



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving PWGSC/TPSGC reception des soumissions

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Bid Fax: (204) 983-0338

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western Region

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Title - Sujet Flight Simulator Training	
Solicitation No. - N° de l'invitation W7006-19SM01/A	Date 2019-12-19
Client Reference No. - N° de référence du client W7006-19SM01	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-080-10948	
File No. - N° de dossier WPG-9-42086 (080)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-29	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Almonte, Cathleen	Buyer Id - Id de l'acheteur wpg080
Telephone No. - N° de téléphone (204) 229-3862 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WINNIPEG 715 WILHURI RD, BLDG 129, MDC WINNIPEG Manitoba R3J3Y5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W7006-19SM01/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W7006-19SM01

Buyer ID - Id de l'acheteur
wpg080
CCC No./N° CCC - FMS No./N° VME

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FLIGHT SIMULATOR TRAINING

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity – Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Department of National Defence (DND) requires a contractor to conduct Pilot and Maintenance Technician training courses for use by Her Majesty's Forces personnel to operate and maintain the CT142 Dash 8, Series 100 aircraft. The period of the Contract is from 01 April 2020 to 31 March 2022 inclusive with Canada retaining an irrevocable option to extend the Contract for an additional 3 consecutive 1 year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the 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).
- 1.2.4 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder

Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26), Condition of Material - Bid

2.2 Submission of Bids

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

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Room 310, 269 Main Street
Winnipeg, MB R3C 1B3
E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

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

Facsimile number: (204) 983-0338

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 6 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies)
Section I: Financial Bid (1 hard copy)
Section II: Certifications (1 hard copy)

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory and Point Rated Technical Criteria

Mandatory and point rated technical evaluation criteria are included in **Annex H**.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract 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.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting 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 Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.4 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
0. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at **Annex A**.

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in **Annex D**.

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 **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.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ **TBD**, Applicable Taxes 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.

7.1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in **Annex E**. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.6 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of PROTECTED A, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/PWGSC.
3. Processing of PROTECTED materiel electronically at the Contractor site is NOT permitted under this Contract.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at **Annex C**;
 - (b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 01 April 2020 to 31 March 2022 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cathleen Almonte, B. Comm. (Hons.)
Supply Specialist

Public Works and Government Services Canada
Western Region
Acquisitions Section
Suite 310-269 Main Street
Winnipeg, MB R3C 1B3

Telephone: (204) 229-3862 Facsimile: (204) 983-7796
E-mail address: cathleen.almonte@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: **TBD**

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

7.5.3 Contractor's Representative

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at **Annex "B"**

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.3 Single Payment

H1000C (2008-05-12) Single Payment

7.7.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

C0710C (2007-11-30) Time and Contract Price Verification

C2000C (2007-11-30) Taxes – Foreign-based Contractor

7.7.5 Electronic Payment of Invoices – Contract

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

7.7.6 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. **One (1) copy must be forwarded to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Insurance Requirements; and
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated TBD.

7.12 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
A9062C (2011-05-16), Canadian Forces Site Regulations
D5328C (2014-06-26), Inspection and Acceptance

7.13 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors,

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coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

STATEMENT OF WORK

Reference attached PDF titled, "*Annex A – Statement of Work*".

ANNEX B

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm, all-inclusive prices/rates for the period of the proposed Contract for all items listed hereafter.

THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE BIDDER'S FINANCIAL PROPOSAL.

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the Bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

The estimated quantities specified below are provided for evaluation purposes only and does not represent a commitment by Canada.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the services in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. The Contractor will be paid in accordance with the following pricing for Work performed pursuant to the Contract.

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

TASK AUTHORIZATIONS

Services may be required on an "as and when requested" basis and authorized by the Technical Authority. The work requested must be for the type of services defined in Annex A.

