered only once before the first flight of each day. Before each subsequent flight of each day, the pilot-in-command need brief only those items which have changed since the first safety briefing of the day.* The briefing must include, as a minimum, the following:

- a. Danger areas.
- b. Personal safety equipment including the donning of life preservers.
- c. Location of the survival and emergency equipment.
- d. Emergency procedures (including ditching).
- e. Location and operation of emergency exits.

6.3.4 Crew duty times must be within civil limits of the flight crew licences and regulations.

6.3.5 If at any time during the course of the operations, the flight crew, the maintenance crew or both are considered by the DND/CAF to be unsatisfactory for safety or other reasons, the DND/CAF may notify the contractor in writing that the flight crew, the maintenance crew or both must be replaced. The contractor must immediately, upon receiving such notification, withdraw and replace the crew specified in the notice. The contractor must advise the Contract or Technical Authority of the corrective action taken. The aircraft involved must be considered unserviceable until a satisfactory crew resumes operations. Causes for consideration of the crew as being unsatisfactory include, but are not limited to, the following: incompetence or inexperience in operating and maintaining the aircraft for normal operations, and infractions of rules, regulations or orders.

6.3.6 The DND/CAF reserves the right to review the Contractor's operational procedures and provide guidance whenever necessary.

6.4 Flight Safety.

6.4.1 The Contractor must operate under the guidance of an aviation safety programme meeting the intent of A-GA-135-001/AA-001 "*Flight Safety Programme for the Canadian Armed Forces*", as determined by the DND/CAF. In accordance with the Aeronautics Act and other agreements, the responsibility for aviation accident investigations (in part) transfers to the DND/CAF during DND/CAF tasked defence-related services. Thus, in the event of an incident or accident, the Contractor must allow Aircraft Accident Investigators, appointed by the AIA, access to all relevant data, personnel, documentation and facilities to support a DND/CAF Flight Safety investigation. Documents to be provided include (but are not limited to) the Company Operations Manual, Company and Aircraft Standard Operating Procedures (SOPs), Aircraft Flight Manual, Aircraft Cockpit Checklist, Aircrew Flight Training Records, Aircraft Journey Log and Aircraft Maintenance and Parts Manuals. Company subject matter experts must be provided to the AIA to assist with an accident investigation, upon request. Flight safety incidents and/or accidents will also be reportable to the Transportation Safety Board, Transport Canada Foreign Inspection Division (for foreign operators) or National Operations - Airlines Division (for Canadian operators), as appropriate.

6.4.2 To reduce hazards to investigating personnel and the environment, the Contractor must supply a list of known hazardous materials either carried as cargo or integral to the aircraft through design, manufacture, or maintenance. The Contractor must provide this list within 2 months from date of Standing Offer issuance.

6.5 Airworthiness References.

6.5.1 The key references mentioned can be found at the following sites:

- a. RCAF Flight Operations Manual:
http://winnipeg.mil.ca/cms/Libraries/FOM_Full_Document/RCAF_Flight_Operations_Manual_-4_Sep_2014_doc_1.sflb.ashx
- b. CARs: <http://www.tc.gc.ca/eng/acts-regulations/regulations-sor96-433.htm>
- c. A-GA-135-001/AA-001, Flight Safety for the Canadian Forces:
<http://airforce.mil.ca/caf/vital/fltsafety/pubs/aga135001aa001-eng.pdf>
- d. C 05 005 001/AG 001, Technical Airworthiness Manual:
http://materiel.mil.ca/assets/MAT_Intranet/docs/en/air-policies-procedures/dtaes-manuals-tam7-wcag.pdf
- e. B-GA-104-000/FP-001, Operational Airworthiness Manual, Chapter 3, Annex 3C, TAO Audit Process, Airworthiness Audit Checklists:
http://winnipeg.mil.ca/cms/Resources/SOOA/Documentation%20Files/OAM/Chapter_3_Annex_C.pdf

6.5.2 Electronic copies of references that are not accessible outside of the DND/CAF will be provided.

6.6 The Contractor must comply with all the technical and operational airworthiness requirements at all times. Prior to any call-up(s) being issued against this Standing Offer, the Contractor must receive approval from the DND Airworthiness Group. See Appendix 1 to Annex "A" for the requirements to receive approval.

APPENDIX 1 TO ANNEX "A"

AIRWORTHINESS EVALUATION AND APPROVAL

As per Article 6 of the Statement of Work, Technical and Operational Airworthiness Requirements, the Contractor must be acceptable to the DND Airworthiness Group for the services to be performed. Prior to any call-up(s) being issued, the Contractor must receive approval from the DND Airworthiness Group. The Contractor must demonstrate compliance with all of the Airworthiness Criteria below to receive such approval.

Aircraft and Aircrew approved under this initial assessment may be used to provide services under the following initial call-up, and any subsequent call-ups. If the Contractor wishes to use Aircraft or Aircrew that have not been reviewed and approved under the initial assessment, they must provide the necessary information to demonstrate compliance with the applicable criteria below before the new Aircraft or Aircrew can be used to perform work under any call-ups.

