

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution

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

Title - Sujet Unarmed Combat Training	
Solicitation No. - N° de l'invitation W6599-200001/A	Date 2019-11-04
Client Reference No. - N° de référence du client W6599-200001	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-519-7939
File No. - N° de dossier KIN-9-52121 (519)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-16	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Choquette, Herb	Buyer Id - Id de l'acheteur kin519
Telephone No. - N° de téléphone (613)536-4874 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE C.Y.GRAY 5 Entretien Avenue Kingston Ontario K7K7B4 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
PART 2 - OFFEROR INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS	5
2.3 FORMER PUBLIC SERVANT - COMPETITIVE - OFFER	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	7
2.5 APPLICABLE LAWS	7
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	8
3.1 OFFER PREPARATION INSTRUCTIONS.....	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 EVALUATION PROCEDURES	10
4.2 BASIS OF SELECTION.....	10
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	11
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	11
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	13
6.1 INSURANCE REQUIREMENTS - PROOF OF AVAILABILITY - PRIOR TO ISSUANCE OF A STANDING OFFER	13
6.2 SECURITY REQUIREMENTS	13
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	14
A. STANDING OFFER	14
7.1 OFFER	14
7.2 STANDARD CLAUSES AND CONDITIONS	14
7.3 TERM OF STANDING OFFER.....	14
7.4 AUTHORITIES	15
7.5 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	15
7.6 IDENTIFIED USERS	15
7.7 CALL-UP INSTRUMENT	16
7.8 LIMITATION OF CALL-UPS.....	16
7.9 PRIORITY OF DOCUMENTS.....	16
7.10 CERTIFICATIONS AND ADDITIONAL INFORMATION	17
7.11 APPLICABLE LAWS	17
7.12 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	17
B. RESULTING CONTRACT CLAUSES	18
7.1 STATEMENT OF WORK.....	18
7.2 STANDARD CLAUSES AND CONDITIONS	18
7.3 TERM OF CONTRACT	18
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	18
7.5 PAYMENT	18
7.6 INVOICING INSTRUCTIONS	19
7.7 INSURANCE REQUIREMENTS.....	19
7.8 SACC MANUAL CLAUSES	19

Solicitation No. - N° de l'invitation
W6599-200001/A
Client Ref. No. - N° de réf. du client
W6599-20-0001

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-9-52121

Buyer ID - Id de l'acheteur
kin519
CCC No./N° CCC - FMS No./N° VME

ANNEX "A", STATEMENT OF WORK, PERSONAL DEFENCE/COMBATIVE TRAINING	20
ANNEX "B", BASIS OF PAYMENT	24
ANNEX "C", INSURANCE REQUIREMENTS OF CONTRACT.....	26
ANNEX "D", NON-DISCLOSURE AGREEMENT	28
ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS	29
ELECTRONIC PAYMENT INSTRUMENTS	29
ANNEX F, ADDITIONAL CERTIFICATION INFORMATION	30

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven 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 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, 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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 DND has a requirement for hand to hand combat training for soldiers. The Contractor must provide all the required facilities, equipment, resources, instructors, and role players for a comprehensive five-day combative techniques and capture avoidance course package. This training will prepare to operate in a wide variety of operating environments. Therefore, it is a requirement for instructors to be highly qualified to deliver combatives (unarmed combat) and possess a fluency in methods used to avoid apprehension by hostile entities.

The Contractor must provide a separate, two-day refresher package for combative techniques and capture avoidance to ensure students are enabled to maintain their proficiencies for the skills taught during the comprehensive five-day course. It will be DND's option to have the Contractor travel to CFB Kingston to provide the training or to do so at the Contractor's facility. The term of the resulting standing offer is one year with six option years.

- 1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.3** 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.
- 1.2.4** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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.

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.

2.2 Submission of Offers

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

Public Works and Government Services
Kingston Procurement
86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Fax: (613) 545-8067

TPSGC.ordreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca
(*email address for epost Connect service*)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard 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 - Competitive - Offer

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 15 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
Section IV: Additional Information

- 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)
Section IV: Additional Information (1 hard copy)

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

- If the 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 the 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" 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.

