

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Urban Search and Rescue Training	
Solicitation No. - N° de l'invitation W0133-20T002/A	Date 2019-08-26
Client Reference No. - N° de référence du client W0133-20T002	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-240-7793	
File No. - N° de dossier VIC-9-42018 (240)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-09-30	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hogg(VIC), Mike	Buyer Id - Id de l'acheteur vic240
Telephone No. - N° de téléphone (250) 217-5640 ()	FAX No. - N° de FAX (250) 363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE See herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

PART 1 GENERAL INFORMATION

1. SECURITY REQUIREMENT: There is NO security requirement associated with this requirement.
2. SUMMARY: Please see Annex A.
3. DEBRIEFINGS: After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 BIDDER INSTRUCTIONS

1. **STANDARD INSTRUCTIONS, CLAUSES AND CONDITION:** All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

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

2. **SUBMISSION OF BIDS :** Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. **ENQUIRIES - BID SOLICITATION :** All enquiries must be submitted **in writing** to the Contracting Authority **no later than 15/FIFTEEN calendar days before the bid closing date**. Enquiries received after that time may not be answered.

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

4. **APPLICABLE LAWS**

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

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

PART 3 BID PREPARATION INSTRUCTIONS

1. **BID PREPARATION INSTRUCTIONS**

Bids should be submitted in the format requested. If the Bidder feels that the terms and conditions of this solicitation will restrict it unnecessarily in any way, it should be stated so in the submission. Any deviations from the stipulated conditions should be given in detail with an explanation as to why they are being proposed. Canada requests that bidders provide their bid **in separately bound sections** as follows:

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability as applicable, and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

PLEASE SEE ANNEX A-1

PART 5 CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. MANDATORY CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD**1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d. () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows:
_____.

Further information on the FCP is available on the HRSDC Web site.

2.2 FORMER PUBLIC SERVANT CERTIFICATION

Contracts with 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 with FPS, bidders must provide the information required below.

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, in the context of the fee abatement formula, 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: **Is the Bidder a FPS in receipt of a pension as defined above?**
YES () NO ()

If so, the Bidder must provide the following information:

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

2.3 Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

2.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's

representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.5 Education and Experience:

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

2.6 Workers Compensation Certification -Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board.

The Bidder must provide, within **five (5) days** following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 RESULTING CONTRACT CLAUSES

1. **SECURITY REQUIREMENT** : There is NO security requirement associated with this requirement.

2. **SUMMARY**: Please see Annex A:

3. TASK AUTHORIZATION

3.1 MINIMUM WORK GUARANTEE

1. In this clause: "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means: 10% of the Maximum Contract Value

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

3.2 Canada's Obligation - Portion of the Work - Authorizations

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

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

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

3.3 Task Authorization Process:

See Annex C.

4. STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

5. TERM OF CONTRACT

The period of the Contract is for (2) two years from date of Contract

5.1 OPTION TO EXTEND THE CONTRACT

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **TWO/02** additional **ONE/01** year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6. AUTHORITIES

6.1 Contracting Authority

The Contracting Authority for the Contract is:
Mike Hogg Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1230 Government Street, Suite 401
Victoria, British Columbia
Canada
V8W 3X4

Telephone : (250) 217-5640
Email address: Mike.Hogg@pwgsc-tpsgc.gc.ca

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

6.2 Project Authority

The Project Authority for the Contract is:

(inserted at time of contract award)

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

6.3 Contractor's Representative

(inserted at time of contract award)

7. BASIS OF PAYMENT

7.1 Task Authorization Limit

The Project Authority may authorize individual task authorizations **up to a limit of \$_____** Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.2 Limitation of Expenditure - cumulative Total of all Task Authorizations

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

7.3 Multiple Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract. Canada will pay the Contractor upon completion and delivery of the work described in each individual DND626 Task Authorization Form units in accordance with the payment provisions of the Contract, if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

8. INVOICING INSTRUCTIONS

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the following address** for certification and payment.

SEE INVOICE ADDRESS PAGE ONE

** (mail is to be sent to the Contracts office and **NOT be addressed to the Site Authority** by name)

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

9. CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **TO BE DETERMINED**

11. PRIORITY OF DOCUMENTS

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21) General Conditions - Higher Complexity - Services
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", DND 626, Task Authorization Form
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated _____ (insert date of bid)

12. INSURANCE

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000.00 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) **Additional Insured: Canada is added as an additional insured**, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions..
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of

- at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor
 - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt to:

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

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

ANNEX A – STATEMENT OF WORK

URBAN SEARCH AND RESCUE TRAINING COURSE

Section 1.0 – Scope

1.1 Introduction

Department of National Defence (DND), Canadian Armed Forces (CAF) requires a Contractor to provide advance Urban Search and Rescue (USAR) proficiency training, on a quarterly and yearly basis.