#	Airworthiness Criteria	Required Documentation
AC1.	<p>Airworthiness Requirements – Annex A, paras 6.1.1 to 6.1.6.</p> <p>1. The Air operator must provide, any and all documents that demonstrate to the satisfaction of the TAA and OAA that the air operator is acceptable for the provision of defence-related services to the DND/CAF.</p> <p>a. Be already approved for the type of operations required by an airworthiness authority acceptable to the DND/CAF airworthiness staffs; and</p> <p>b. Meet the requirements of the DND/CAF Airworthiness programme.</p> <p>2. The Air operator must hold an appropriate Air Operator Certificate (AOC) issued by an authority acceptable to the DND/CAF, for the provision of this service.</p> <p>a. The aircraft operator must hold a valid Air Operator Certificate (AOC) issued by Transport Canada Civil Aviation (TCCA) under Canadian Aviation Regulations (CARs) Part VII, subpart 2 and be assessed by the DND/CAF airworthiness staffs to be acceptable for the award of a Temporary Authority to Operate (TAO).</p> <p>OR</p> <p>b. The aircraft operator must hold a valid AOC issued by the FAA under Title 14 Subchapter G (eg Part 91, 119, 121, 125 or 135).</p> <p>NOTE: Foreign organizations who are authorized to</p>	<p>To demonstrate compliance, the Contractor must provide:</p> <p>(a) A copy of any Air Operator Certificate (AOC), Letter of Authorization or other operating authorization held;</p> <p>AND</p> <p>(b) A copy of the Registration Document and Certificate of Airworthiness for each aircraft to be used for the service;</p> <p>AND</p> <p>(c) A copy of any STC, supplemental STC or details of any other change or modification to the aircraft required to provide the services required to the DND/CAF;</p> <p>AND</p> <p>(d) Completed DND/CAF airworthiness audit checklists (Appendix 2 to Annex "A").</p>

	<p>operate as a private operator under the general provisions of FAR Part 91, or who hold an authorization for NAFTA operations in Canada issued by the FAA, may also be acceptable, provided that they meet the intent of the requirements of the DND/CAF private operator checklists</p>	
<p>AC2.</p>	<p>Airworthiness Requirements – Annex A, para 6.1.4</p> <p>If the operating location is in the USA and the operator is a US company operating aircraft that are registered in the USA:</p> <p>The aircraft operator must meet one of the following:</p> <ul style="list-style-type: none"> (a) Be approved by the Federal Aviation Agency (FAA) for the conduct of the types of parachuting operations required; or (b) Be approved by the US DoD for parachute operations under the US DoD Commercial Intrastate Paratroop Carrier Program; or (c) Be included on the US DoD Air Mobility Command list of approved DoD commercial vendors. <p>The aircraft operator must be acceptable to the DND/CAF airworthiness staffs for the services to be performed.</p>	<p>To demonstrate compliance, the Contractor must provide:</p> <ul style="list-style-type: none"> (a) A copy of the FAA approval for the conduct of the types of parachuting operations required. <p>AND/OR</p> <ul style="list-style-type: none"> (b) A copy of the US DoD approval for parachute operations under the US DoD Commercial Intrastate Paratroop Carrier Program. <p>AND/OR</p> <ul style="list-style-type: none"> (c) A records, artefact or statement of the inclusion into the US DoD Air Mobility Command list of approved DoD commercial vendors.
<p>AC3</p>	<p>Aircrew Requirements - Annex A, para 6.3</p> <p>The Contractor must provide aircrew and ground support personnel as follows:</p> <ul style="list-style-type: none"> (a) Aircraft pilots with current and valid FAA multi-engine pilot's license and be certified for the dropping of parachutists. 	<p>The Contractor must provide, for all proposed pilots, copies of:</p> <ul style="list-style-type: none"> (a) Current pilot licenses and certifications to demonstrate that the proposed pilots have valid multi-engine pilot's license and ratings and experience for the services being provided; <p>AND</p> <ul style="list-style-type: none"> (b) training records or statement of the applicable ratings and experience of the flight crew and parachute instructors.

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APPENDIX 2 TO ANNEX "A"

AIRWORTHINESS AUDIT CHECKLISTS

AIA Checklist for Initial Verification and Audit (Normally completed by Air Div FS)				Air Operator Name	
				Aircraft Types	
				Air Operator POC	
				FS Reviewer #1	
				FS Reviewer #2	
Check the Yes or No box or insert "NA" (Not Applicable) or "NK" (Not Known), as required. Insert comments or explanatory details as necessary.					
Id	A-GA-135 Ref	Checklist Element	Yes	No	Comments
1		Flight Safety Programme:			
1a		Does the air operator have a written aviation safety policy and programme?			
1b	Anx B, Ch 2	Is there an individual in the organization that is the equivalent of a Flight Safety Officer Specialist (FSOS)?			Title, Name, Telephone#
1c	Anx B, Ch 2	Does the FSOS have direct access to the air operator's CEO or equivalent with sufficient authority to implement corrective action if required?			
1d		Does the FSOS have the appropriate training and credentials?			

1e	Anx B, Ch 2	Does the FSOS have the ability to file a flight safety occurrence report (FSOR) with the DND/CAF if required?			
1f		Are regular flight safety briefings held? When was the last?			
1g		Are the minutes from the last flight safety briefing available for review by the DND/CAF?			
2	Flight Safety History:				
2a		Have there been any flight accidents in the last five years?			Year: A/C Type: Fatalities: Serious Injuries:
2b		Have there been any ground accidents in the last five years?			Year: A/C Type: Fatalities: Serious Injuries:
2c		Confirmation that flight safety investigation requirements have been defined and implemented as required.			