Section IV: Additional Information

Offerors must submit the certifications and additional information required in Annex "F"

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offerors must provide in their technical proposal detailed information to prove that they comply with all of the Mandatory Technical Criteria. Bidder proposals that do not comply with all of the Mandatory Technical Criteria will receive no further evaluation or consideration.

- (a) The Bidder must describe in detail how they have provided training as described in section 4.5 of Annex A, SOW within the 12 months of the solicitation closing date;
- (b) The Bidder must describe in detail how their location of service delivery meets or exceeds the requirement described in section 5 of Annex A, SOW.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Bidder must provide all of the pricing requested in column "C" for Item 1 and 2, and column "B" for item 3 in Annex "B", in the same format as requested or their bid will be non-compliant and receive no further consideration.

4.1.2.2 Calculation of Evaluated Price

The Offeror's unit prices column "C" for Item 1 and 2, will be multiplied by the associated yearly estimated usage in columns "A and "B" to calculate the extended yearly item price. The Offeror's unit prices column "B" for Item 3 will be multiplied by the associated yearly estimated usage in columns "A to calculate the extended yearly item price. The extended yearly item prices (1, 2 & 3) for all years will be added together to calculate the Evaluated Price.

SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price-Canadian/Foreign Bidders

4.2 Basis of Selection

- 4.2.1 SACC Manual Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

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/programs/employment-equity/federal-contractor-program.html#s4) 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.

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

Solicitation No. - N° de l'invitation
W6599-200001/A
Client Ref. No. - N° de réf. du client
W6599-20-0001

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-9-52121

Buyer ID - Id de l'acheteur
kin519
CCC No./N° CCC - FMS No./N° VME

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28), Status of Availability of Resources – Offer

5.2.3.2 Non-Disclosure Agreement

The Offeror and its personnel must sign the Non-Disclosure Agreement located in Annex D

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Insurance Requirements - Proof of Availability - Prior to issuance of a Standing Offer

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "C".

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

6.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 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.

7.2.1 General Conditions

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

7.3 Term of Standing Offer

7.3.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of award to 31 December 2020 inclusive.

7.3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 6 year period, from 1 January 2021 to 31 December 2026 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4 Authorities

7.4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Herb Choquette
Title: Supply Team Leader
Public Services and Procurement Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3

Telephone: (613) 536-4874
Facsimile: (613) 545-8067
E-mail address: Herb.Choquette@PWGSC.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.

7.4.2 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.

7.4.3 Offeror's Representative

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

7.5 Proactive Disclosure of Contracts with Former Public Servants

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

7.6 Identified Users

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

7.7 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
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.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.9 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) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services,;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements (*if applicable*);
- h) the Offeror's offer dated _____

7.10 Certifications and Additional Information

7.10.1 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.

7.10.3 SACC Manual Clauses

SACC Manual clauses: M3020C (2016-01-28) Status of Availability of Resources - Standing Offer

7.11 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 _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.12 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.

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of Contract to 30 September 2020 inclusive

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

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

7.5.2 Limitation of Price

SACC *Manual* clause C6000C (2017-08-17) Limitation of Price

7.5.3 Electronic Payment of Invoices – Call-up

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

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

7.6 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;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 SACC Manual clauses

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

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

ANNEX "A", Statement of Work, Personal Defence/Combative Training

1.0 INTRODUCTION

- 1.1 The Department of National Defense (DND) is dependent on the timely and professional delivery of Personal Defence/Combative Training for military personnel preparing for deployment and maintaining a high readiness capability. All military personnel designated to perform duties within selected teams are required to receive effective training for this skillset in a controlled environment.

2.0 BACKGROUND

- 2.1 As part of the above mentioned training and development plan to produce capable and deployable soldiers, the requirement was identified for enhanced training in self-defence and capture avoidance techniques; beyond the scope of basic military close quarter combat and conduct after capture training. This course is intended to introduce the student to the fundamental theory and practical application of physical force during a sudden and violent exchange, thus enhancing the student's confidence in their ability to effectively perform during a physical altercation. Combined with capture avoidance techniques, this training will provide the baseline knowledge and skillsets required to increase survivability while deployed on operations.