1.2 Purpose

The objective is to train Canadian Armed Forces Fire Fighters advanced USAR technical qualifications course that lay the ground work for all phases of training, Structural Collapse Technician level I & II, Technical Search Specialist Course, Rope Technician Course, and USAR Refresher Course. This requires an existing proficient teaching establishment to elevate our members to function as a coherent professional team in advance rescue capability both domestically and globally.

1.3 Training Importance

Urban search and rescue presents a unique challenge, demanding both a highly specialized, yet multidisciplinary approach. It is essential that all team members receive the outmost professional training available to sustain operational demands in National and International conditions. The enormity of the risk involved is very high for the Team and the victims that have sustained dramatic life safety ordeals.

1.4 Background

URBAN SEARCH AND RESCUE is composed of two Fire Fighting teams that are located at 8 & 19 Wing in support to the DART missions, in preparations for national and international missions abroad.

1.5 Terminology

DND Department of National Defence

CAF Canadian Armed Forces

USAR Urban Search and Rescue

DART Disaster Assistance Response Team

INSARAG Internatioanal Search and Rescue Asvisory Group

NFPA National Fire Protection Association

FEMA *Federal Emergency Management Agency*

CSA *Canadian Standarts association*

ISO International Organization for Standardization

ULC Underwriter Laboratories of Canada

Section 2.0 - Applicable Documents

- The training is to be conducted in accordance with the National Fire Protection Association (NFPA) 1006.
- FEMA and United Nations' International Search and Rescue Advisory Group (INSARAG) search marking systems, victim marking systems, structural marking systems, and the location criteria for application of each system.

Section 3.0 – Requirements

3.1 Tasks

All training will be individually cost assessed for one member in accordance to each USAR teaching point, 1 through 6. Each level of instruction could be individually picked for instruction depending on the student's level of qualification.

- 1- NFPA 6.3 Structural Collapse Technician level I & II, (8 day course)
- 2- NFPA 5.3 Rope Technician Course (10 day course)
- 3- NFPA 6.1.1 Insarag, FEMA Markings Course (1 day course)
- 4- FEMA Technical Search Specialist Course (4 day course)- or equivalent
- 5- FEMA Structural Specialist Course I-II (Level I 5 days / Level II 5 days)- or equivalent
- 6- USAR Refresher Course (5 day refresher)

3.2 Requirements

- Professional training fees
- Training materials;
- Rations and quarters cost per one member per day
- Security clearance costs

3.3 Detailed Technical Requirements

All training will be in compliance with NFPA & FEMA standards.
All emergency training equipment shall be in compliance with CSA,ISO,ULC or US equivalent

- NFPA 6.3 Structural Collapse Technician level
- NFPA 5.3 Rope Technician Course (10 day course)
- NFPA 6.1.1 Insarag, FEMA markings course
- FEMA Technical Search Specialist Course or equivalent

- FEMA Structural Specialist Course I-II or equivalent
- USAR Refresher Course

3.4 Constraints

- off-base training.

3.5 CAF Responsibilities

- Coordination from team representative for identification of required personal protective equipment
- Conduct tasks to support obtaining required security clearances for training (if required)

3.6 Contractors Responsibilities

The scope of the work includes:

- a) working in close consultation with the USAR Technical Authority to schedule and plan the specific content of the training;
- b) delivery of instruction of hands-on skills and knowledge; and
- c) provision of necessary equipment to conduct the training.
- d) All successful CAF students are to receive a certificate of completion stating the course, level, and number of hours completed. Certificate will be provided on last day of the course (paper & electronic copy)

Section 4.0 – Deliverables

4.1 NFPA 6.3 Structural Collapse Technician level I & II

In accordance with NFPA 1006 Structural Collapse Technician level I & II.

4.2 TECHNICAL SEARCH SPECIALIST

Functional Description

The Technical Search Specialist is responsible for performing the technical search function of the task force incident operation. The Technical Search Specialist reports directly to the Search Team Manager.

a. Description of Duties

The Technical Search Specialist is responsible for the following:

- Searching structures in USAR environments or other locations indicated in the mission assignment, utilizing appropriate technical search equipment and techniques
- Documenting and marking locations of victims, potential victims and hazards
- Making assessments through the use of technical search equipment
- Land navigation and site mapping
- Cooperating with and assisting other search and rescue resources
- Providing accountability, maintenance, and minor repairs of all issued equipment
- Performing additional tasks or duties as assigned

b. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Technical Search Specialists. The intent of these requirements is to select competent personnel, fully capable of providing state-of-the-art search techniques and tactics required, in the urban disaster environment.