3 Aircraft Hazardous Contents:			
3a	<p>Has the air operator provided a detailed list of hazards? As a minimum the following hazards must be included:</p> <ul style="list-style-type: none"> i. Depleted uranium (used for ballast). ii. Radioactive material (sometimes in instruments). iii. Fluids other than standard aviation fuel, oil, and hydraulic fluids. iv. Explosive devices. v. Hazardous materials in the structure (composite fibres, beryllium etc). vi. Pressurized vessels (eg, pneumatic blow down, oxygen or nitrogen systems, etc). vii. Any other on-board hazards. <p>Note 1: Exact location on the aircraft (drawings or sketches) must be provided for each hazard.</p> <p>Note 2: Applicable tail numbers must be provided for each hazard.</p>		
4 Flight Recorders:			
4a	Is the operator's aircraft equipped with a Flight Data Recorder (FDR)?		
4b	If equipped with FDR (Yes to 4a), have the FDR details (including equipment installed, location installed on the aircraft and FDR parameters recorded) been provided to the AIA?		
4c	If equipped with FDR (Yes to 4a), which organization/company does the annual FDR verification?		

4d	Is the operator's aircraft equipped with a Cockpit Voice Recorder (CVR)?				
4e	If equipped with CVR (Yes to 4d), have the CVR details (including equipment installation location on the aircraft and CVR details recorded) been provided to the AIA?				
4f	If equipped with CVR (Yes to 4d), which organization/company does the annual CVR verification?				
5 Investigations:					
5a	CFACM 2-350 Does the air operator have an emergency response plan (ERP) or equivalent?				As applicable to the operator's role/responsibility.
5b	Does the ERP or equivalent cover circumstances as to when the 1-888-WARN-DFS phone line should be used?				
5c	Can the company provide system specialists that can assist the AIA during Cat I and II investigations? In particular: i. Pilot qualified on this fleet. ii. Maintainer qualified on this fleet. iii. Engineering resources familiar with the fleet.				Require POC to request such support.
Summary:					
6a	Findings				

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6b	Oversight Recommendations	
Signature:		Date:

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<h2 style="margin: 0;">TAO Audit Checklist for Private Operators</h2> <p style="margin: 0;">(Normally completed by DTAES 4)</p>		Company Name	
		Aeronautical Product	
		Contract #	
		Contacts	
		Auditor Name	

Check the Yes or No box or insert "NA" (Not applicable) or "NK" (Not Known), as required. Insert comments or explanatory details as necessary.

ID	Requirements	Checklist Element	Yes	No	Process Manual Reference	Artefacts	Comments/Description
1.		Describe the aircraft type and characteristics including weight category, pressurization, passenger capacity and engines (ie, turbine or turboprop, multi-engine) that are used for the DND/CAF. Note: The information provided will assist with determining the FAR Part 91, Subpart applicability.					
2.		Describe the nature of the operations for the DND/CAF and the annual (or anticipated) YFR per aircraft type.					

3.	<ul style="list-style-type: none"> ● FAR Part 21, Subpart B ----- ● TCCA CAR 521 ● TAA Advisory 2016-04 	<p>Provide a copy of the valid Type Certificate and Supplemental Type Certificate issued by the FAA, TCCA or other Airworthiness Authority (AA) for the aircraft that are used for DND/CAF operations.</p>					
4.	<ul style="list-style-type: none"> ● FAR 91.203 ● FAR Part 21, Subpart H ----- ● TCCA CAR 507 	<p>Provide a copy of the airworthiness certificate issued by the FAA (Part 21), TCCA (Flight Authority) or other AA for the aircraft used for DND/CAF operations.</p>					
5.	<ul style="list-style-type: none"> ● FAR 91.147 ----- ● TCCA CAR 604.03 	<p>Provide a copy of the Letter of Authorization (if applicable) issued by the FAA or Certificate of Registration for Private Operator by TCCA, or any other authorizing document issued by the FAA, TCCA or other AA.</p>					
6.		<p>Is the organization subject to regulatory oversight from the FAA, TCCA or MAA)? What other types of oversight are the organization subject to (OEM, ISO, EASA, etc)? If possible, provide relevant audit reports generated within the last 12 months.</p>					

7.	<ul style="list-style-type: none"> • FAR Part 91.1001, (Subpart K) 	<p>Has the organization applied for Fractional Ownership Operations?</p> <p>If so, please provide a copy of the Management Specifications issued by the Administrator, as per 91.1015</p>					
8.		<p>Does the organization have a quality system in place?</p> <p>If the quality system is registered, please provide a copy of the registration certificate and quality manual.</p> <p>Note: If the organization has an in-house (unregistered) quality programme, provide details regarding the content and structure.</p>					
9.	<ul style="list-style-type: none"> • FAR 135.427 • FAR 91.1427 ----- • CAR 573.10 (MPM) • TAM 1.4.2.S1.6 (APM) 	<p>Does the organization have an airworthiness policy manual (GMM or equivalent) that meets the intent of the applicable references?</p> <p>For all manuals identified, describe how the manual is revised and approved internally and what (if any) level of review approval is provided by the organization's regulator or other Airworthiness Authority. Provide copies for review by the TAA.</p>					
10.	<ul style="list-style-type: none"> • FAR 91.1411 • FAR 91.401 	<p>Are the aircraft that are used for DND/CAF operations maintained in accordance with a Continuous Airworthiness Maintenance Programme (CAMP)?</p>					