PRICING SCHEDULE:

Firm Unit Rates, GST (if applicable) extra					
TASK NO.	DESCRIPTION	EST QTY	UNIT OF ISSUE	FIRM UNIT RATE (CAD)	EXTENDED RATE (CAD)
		(A)		(B)	(A*B)
A	Contract Year 1: 01 April 2020 to 31 March 2021				
1	Pilot Initial Training (PIT) Course	6	Student	\$	\$
2	Pilot Recurrent Training (PRT) Course – 2 day	20	Student	\$	\$

Firm Unit Rates, GST (if applicable) extra					
TASK NO.	DESCRIPTION	EST QTY (A)	UNIT OF ISSUE	FIRM UNIT RATE (CAD) (B)	EXTENDED RATE (CAD) (A*B)
3	Pilot Recurrent Training (PRT) Course – 3 day	6	Student		
4	Dash 8 Engine Run-Up Maintenance Initial Training (MIT) Course	4	Student	\$	\$
5	Dash 8 Engine Run-Up Maintenance Refresh Training (MRT) Course	8	Student	\$	\$
	Subtotal (i):				\$
B	Contract Year 2: 01 April 2021 to 31 March 2022				
6	Pilot Initial Training (PIT) Course	6	Student	\$	\$
7	Pilot Recurrent Training (PRT) Course – 2 day	20	Student	\$	\$
8	Pilot Recurrent Training (PRT) Course – 3 day	6	Student	\$	\$
19	Dash 8 Engine Run-Up Maintenance Initial Training (MIT) Course	4	Student	\$	\$
10	Dash 8 Engine Run-Up Maintenance Refresh Training (MRT) Course	8	Student	\$	\$
	Subtotal (ii):				\$
C	Option Year 1: 01 April 2022 to 31 March 2023				
11	Pilot Initial Training (PIT) Course	6	Student	\$	\$
12	Pilot Recurrent Training (PRT) Course – 2 day	20	Student	\$	\$
13	Pilot Recurrent Training (PRT) Course – 3 day	6	Student	\$	\$
14	Dash 8 Engine Run-Up Maintenance Initial Training (MIT) Course	4	Student	\$	\$
15	Dash 8 Engine Run-Up Maintenance Refresh Training (MRT) Course	8	Student	\$	\$
	Subtotal (iii):				\$
D	Option Year 2: 01 April 2023 to 31 March 2024				
16	Pilot Initial Training (PIT) Course	6	Student	\$	\$
17	Pilot Recurrent Training (PRT) Course – 2 day	20	Student	\$	\$
18	Pilot Recurrent Training (PRT) Course – 3 day	6	Student	\$	\$
19	Dash 8 Engine Run-Up Maintenance Initial Training (MIT) Course	4	Student	\$	\$
20	Dash 8 Engine Run-Up Maintenance Refresh Training (MRT) Course	8	Student	\$	\$

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Firm Unit Rates, GST (if applicable) extra					
TASK NO.	DESCRIPTION	EST QTY (A)	UNIT OF ISSUE	FIRM UNIT RATE (CAD) (B)	EXTENDED RATE (CAD) (A*B)
	Subtotal (iv):				\$
E	Option Year 3: 01 April 2024 to 31 March 2025				
21	Pilot Initial Training (PIT) Course	6	Student	\$	\$
22	Pilot Recurrent Training (PRT) Course – 2 day	20	Student	\$	\$
23	Pilot Recurrent Training (PRT) Course – 3 day	6	Student	\$	\$
24	Dash 8 Engine Run-Up Maintenance Initial Training (MIT) Course	4	Student	\$	\$
25	Dash 8 Engine Run-Up Maintenance Refresh Training (MRT) Course	8	Student	\$	\$
	Subtotal (v):				\$

TOTAL EVALUATED PRICE:

Subtotal (i) + (ii) + (iii) + (iv) + (v) = \$_____

ANNEX C

SECURITY REQUIREMENTS CHECKLIST

[Refer to the attached pdf document titled, "Annex C – SRCL".](#)

ANNEX D

INSURANCE REQUIREMENTS

1.0 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.