3.0 OBJECTIVE AND SCOPE

- 3.1 The Contractor must provide all the required facilities, equipment, resources, instructors, and role players for a comprehensive five-day combative techniques and capture avoidance course package. This training will prepare to operate in a wide variety of operating environments. Therefore, it is a requirement for instructors to be highly qualified to deliver combatives (unarmed combat) and possess a fluency in methods used to avoid apprehension by hostile entities.
- 3.2 The Contractor must provide a separate, two-day refresher package for combative techniques and capture avoidance to ensure students are enabled to maintain their proficiencies for the skills taught during the comprehensive five-day course.

4.0 TRAINING REQUIREMENTS

- 4.1 The Contractor must be prepared to conduct five days of combatives and capture avoidance training for a minimum of eight (8) to a maximum of sixteen (16) CAF members per training serial, conducted up to three (3) times annually at the Contractor's facility.
- 4.2 The Contractor must be prepared to conduct two days of refresher training for a minimum of eight (8) to a maximum of sixteen (16) CAF members per training serial, conducted up to three (3) times annually as a Mobile Training Team (MTT) at a training venue located in Kingston, Ontario, Canada or at the Contractor's facility when authorized by the Technical Authority.
- 4.3 The required training is to be delivered during the regular work week, Monday - Friday 8:00 a.m. to 4:00 p.m. unless authorized by the Technical Authority.
- 4.4 The training package must be delivered in a manner that allows the training audience and Technical Authority/Quality Assurance personnel to modify training, in direct consultation with the Contractor, based upon changing operational requirements. The training cannot be substantially altered from the approved training plan without consent from the Technical Authority.

-
- 4.5 The Contractor is required to deliver a five-day (Ref 4.1) training package which at a minimum encompasses the following:
- 4.5.1 Theory of the psychological effects of sudden violence;
 - 4.5.2 Theory of apprehension avoidance;
 - 4.5.3 Theory and practical training for defeating restraints;
 - 4.5.4 Theory and practical training for apprehension avoidance within a static and moving vehicle;
 - 4.5.5 Theory of escape and evasion planning;
 - 4.5.6 Theory of survival planning;
 - 4.5.7 Perform combative techniques to include:
 - 4.5.7.1 Stances;
 - 4.5.7.2 Basic strikes (high line);
 - 4.5.7.3 Basic strikes (low line);
 - 4.5.7.4 Flow drills; and
 - 4.5.7.5 Situational self-offence.
 - 4.5.8 Perform ground fighting techniques:
 - 4.5.8.1 Half guard;
 - 4.5.8.2 Full guard;
 - 4.5.8.3 Apply chokes;
 - 4.5.8.4 Manipulating pressure points; and
 - 4.5.8.5 Moving from ground to standing position.
 - 4.5.9 Perform counter control techniques:
 - 4.5.9.1 Sticks and batons;
 - 4.5.9.2 Knives and folding knives; and
 - 4.5.9.3 Pistol/long arms.
 - 4.5.10 Third party extractions;
 - 4.5.11 Vehicle and confined space consideration; and
 - 4.5.12 Culmination of training through final scenario based training event(s).
- 4.6 The contractor is required to deliver a two-day training package (Ref 4.2) which broadly reviews the material instructed at 4.5.
- 4.7 The Contractor must provide a detailed training plan no later than 30 days prior to the scheduled training date;
- 4.8 Produce a certificate to certify if the standard laid out in the contract was successfully met by training participants.
- 5.0 Location of Service Delivery.**
- 5.1 The site for the five-day combatives and capture avoidance training (Ref 4.1) will be the Contractor's training facility.
- 5.1.1 The Contractor must ensure the facilities comply with local safety requirements and provide for environmentally controlled lecture, briefing and training areas.
 - 5.1.2 The site must include an outdoor training area for the conduct of apprehension avoidance scenarios from static and moving vehicles. The site must allow for year round uninterrupted access with regards to weather conditions.
 - 5.1.3 All equipment requirements to facilitate the training objectives (as detailed in the Contractor's training proposal) must be located on-site and be in a state of good repair throughout each training event.