11.	<ul style="list-style-type: none"> ● FAR 135.411 ● FAR 91.1411 ● FAR 91.407 ● FAR Part 43 	<p>Do the aircraft that are used for DND/CAF operations conform to a maintenance programme that meets the intent of 135.411?</p> <p>Note: 135.411 provides maintenance programme requirements for aircraft with passenger configurations above and below 9 passengers.</p>					
11a	<ul style="list-style-type: none"> ● FAR 135.419 ● FAR 91.403 ● FAR 91.409 ● AC 135.10B 	<p>Do the aircraft that are used for DND/CAF operations comply with an inspection programme approved by the administrator in accordance with 135.419?</p> <p>Provide a copy of the Airworthiness Limitation and approved inspection programme for review by the TAA.</p> <p>IAW AC 135.10B para 6.1.1 a carrier's programme can be "locked" so OEM revisions would not automatically apply. Confirm, if this is the case, that the company has reviewed the revision and amended their MP (AAIP) accordingly.</p>					

11b	<ul style="list-style-type: none"> ● FAR 135.421 ● FAR 91.403 	<p>Do the aircraft that are used for DND/CAF operations above comply with additional maintenance programme requirements that meet manufacturer's recommendations or are approved by the administrator?</p> <p>Note: Provide a description and/or governing processes on how the organization ensures that only the most recent version of the approved maintenance programme is being used.</p>					
12.	<ul style="list-style-type: none"> ● FAR 135.423 ● FAR 91.1423 ● FAR 43 ● FAR 145 ----- ● TCCA 571.05 	<p>Is the maintenance performed on the <u>specific</u> aeronautical product carried out by an organization acceptable to the TAA? (applicable rating).</p> <p>If maintenance is performed in-house and not by an approved AMO or Repair Station (typical for most Private Operators), the organization will have to demonstrate how the following DND/CAF Airworthiness Requirements (or civil equivalent) for authorization control are being met:</p>					
12a	<ul style="list-style-type: none"> ● FAR 135.413 ● FAR 91.1413 	<p>Who is the accountable executive responsible for the airworthiness activities conducted within the organization?</p>					

12b		<p>Who is responsible for managing the mechanic training, qualification and authorization control system? Are there documented procedures that govern this activity?</p> <p>Note: Documented procedures would define responsibilities for the individual responsible for the authorization control system within the org (ie, PRM). The procedures would describe the authorization process (ie, issuing of stamps) for those individuals that meet training and eligibility requirements (12d and 12e).</p>					
12c	<ul style="list-style-type: none"> ● FAR 135.439 ● FAR 91.1113 ● FAR 91.417 	<p>Is there a process that describes management and control of authorization and technical records?</p>					
12d	<ul style="list-style-type: none"> ● FAR 135.429 ● FAR 91.1429 ● FAR Part 65 	<p>Are the individuals who are performing inspections on aircraft that are used for DND/CAF operations appropriately certificated, trained, qualified and authorized?</p> <p>Provide a list of personnel and their present authorizations.</p>					
12e	<ul style="list-style-type: none"> ● FAR 135.433 ● FAR 91.1111 ● FAR Part 65 	<p>Is there an ongoing training programme that covers initial and recurrent training for those employees who are responsible for maintenance on the aircraft operated for the DND/CAF?</p>					

13.	<ul style="list-style-type: none"> ● FAR 135.425 ● FAR 91.1425 	Are the organization's facilities adequate to support the scope and depth of maintenance required?					
14.	<ul style="list-style-type: none"> ● FAR 135.426 	What is the organization's policy when the aircraft are in need of repair away from the home base?					
15.	<ul style="list-style-type: none"> ● FAR 135.437 ● FAR 91.1437 	Does the organization have a process for support arrangements?					
16.	<ul style="list-style-type: none"> ● FAR 135.427 ● FAR 91.1427 	<p>Does the organization have maintenance control system procedures that meet the requirements of the applicable references?</p> <p>Note: An organization's maintenance control system includes the scheduling of maintenance, life components tracking, ADs, SBs, SIs control, Mods status control, the deferral of defects, a process for recurring defects, record retention and weight and balance. The A/C log set must be adequately maintained. For civil type certified aircraft the scheduled maintenance requirements will be listed in chapter 4 and chapter 5 of their maintenance manuals. The maintenance control system comprises the process/procedures for translating chapters 4 and 5 requirements into the daily operating maintenance plans.</p>					