c. Required Training

The Technical Search Specialist shall adhere to the following:

- Meet all general training requirements
- Complete the USAR Technical Search Specialist Course
- Complete all technical rescue skill sets and additional required rope rescue skills as identified.

d. Recommended Training

The Technical Search Specialist should complete the following:

- The USAR Response System Search Planning & Management Course
- Meet requirements of NFPA 1006 (2008) Technical Rescuer Levels 1 & 2
(Excluding Chapter 1 Administration: Section 1.3.3)
 - Chapter 5: Job Performance Requirements
 - Chapter 6: Rope Rescue (Levels 1 & 2)

– Chapter 7: Confined Space Rescue (Levels 1 & 2)

- The US&R Structural Collapse Technician Course or FEMA/DHS approved equivalent

4.3 NFPA 5.3 Rope Technician Course

- In accordance with NFPA 1006 Rope Course Technician Course.

The contractor is to:

- a) identify levels of knowledge and skills that trainees currently hold;
- b) deliver instruction in the course material not limited to
- c) Site Operations:
 - Identify the needed support resources
 - Sizing up a rescue incident
 - Managing incident hazards
 - Conducting a search
 - Performing ground support operation for helicopter activities
 - Terminating a technical rescue operation
- d) Maintenance:
 - Inspecting and maintaining hazard-specific personal protective equipment
 - Inspecting and maintaining rescue equipment
- e) Ropes/Rigging:
 - Tying knots, bends and hitches
 - Constructing single-point anchors
 - Placing edge protection
 - Constructing and operating lowering systems
 - Constructing and operating simple haul systems
 - Constructing and operating belay systems
 - Functioning as a litter tender in low-angle environment
 - Conducting a system safety check
- f) Chapter 6 – Rope Rescue (Level I & II)
 - Constructing multi-point anchor systems
 - Constructing and operating compound haul systems
 - Constructing a fixed rope system
 - Ascending and descending a fixed rope system in a high angle environment
 - Completing an assignment while suspended in a high-angle environment
 - Moving a victim in a high-angle environment
 - Functioning as a litter tender in high-angle environment
 - Removing a victim suspended in high-angle environment
 - Constructing and operating a highline system

- g) provide any training materials (hard and or soft copies) for the agreed number of trainees for continued usage after the training dates.

4.4 STRUCTURES SPECIALIST

Functional Description

The Structures Specialist is responsible for performing the various structural assessments for the task force during incident operations. The Structures Specialist reports directly to the Planning Team Manager.

a. Description of Duties

The Structures Specialist is responsible for the following:

- Assessing the structural condition within the area of task force operations, which includes identifying structure types and specific damage and structural hazards
- Recommending the appropriate type and amount of structural hazard mitigation in order to minimize risks to task force personnel
- Provide input to task force tactical action plans as appropriate
- Cooperating with and assisting other search and rescue resources
- Providing accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission
- Monitoring assigned structure for condition changes while rescue and recovery operations are proceeding
- Assuming an active role in implementing approved structural hazard mitigation as designer, inspector, and possibly a supervisor
- Coordinating and communicating the structural related hazard mitigation with US&R IST Structural Unit Leader
- Performing additional tasks or duties as assigned

b. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Structures Specialists in the National US&R Response System. The intent of these requirements is to select personnel fully capable of providing competent assessments and advice to task force personnel in the urban disaster environment.

c. Required Training

The Structures Specialist shall adhere to the following:

- Meet all administrative and general training requirements 60
- Complete the National US&R Response System GPS Awareness Level Course
- Complete the FEMA USACE Structures Specialist Training (StS-1) Course
- Complete all technical rescue skill sets and additional required rope rescue skills as identified in Appendix D at the end of this manual

d. Other Specific Requirements

The Structures Specialist shall meet the following requirements:

- Be currently licensed as a Professional Engineer (PE) specializing in structures or equivalent as sanctioned by the FEMA US&R Structures Sub-Group. The criteria for qualifying as equivalent to PE are as follows:
 - Bachelor of Science degree in civil engineering (or similar curriculum) from a college or university that is recognized by a state licensing board
 - Five years of experience in any phase of structural engineering, including the teaching of subjects pertaining to structures, structural safety, and structural collapse.
 - A letter from the individual's FEMA US&R Task Force expressing the support of task force leadership and the task force structures specialists addressed to the FEMA US&R Structures Sub-Group chair for consideration
 - Individuals who are licensed architects by any state may be considered as having equivalent certification, based on the requirements listed above
- Possess a minimum of five years of experience in structure design and analysis to include evaluation of existing structures, field investigation or construction observation experience

e. Recommended Training

The Structures Specialist should complete the following:

- The National US&R Response System Structural Collapse Technician Course (with the exception of SCT01c)

- The National US&R Response System Planning Team Training Course
- FEMA/USACE Structures Specialist Training (StS-2) every five years
- USACE StS Regional Training every two years
- The National US&R Response System GPS Operations Level Course

4.5 USAR 5 Day Refresher Course

Theory and Practical refresher to include

- NFPA 6.3 Structural Collapse Technician level I & II,
- NFPA 6.1.1 Insarag FEMA course
- FEMA Technical Search Specialist Course
- NFPA 5.3 Rope Technician Course

Training Practical Exercise including

- Structural Collapse Technician level I & II,
- Insarag FEMA course
- Technical Search Specialist Course
- Rope Technician Course

Annex A1 – Evaluation Criteria**MANDATORY EVALUATION CRITERIA****BID EVALUATION CRITERIA****Mandatory Technical Criteria**

To be considered compliant, a bid must meet all of the mandatory evaluation criteria as indicated under Annex “A” – Bid Evaluation Criteria. Bids not meeting all of the mandatory criteria will be given no further consideration.

No.	Mandatory Technical Criteria	Y/ N
1	<p>Bidder must certify in their proposal that it can meet the following responsibilities:</p> <p>a) All mentioned below training is to be conducted in accordance with the National Fire Protection Association (NFPA) 1006.</p> <p>-NFPA 6.3 Structural Collapse Technician level.</p> <p>-NFPA 5.3 Rope Technician Course (10 day course)</p> <p>-NFPA 6.1.1 INSARAG, FEMA markings course</p>	
2	<p>Bidder must certify in their proposal that it can meet FEMA level of instruction with equivalency in the following training and equipment standards:</p> <p>a) FEMA Technical Search Specialist Course (4 day course) - or equivalent.</p> <p>b) FEMA Structural Specialist Course I-II (Level I 5 days / Level II 5 days) - or equivalent.</p> <p>c) All emergency training equipment shall be in compliance with CSA, ISO, and ULC.</p>	
3	<p>Bidder must certify in their proposal that it can meet the following cost assessment:</p> <p>a) All training will be individually cost assessed for one member in accordance to each USAR teaching point, 1 through 6. Each level of instruction could be individually picked for instruction depending on the student’s level of qualification.</p> <p>1- NFPA 6.3 Structural Collapse Technician level I & II, (8 day course)</p> <p>2- NFPA 5.3 Rope Technician Course (10 day course)</p> <p>3- NFPA 6.1.1 INSARAG, FEMA Markings Course (1 day course)</p> <p>4- FEMA Technical Search Specialist Course (4 day course)- or equivalent.</p> <p>5- FEMA Structural Specialist Course I-II (Level I 5 days / Level II 5 days)- or equivalent.</p> <p>6- USAR Refresher Course (5 day refresher)</p>	

4	<p>Bidder must certify in their proposal that it can meet the following quote requirements:</p> <ul style="list-style-type: none">- Professional training fees;- Training materials;- Rations and quarters cost- Security clearance costs	
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No.	RATED CRITERIA	MAX ATTAINABLE POINTS: 100			
A.	Company organization and experience	70 points	SCORE	PAGE IN BIDDER'S PROPOSAL	COMMENTS
1	Relevant experience, expertise and background of the organization and delivery of like services of a similar scope and size. Bidders should provide details for three (3) Course examples, including work descriptions, dollar value, contact names and numbers. This relates to the firm's experience only. Bidders should include three (3) customer references.	40 points			
2	Can adhere to the scope of work, specifically: a) working in close consultation with the USAR Technical Authority to schedule and plan the specific content of the training; b) delivery of instruction of hands-on skills and knowledge; and c) provision of necessary equipment to conduct the training. d) All successful CAF students are to receive a certificate of completion stating the course, level, and number of hours completed.	15 points			
3	Quality Assurance/ Quality Control: Bidders should clearly outline their approach to training with regard to scheduling course duration and potential problems that would occur during the contract.	15 points			
B.	Management/personnel experience	30 points	SCORE	PAGE IN BIDDER'S PROPOSAL	COMMENTS
1	Training Officer (TO): Bidders should demonstrate relevancy of experience and provide details for the management of similar training courses; this should include a resume showing qualifications, years of experience, trade affiliations and accreditations, other relevant training and certificates demonstrating their direct experience and training.	20 points			
2	Personnel: Bidders should provide an outline of the team assigned to this requirement and their collective qualifications. Bidders should also advise of availability of back-up resources if required.	10 points			