- 5.1.4 Personnel certified to administer first aid and first aid equipment must be provided onsite. The training facility must be readily accessible to Emergency Medical Services (EMS) and an accredited medical facility must be located within 45 kms from the training site.
- 5.1.5 The Contractor must provide a UMS response plan and ensure that in place and briefed to all trainees.
- 5.1.6 The training site must provide for uninterrupted training due to weather conditions, within an average temperature band spanning between 5°C - 40°C; and
- 5.1.7 All prospective contracted facilities must be within Canada or continental United States (does not include Alaska or Hawaii).

- 5.2 The two-day combatives and capture avoidance refresher training (Ref 4.2) will be conducted via MTT at a training venue located in Kingston, Ontario, Canada or at the Contractor's facility (Ref 5.1) when authorized by the Technical Authority.

6.0 Tasks and Deliverables

- 6.1 The Contractor will be responsible to provide the following:

- 6.1.1 Confirmation of insurance covering the activities and participants;
- 6.1.2 Instructors are expected to prepare and deliver a progressive series of lectures and practical exercises;
- 6.1.3 Provide instruction and course materials in English;
- 6.1.4 Provide a hard-copy certificate of completion; and
- 6.1.5 The Contractor will provide sufficient safety equipment reflecting the training being conducted (less mouth and groin protection).

7.0 Constraints

- 7.1 The following constraints apply to the procurement of combative and capture avoidance training programmes:

- 7.1.1 Modification to the training program will only be authorized by the Technical Authority, or their designate, and must not incur additional costs to the Crown. No unwarranted modification to the training by the Contractor is permitted without the written consent by the Technical Authority;
- 7.1.2 All material required for the training must be provided by the Contractor (less participants clothing items and mouth protection); and
- 7.1.3 CAF personnel must be able to inspect the facilities and equipment to ensure that they conform to acceptable safety and training standards at all times.

8.0 DND Support

- 8.1 The Contractor will be provided with the following support:

- 8.1.1 Client feedback from a subject matter expert to ensure that material being taught is not in contradiction of pre-existing techniques or procedures, i.e. weapon drills;
- 8.1.2 Senior group representative who will remain onsite, or as part of the training body, to monitor for CAF training and safety norms, and to enforce CAF administrative/disciplinary policies throughout the training event; and
- 8.1.3 Participants will arrive with next to skin protective equipment such as mouth guards, groin protectors and any other critical protective equipment required.

9.0 Additional Information

- 9.1 Travel and accommodations for the Contractor are to be arranged and paid for by the Contractor and has been considered in the overall amount of the offer; and
- 9.2 Meals for the Contractor are to be arranged and paid for by the Contractor and have been considered in the overall amount of the offer.

10. Inspection/ Acceptance

- 10.1 Work Subject to Acceptance. The Technical Authority shall be the Inspection Authority. All documents, deliverables and all services rendered, under the resulting contract shall be subject to inspection by the Technical Authority or their designated representative. Should any report(s), deliverable(s), document(s), or service not be in accordance with the requirements of the resulting contract and to the satisfaction of the Technical Authority, as submitted, the Technical Authority shall have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment as part of the validation process performed for payment of all invoices. Any communication with the Contractor regarding the quality of work performed pursuant to this Contract shall be undertaken by official correspondence through the Contracting Authority; and
- 10.2 Effect of Acceptance. Inspection and acceptance by DND shall not relieve the Contractor of any responsibility or other failure to meet the requirements of the resulting offer.

11 Harassment Free Environment

- 11.1 The CAF and DND are committed to providing a respectful workplace by promoting prevention and prompt resolution of harassment. All CAF members and DND employees have the right to be treated fairly, respectfully and with dignity in a workplace free of harassment. Harassment in any form constitutes unacceptable conduct and will not be tolerated.