17.	<ul style="list-style-type: none"> ● FAR 135.23 ● FAR 91.1025 ● FAR 135.443 ● FAR 91.1443 	<p>Does the organization have an aircraft dispatch procedure (GOM) that meets the requirements of the applicable references?</p> <p>Note: The procedure should cover: all scheduled maintenance is complete, all unserviceabilities have been repaired or appropriately deferred and the aircraft is in the correct configuration for flight.</p>					
18.	<ul style="list-style-type: none"> ● FAR 135.427(5) ● FAR 91.1427(5) 	<p>Does the organization have a policy on tool/test equipment calibration?</p>					
19.	<ul style="list-style-type: none"> ● FAR 43.10 ● AC 20 -154 ----- ● TCCA 571 	<p>Does the organization have a policy on management and control of aviation replacement parts and standard commercial parts?</p> <p>Note: Procurement control will include acceptable/required documentation (certificates of conformance), acceptable sources for parts, OEM, approved distributors, DOD supply, Aviation Suppliers Association (ASA), JAA & TA approved distributors), incoming inspection requirements and acceptable storage practices.</p>					

20.		<p>Does the organization have a policy for obtaining engineering support from an acceptable source?</p> <p>Note: Engineering support may be required for flight permits, deviation from the approved maintenance programme, resolution of recurring defects, parts substitution and abnormal occurrences. This will normally be provided by the OEM for the aircraft.</p>					
21.	<ul style="list-style-type: none"> ● FAR 135.23 ● FAR 91.1025 ● FAR 135.443 ● FAR 135.1443 ● FAR 91.213 ● FAR 91.405 	<p>Does the organization have an MMEL for aircraft being used for DND/CAF operations?</p>					
22.	<ul style="list-style-type: none"> ● FAR 135.422 	<p>Does the aircraft used for DND/CAF operation have an aging aircraft programme?</p>					
23.	<ul style="list-style-type: none"> ● FAR 135.439 ● FAR 91.1439 	<p>Does the organization have an established maintenance recording policy that meets the requirements of 135.439?</p>					

24.		<p>Are design changes approved by an authorized organization that is acceptable to the TAA (eg, OEM, TCCA, DAO)?</p> <p>Note: Design change requires an extensive procedure and approval process that fully captures all the requirements of Pt 3 Ch 2. Normally, MOs will not include engineering design beyond the embodiment of designs approved and issued by service bulletin or STC.</p>					
25.	<ul style="list-style-type: none"> • FAR Part 39 	<p>Does the organization have a process to ensure compliance with ADs and SBs or their equivalents?</p> <p>Note: All organizations must have a process for AD and SB control and monitoring. For military pattern aircraft, ADs are not normally issued so there is a requirement to control and monitor service bulletins and other operator trouble/occurrence reports.</p>					
<p>Acronyms: ADs - Airworthiness Directives, AMP - Aircraft Maintenance Programme, A&P - Airframe & Power plant, CDQAR - Collateral Duty Quality Assurance Representative, DER - Designated Engineering Representative, GMM/GOM – General Maintenance Manual/General Operations Manual, IA - Inspection Authority, MAA - Military Airworthiness Authority, MPM/MCM Maintenance Process Manual/Maintenance Control Manual, POL - Petroleum, Oils & Lubricants, POM - Performance of Maintenance, SBs - Service Bulletins, SDLM - Standard Depot Level Maintenance, TQ&A – Training, Qualification & Authorization, DOM/PRM – Director of Maintenance/Person Responsible for Maintenance, OEM – Original Equipment Manufacturer, TCCA – Transport Canada Civil Aviation, DAO – Design Approval Authority, DOD Department of Defence (USA), TAM – DND/CAF Technical Airworthiness Manual.</p>							

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Summary:	
22	Findings:
23	Oversight Recommendation:
Signature:	Date:

OAA Checklist for Initial Verification and Audit		Air Operator Name			
(Normally completed by Air Div SET)		Aircraft Types			
		Air Operator POC			
		OAA Auditor #1			
		OAA Auditor #2			
Check the Yes or No box or insert "NA" (Not Applicable) or "NK" (Not Known), as required. Insert comments or explanatory details as necessary.					
Id	OAM Ref.	Checklist Element	Yes	No	Comments
1 Air Operator Organizational Structure:					
1a		Is there an individual in the organization who is the equivalent of a squadron commanding officer?			Title, Name, Telephone#
1b		Is there an individual in the organization who is the equivalent of a squadron operations officer?			Title, Name, Telephone#
1c		Is there an individual in the organization who is the equivalent of a squadron training officer?			Title, Name, Telephone#
1d		Is there an individual in the organization who is the equivalent of a squadron maintenance officer?			Title, Name, Telephone#

2 Pilot Currencies and Qualifications:			
2a	Are all civilian pilot licences current and valid for the type of aircraft flown on DND/CAF missions?		
2b	Are all pilot instrument ratings current?		
2c	What are the re-currency requirements?		
2d	Are there written hiring qualification standards for all pilots?		
2e	Are free-lance/part-time/casual pilots used?		
2f	Are records of pilot flight physicals maintained?		
2g	How are all recruited pilots trained and checked for currency?		
2h	Are pilot training records available for review and organized in a logical fashion?		
2i	Is there a company upgrade/training programme for pilots and does it appear reasonable in comparison to DND/CAF standards?		
2j	Is there a simulator training programme for pilots and does it appear reasonable in comparison to DND/CAF standards?		
2k	Do the pilots attend Cockpit Resource Management (CRM) training?		
2l	Do the pilots have a night and IFR currency programme?		