ANNEX A1 – BASIS OF SELECTION

BASIS OF SELECTION/CONTRACTOR RANKING : For the purpose of ranking all technically acceptable bids, the following ratio will factor into the technical/managerial evaluation and the price component to establish a total percentage score:

TECHNICAL/MANAGEMENT - 70% + PRICE - 30%

Contractor selection will be based on the assessed "Best Value" to the Crown as determined by the highest overall total score as calculated by a ratio of 70% for the Technical/Management portion and 30% for the Price Component portion. Neither the qualifying bidder which scores the highest volume of rated points, nor the one which contains the lowest aggregate cost, will necessarily be awarded a Contract.

The scoring of Merit is done by applying the points achieved in the Technical portion of the rated criteria.

The scoring of price is done by giving full percentage marks to the lowest priced offer. The offer which scores the highest combined point score for both merit and cost, will be recommended for a Contract. After the bid closing date, no amendment to offers will be accepted unless it is to clarify a particular point.

Example for Calculation of Technical and Price

Company	Price per Zone	Technical Points Achieved (must have achieved 70%)
A.	\$80,000.00	90
B.	\$70,000.00	86
C.	\$65,000.00	75

Formula for calculating points:

	Price	Technical	Overall Score
A.	$\$65K \times 30\% = 24.3$ \$80K	$90 \text{ points} \times 70\% = 63$	87.3
B.	$\$65K \times 30\% = 27.9$ \$70K	$86 \text{ points} \times 70\% = 60.2$	88.1
C.	$\$65K \times 30\% = 30.0$ \$65K	$75 \text{ points} \times 70\% = 52.5$	82.5

In this instance, Company B has achieved the highest score overall.

RATED TECHNICAL/MANAGERIAL EVALUATION: All proposals received will be evaluated for their technical and management content according to the Mandatory and Rated Technical Criteria herein.

In order to be considered compliant, the bid must meet all MANDATORY requirements herein. Bids not meeting all of the mandatory requirements will be given no further consideration.

Once the mandatory requirements have all been met, the Bidder must score at least 70% of the maximum points available overall subject to point rating. Bids which fail to achieve these scores will be considered technically unacceptable and will be given no further consideration.

State the approach you propose to meet the requirement, the degree of success expected and any major difficulties that are anticipated. Provide sufficient detail to demonstrate your understanding of the requirement and your competence to meet it. The proposed technical approach must be compliant with the requirements of the RFP.

PRICE COMPONENT EVALUATION: The lowest priced "technically acceptable" will score the maximum 30% allocated in the Contractor Ranking section in Annex "B" Basis of Payment. Each subsequent proposal will be pro-rated accordingly. The evaluation total for the price component will be by overall lowest aggregate total in accordance with Annex "B" herein. The lowest aggregate price will be calculated with the extended totals for each item for each year. **A + B + C + D = E**

ANNEX B – BASIS OF PRICING

Evaluation of Price: The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

COURSE	Year 01	Year 02		Option Year 01	Option Year 02	Totals A+B+C+D
	FIRM UNIT PRICE PER STUDENT					
	A	B		C	D	E
NFPA 6.3 Structural Collapse Technician level	\$_____/Student	\$_____/Student		\$_____/Student	\$_____/Student	\$_____
NFPA 5.3 Rope Technician Course (10 day course)	\$_____/Student	\$_____/Student		\$_____/Student	\$_____/Student	\$_____
NFPA 6.1.1 Insarag, FEMA markings course	\$_____/Student	\$_____/Student		\$_____/Student	\$_____/Student	\$_____
FEMA Technical Search Specialist Course (or equivalent)	\$_____/Student	\$_____/Student		\$_____/Student	\$_____/Student	\$_____
FEMA Structural Specialist Course 1-11 (or equivalent)	\$_____/Student	\$_____/Student		\$_____/Student	\$_____/Student	\$_____
USAR Refresher Course	\$_____/Student	\$_____/Student		\$_____/Student	\$_____/Student	\$_____

Annex "C" - DND 626 Task Authorization Form- attached

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description (Statement of Work) of the task using the attached **DND 626 Task Authorization Form**.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

COSTS NOT SPECIFIED IN THE CONTRACT CANNOT BE INCLUDED.

4. The Contractor must not commence work UNTIL A TA SIGNED BY THE PROJECT AUTHORITY HAS BEEN RECEIVED by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; text-align: center;"> _____ Date </div> <div style="width: 55%; text-align: center;"> _____ for the Department of National Defence pour le ministère de la Défense nationale </div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="margin-top: 20px;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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