ANNEX "B", BASIS OF PAYMENT

The Contractor will be paid a firm price in the currency they bid, to perform the services specified in Annex A. The firm price includes all applicable American local, state and federal taxes. The firm price does not include applicable Canadian taxes (e.g. GST/HST), FOB Destination and Canadian customs duties and excise taxes included. However, applicable Canadian taxes must be added as a separate line item to any invoice issued as a result of this Contract. *The estimated usage provided herein is for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The bidder must indicate if their bid is in funds other than Canadian currency.*

Pricing Periods:

Year One - Issuance of Standing Offer to 31 December 2020

Option Year One - 1 January 2021 to 31 December 2021

Option Year Two - 1 January 2022 to 31 December 2022

Option Year Three - 1 January 2023 to 31 December 2023

Option Year Four - 1 January 2024 to 31 December 2024

Option Year Five - 1 January 2025 to 31 December 2025

Option Year Six - 1 January 2026 to 31 December 2026

5 DAY COMBATIVES TRAINING: as outlined in 4.1 TRAINING REQUIREMENTS for a minimum of eight (8) students to a maximum of sixteen (16) students.

2 DAY REFRESHER TRAINING: as Outlined in 4.2 TRAINING REQUIREMENTS for a minimum of eight (8) students to a maximum of sixteen (16) students at Contractors facility.

Item	Description	Unit of Issue	Estimated Courses per year (column A)	Estimated Number of Students per Course (column B)	Firm Unit Price per Student per Course (column C)	Extended Yearly Price (Column A x Column B x Column C)
1.	5 Day Combatives Training					
a	Year One fee per student	Student	3	16	\$	\$
b	Option Year One fee per student	Student	3	16	\$	\$
c	Option Year Two fee per student	Student	3	16	\$	\$
d	Option Year Three fee per student	Student	3	16	\$	\$
e	Option Year Four fee per student	Student	3	16	\$	\$
f	Option Year Five fee per student	Student	3	16	\$	\$
g	Option Year Six fee per student	Student	3	16	\$	\$

2.	2 DAY REFRESHER TRAINING at Contractors Facility.	Unit of Issue	Estimated Courses per year (column A)	Estimated Number of Students per Course (column B)	Firm Unit Price per Student per Course (column C)	Extended Yearly Price (Column A x Column B x Column C)
a	Year One fee per student	Student	3	16	\$	\$
b	Option Year One fee per student	Student	3	16	\$	\$
c	Option Year Two fee per student	Student	3	16	\$	\$
d	Option Year Three fee per student	Student	3	16	\$	\$
e	Option Year Four fee per student	Student	3	16	\$	\$
f	Option Year Five fee per student	Student	3	16	\$	\$
g	Option Year Six fee per student	Student	3	16	\$	\$

Item	Description	Unit of Issue	Estimated Courses per year (column A)	Firm Unit Price per Course (column B)	Extended Yearly Price (Column A x Column B)
3.	Additional fee for Contractor to conduct 2 DAY REFRESHER TRAINING at CFB Kingston. This includes all travel accommodation and meals.				
a	Year One fee per course	course	3	\$	\$
b	Option Year One fee per course	course	3	\$	\$
c	Option Year Two fee per course	course	3	\$	\$
d	Option Year Three fee per course	course	3	\$	\$
e	Option Year Four fee per course	course	3	\$	\$
f	Option Year Five fee per course	course	3	\$	\$
g	Option Year Six fee per course	course	3	\$	\$

Evaluated Price is the sum of all Extended Yearly Prices for items 1, 2 & 3 \$ _____

ANNEX "C", INSURANCE REQUIREMENTS OF CONTRACT

Commercial General Liability Insurance

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

ANNEX "D", NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W6599-200001 between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No. W6599-200001.

Signature

Date

Solicitation No. - N° de l'invitation
W6599-200001/A
Client Ref. No. - N° de réf. du client
W6599-20-0001

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-9-52121

Buyer ID - Id de l'acheteur
kin519
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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

ANNEX F, ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

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