2m	Are annual or semi-annual check rides performed; if so, by whom?			
2n	Are check rides accompanied by written tests?			
2o	Are annual safety systems training and briefs held?			
2p	Are aircraft emergency drills conducted? How often?			
2q	(If applicable) is helicopter underwater escape training (HUET) conducted? How often?			
2r	Are aircraft ditching drills or evacuation training conducted? How often?			
2s	Are pilots provided with adequate aviation life support equipment (ALSE)?			
3	Aircrew (other than pilots) Currencies and Qualifications:			
3a	Are there aircrew other than pilots who will be involved in flying DND/CAF missions?			
3b	Are there written hiring qualification standards for this aircrew?			
3c	Are free-lance/part-time/casual aircrew used?			
3d	Are records of aircrew flight physicals maintained?			
3e	How are all recruited aircrew trained and checked for currency?			
3f	Are aircrew training records available for review and organized in a logical fashion?			

3g	Is there a company upgrade/training programme for aircrew and does it appear reasonable in comparison to DND/CAF standards?				
3h	Do the aircrew attend Cockpit Resource Management (CRM) training?				
3i	Are annual or semi-annual check rides performed; if so, by whom?				
3j	Are check rides accompanied by written tests?				
3k	Are annual safety systems training and briefs held?				
3l	Are aircraft emergency drills conducted (with the pilots)?				
3m	(If applicable) is helicopter underwater escape training (HUET) conducted (with the pilots)?				
3n	Are aircraft ditching drills or evacuation training conducted (with the pilots)?				
3o	Are aircrew provided with adequate aviation life support equipment (ALSE)?				
4	Flight Planning and Operations:				
4a	Does the air operator have a standardized mission planning process for DND/CAF tasked missions?				
4b	Does the air operator have a standardized flight planning process?				
4c	How is meteorology data accessed in the flight planning process?				

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4d	Are NOTAMs part of the flight planning process?			
4e	Are there seasonal briefings such as hot weather or cold weather briefs?			
4f	Does the air operator have a flight following process?			
4g	Are there standardized flight procedures (crew coordination, take-off, en-route, landing, emergency, etc)?			
4h	Are checklists used to support the flight procedures? Are they challenge and response checklists?			
4i	Is there a flight operation manual? Is it approved by a civil aviation authority?			
4j	How are pilots notified of civil aviation "advisory circulars"? How is notification verified?			
4k	Are the flight publications used approved by a civilian aviation authority? Are they current?			
4l	Is someone responsible for keeping flight publications and manuals current, if so, who?			
4m	Are Minimum Equipment Lists (MEL) used in aircraft used for DND/CAF missions?			
4n	How is the DND/CAF notified if the aircraft or aircrew are unable to accomplish the mission?			
4o	How are flight plans filed and with whom?			
4p	Are position reports required? To whom are they given?			

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4q		Are passenger manifests prepared for each flight?			
4r		Are weight and balance reports prepared for each flight?			
4s		How is flight crew duty time recorded?			
5	Passengers and Cargo (if applicable):				
5a		How are passenger safety briefings conducted (video, audio, briefing card, etc)?			
5b		Is hearing protection provided to passengers?			
5c		Are passengers provided with adequate aviation life support equipment (ALSE)?			
5d		Are in-flight meals provided to passengers?			
5e		How is cargo secured in the aircraft? Is this acceptable to the DND/CAF?			
5f		What is the air operator's policy on mixing passengers and cargo?			
5g		Is the air operator authorized to accept hazardous materials for shipment?			
5h		Are actual passenger, baggage, and cargo weights included in the weight and balance report?			
5i		Is cargo or are parachutists routinely dropped from the aircraft on DND/CAF missions? Are the procedures in place acceptable to the DND/CAF?			

5j		Is armament carried and dropped from the aircraft on DND/CAF missions? Are the procedures in place acceptable to the DND/CAF?			
5k		Are cargo, munitions, and air weapons manifests kept on file?			
6	Search and Rescue:				
6a		Is there a written emergency response plan?			
6b		How would the DND/CAF be notified if there was an emergency during a DND/CAF tasked mission?			
6c		Is there a crash box?			
6d		Does the air operator have Search and Rescue (SAR) procedures?			
6e		What emergency locator transmitter (ELT) or portable radios are carried by the aircrew?			
6f		What aviation life support equipment (ALSE) is carried on the aircraft that is used for DND/CAF missions?			
7	Temporary Authority to Operate (TAO) Compliance:				
7a	Ch 3 section 311	Are all aircrew familiar with the contents of the TAO?			
7b		Do all aircrew have access to DND/CAF supplied Orders and Procedures?			

7c		Are all pilots functionally knowledgeable regarding the key differences between CARs /FARs and National Defence Flying Orders (Tables B1 and B2 of the TAO)?			
7d		Are all aircrew knowledgeable regarding the applicable Flight Operations Manual Orders (Table B3) and 1 Canadian Air Division Orders (Tables B4, B5, B6, and B7 of the TAO)?			
7e		Does the air operator have any issues with the TAO that require possible amendments?			
7f		Has the air operator developed a flight safety programme IAW the A-GA-135-001/AA-001?			
7g	Ch 3 section 312	If a Military Capability Authorization (MCA) is required for certain equipment required by the DND/CAF to complete the mission, are the aircrew familiar with the contents of the MCA?			
7h		Does the air operator ever use aircraft or personnel not covered by the TAO to conduct missions for the DND/CAF?			
7i		Is the air operator compliant with the DND/CAF rules and orders listed in Annex B of the TAO?			
8	Civilian Aviation Authority Audits:				
8a		How often are civil aviation inspections conducted of the air operator and are their reports available for the DND/CAF to review?			

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Summary:	
9a	Findings:
9b	Oversight Recommendations:
Signature:	Date:

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TAA Audit Checklist for TAO Organization (Normally completed by DTAES 4)		Company Name
		Aeronautical Product
		Contract info
		Contacts
		Auditor name

Check the Yes or No box or insert "NA" (Not applicable or "NK" (Not Known), as required. Insert comments or explanatory details as necessary.

ID	TAM Ref.	Checklist Element	Yes	No	Process Manual Reference	Other Reference	Comments
1	1.4.2.S1(3)(c)	Is the company an acceptable organization (Air Operator and/or Maintenance)?					
2	N/A	Do the aircraft have a Certificate of Airworthiness (CofA) issued by TCCA or the FAA?					
3	N/A	Describe the flying hours supporting the DND/CAF versus total flying hours for the company?					
4	3.1.2.S1.1.a.(2)c	Is the organization subject to regulator oversight? What other types of oversight is the organization subject to (OEM, ISO, EASA, FAA, etc)?					
5	1.4.2.S1(5)	Is their MPM (GMM)/MCM (GOM), where applicable, approved by a regulatory agency acceptable to the TAA, kept up to date and does it reflect the scope of the contract?					

6	3.1.2.S1.1.a.(2)c	Is the maintenance performed on the specific Aeronautical Product carried out by an organization acceptable to the TAA? (applicable rating)					
7	Annex C (2)(a)	Are the organization's facilities adequate to support the scope and depth of maintenance required?					
8		What is the organization's policy when the aircraft are in need of repair away from the home base?					
9	Annex C Para 9 3.1.2.S10 and 11	Are the responsibilities of the PRM/DOM and those with maintenance certification authority well described within the MPM/GMM?					
10	Annex C Para 9 3.1.2.S10 and 11	Do the eligibility criteria of the technicians who are certifying maintenance on aircraft meet the regulatory standards of a regulatory agency recognized by the TAA? Is there a defined prerequisite for a technician to receive a "type endorsement" for the aircraft that are used for DND/CAF operations?					
		Advisory: This description must link to the minimum certification requirements for work performed. It is acceptable to describe everything as maintenance without identifying elementary work and servicing as long as there is an appropriate certification after maintenance.					
11	Pt 1 Ch 6	Does the organization have an adequate Quality system in place? (List the certificate, validity period and when the organization was registered, where applicable).					
12	Annex C (5)(c)	Note: Provide a reference to the TCCA/FAA approved maintenance schedule.					

13	Annex C (5)(c)	Is the current version of the OEM approved Maintenance Manuals up to date? How are the Maintenance Manuals (including the structural repair manual) kept current?						
14	3.1.2.S1(1)(d)	Does the organization have an adequate Maintenance Control System? Does it comply with the intent of the TAM?						
15	3.1.2.S11	Does the organization have an aircraft dispatch procedure (MCM/GOM)?						
16	3.1.2.S2(4)	Does the organization have a policy on tool/test equipment calibration? Does it comply with the intent of the TAA Advisory for tool management?						
17	Annex C (2)(g)	Does the organization have a process for support arrangements? Does it comply with the intent of the TAM?						
18	Pt 5 Ch 2 and 3.1.2.S2(3)	Does the organization have a policy on the procurement and use of parts? Does it comply with the intent of the TAM?						
Advisory: Procurement control will include acceptable/required documentation (certificates of conformance), acceptable sources for parts (eg, OEM, Approved Distributors, DOD supply, Aviation Suppliers Association (ASA), JAA & TA approved distributors), incoming inspection requirements and acceptable storage practices.								
19	Annex C para 5e	Does the organization have a policy for obtaining engineering support from an acceptable source?						

		Advisory: Engineering support may be required for flight permits, deviation from the approved maintenance programme, resolution of recurring defects, parts substitution and abnormal occurrences. This will normally be provided by the OEM for the aircraft.					
20	Pt 3 Ch 2	Are design changes approved by an authorized organization that is acceptable to the TAA (OEM, TCCA, FAA, DAO)?					
		Advisory: Design change requires an extensive procedure and approval process that fully captures all the requirements of Pt 3 Ch 2. Normally, MOs will not include engineering design beyond the embodiment of designs approved and issued by service bulletin or STC.					
21	Pt 3 Ch 4	Does the organization have a process to ensure compliance with ADs and SBs or their equivalent?					
		Advisory: All organizations must have a process for AD and SB control and monitoring. For military pattern aircraft, ADs are not normally issued so there is a requirement to control and monitor service bulletins and other operator trouble/occurrence reports.					
22		Does the organization have a Limited Supplement Type Certificate LSTC for the installation of DND/CAF components / equipment?					
23		Is the organization required to install a DND/CAF component / equipment onboard the aircraft in order to satisfy the requirement of the TAO? (Explain)					
24		Is the equipment managed by a DND WSM organization?					
24a		Is the equipment subject to an inspection schedule, modifications, AD, etc? Are they tracked by the organization (TAO) and carried out by DND?					
24b		Are there operation manuals and does the TAA have a copy of the latest version?					

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Advisory: Any organizations installing DND/CAF equipment that modifies the aircraft configuration must be approved for flight operation and the utilization must be under the supervision and control of the Department of National Defence.	
Acronyms: ADS - Airworthiness Directives, AMP - Approved Maintenance Programme, A&P - Airframe & Power Plant, AMC - Air Mobility Command, AWM - Airworthiness Manual, CDQAR - Collateral Duty Quality Assurance Representative, DER - Designated Engineering Representative, DAO - Design Approval Organization, DOI - Department of Interior, DOM - Director of Maintenance, FAA - Federal Aviation Administration, GMM - General Maintenance Manual, GOM, General Operations Manual, IA - Inspection Authority, MPM/MCM - Maintenance Process Manual/Maintenance Control Manual, OEM - Original Equipment Manufacturer, POL - Petroleum, Oils & Lubricants, POM - Performance of Maintenance, PRM - Person Responsible for Maintenance, SBs - Service Bulletins, SDLM - Standard Depot Level Maintenance, SI - Special Inspection, TAA - Technical Airworthiness Authority, TAM - Technical Airworthiness Manual, TCCA - Transport Canada Civil Aviation, TCDS Type Certificate Data Sheet, TQ&A - Training, Qualification & Authorization.	
Summary:	
25.	Findings:
26.	Oversight Recommendation:
Signature:	Date:

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ANNEX "B"

BASIS OF PAYMENT

Note to Offerors: All text in italics will be deleted from the resulting Standing Offer.

Pricing:

Note to Offerors: The Offeror must state in their Offer the currency of their pricing. If left blank, the currency will be considered to be CAD.

All pricing is firm, in _____ currency, Free On Board (FOB) destination, customs duties included, and does not include applicable taxes (which must be shown as a separate item on invoices).

Estimated Usages:

The estimated usages are for evaluation purposes only and do not commit Canada to use more than the actual quantities required.

Pricing Periods:

- Year 1: Issuance of Standing Offer to December 31, 2020
- Year 2: January 1, 2021 to December 31, 2021
- Year 3: January 1, 2022 to December 31, 2022
- Year 4: January 1, 2023 to December 31, 2023
- Year 5 (Optional): January 1, 2024 to December 31, 2024
- Year 6 (Optional): January 1, 2025 to December 31, 2025

Daily Rate:

The daily rate is for a consecutive 12 hour period. If the actual time worked is more or less than 12 hours, the rate will be prorated (to the nearest hour).

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Pricing Basis:

Item #	SOW Reference	Description	Unit of Measure	Estimated Yearly Usage	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Unit Price Year 4	Unit Price Year 5 (Option)	Unit Price Year 6 (Option)
1	4.7	Facilities (Primary Site Location)	24 Hour Rental	135 days	\$	\$	\$	\$	\$	\$
2	4.8	Facilities (Alternate Site Location)	24 Hour Rental	44 days	\$	\$	\$	\$	\$	\$
3	4.7	Night Drop Zone Cost (Primary and Alternate Site Location)	Hourly Rate	24 hrs	\$	\$	\$	\$	\$	\$
4	4.7	Vertical Wind Tunnel (Primary Site Location)	Hourly Rate	72 hrs	\$	\$	\$	\$	\$	\$
5	4.11.1 a.	Vertical Wind Tunnel Instructor (Primary Site Location)	Hourly Rate	36 hrs	\$	\$	\$	\$	\$	\$
6	4.10.1 d.	Rental of T bottles of aviators oxygen	Each	48 Refills	\$	\$	\$	\$	\$	\$
7	4.11.1 b.	Packer (Primary Site Location)	Daily Rate	1000 days	\$	\$	\$	\$	\$	\$
8	4.11.1 b.	Packer (Alternate Site Location)	Daily Rate	400 days	\$	\$	\$	\$	\$	\$
9	4.	Aircraft Slots (Primary Location)	Each	1200 each	\$	\$	\$	\$	\$	\$
10	4.11	Instructor (Primary Site Location)	Daily Rate	400 each	\$	\$	\$	\$	\$	\$
11	4.11	Instructor (Alternate Site Location)	Daily Rate	100 each	\$	\$	\$	\$	\$	\$
12	4.	Aircraft 'Tach' Time (Primary and Alternate Site Location)	Hourly Rate	750 hrs	\$	\$	\$	\$	\$	\$
13	4.5	CSPA Membership & "A" License	Each	30 Licenses	\$	\$	\$	\$	\$	\$
14	4.5	USPA Membership & "A" License	Each	30 Licenses	\$	\$	\$	\$	\$	\$
15	4.5	UPT Tandem Sigma Instructor Rating	Each	5 Each	\$	\$	\$	\$	\$	\$
16	4.11.1 d.	Drop Zone Liaison Officer (Primary and Alternate Site Location)	Daily Rate	135 days	\$	\$	\$	\$	\$	\$

ANNEX "C"

STANDING OFFER REPORTING REQUIREMENTS

Send to the Standing Offer authority named herein.

Use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer Title		Standing Offer #	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description (Item # ,Quantity)	Date of Order	Date of Delivery	Value of Order (not including HST)

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ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- Direct Deposit (Domestic and International);
- Wire Transfer (International Only);