2.0 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

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

ANNEX E

DND 626 TASK AUTHORIZATION FORM

Reference attached pdf document titled, "*Annex D – DND 626*"

ANNEX F

TASK AUTHORIZATION USAGE FORM

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
10 July	01 April	30 June
10 October	01 July	30 September
10 January	01 October	31 December
10 April	01 January	31 March

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Work Period:	

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

cathleen.almonte@pwgsc-tpsgc.gc.ca Or
Facsimile: (204) 983-7796 Attn: Cathleen Almonte

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ANNEX G
to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX H

TECHNICAL EVALUATION

M = mandatory criteria

P = point rated criteria

Bidder's Cross Reference and/or Response (SIR – Supplemental Information Reference)

What's Expected in Bidder's Proposal for all Criteria:

A written narrative, resumes, and/or technical information must be submitted with the Bidder's proposal at solicitation close to clearly demonstrate Bidder's compliance with the criteria detailed within this solicitation.

Bidders are requested to submit certifications, declarations and/or proof documents that substantiate information as part of their bid. If these documents are not provided at bid closing, the Contracting Authority will notify the Bidder that they have 2 business days to provide the requested documents. Failure to do so, and the Bidder will be deemed non-responsive and given no further consideration.

A	MANDATORY TECHNICAL CRITERIA To be considered responsive, a bid must demonstrate compliance with all of the mandatory criteria. Bidders must demonstrate their ability to meet those criteria. The proposals will be evaluated on the basis of the following criteria on a simple pass or fail basis, therefore, Bidders are advised to address each area in sufficient depth to show compliance. Failure to meet each mandatory technical criteria will render the Bidder's proposal non-responsive and will be given no further consideration in the evaluation process.	
ITEM	MANDATORY CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)
M1	Regulatory Approval The Bidder must be an approved Transport Canada training organization. The Bidder must provide copies of the appropriate certificates.	

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
P1	FACILITIES AND EQUIPMENT		36	65
P1.1	Classrooms The Bidder must provide pictures and a detailed description of the classrooms and technical training facilities to be used for the courses offered (which shall be scored as follows): 10 Primarily PC based presentations with some Computer Based Training (CBT). 08 Primarily PC based presentations. 04 Primarily non-PC based presentations.			10
P1.2	Training Aids The Bidder must provide a detailed description of the training aids to be used in support of the courses offered, including but not limited to: running trainers, assemblies, component mockups and sections, documents, and study manuals. 10 Full complement of quality, functioning training aids that are fully pertinent to course content. Copy of a sample Student Study Manual(s) provided during bid. 08 Quality training aids available and are pertinent to course content. Sample student study manual(s) available upon request. 05 Limited training aids available. Sample student study manual(s) available upon request.			10

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
P1.3	Flight Simulators The Bidder must provide specifications of the simulator system to be used in the pilot and engine run-up training, in order to demonstrate compliance with SOW 3.4. 25 At least one Level D simulator available; A Collins TCAS-94 Traffic Collision Avoidance System (TCAS) with version 7.0 software or an exact emulation; ability to simulate the onboard engine fire bell warning, and be able to simulate rudder hydraulic isolation; Minimum of one fully functional Universal Avionics Systems Corporation (Dash 8 compatible) UNS-1Ew, Flight Management System (FMS) complete with version 1000.X or higher software including North American database with Wide Area Augmentation System (WAAS) capability in addition to Localizer Performance with Vertical Guidance (LPV). 20 At least one Level D simulator available; A Collins TCAS-94 Traffic Collision. Avoidance System (TCAS) with version 7.0 software or an exact emulation; Minimum of one fully functional Universal Avionics Systems Corporation (Dash 8 compatible) UNS-1Ew, Flight Management System (FMS) complete with version 1000.X or higher software including North American database with Wide Area Augmentation System (WAAS) capability in addition to Localizer Performance with Vertical Guidance (LPV); and one of the following two simulation capabilities: 1) ability to simulate the onboard engine fire bell			25

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
	<p>warning, or, 2) be able to simulate rudder hydraulic isolation.</p> <p>15 Level C simulators available for all training; A Collins TCAS-94 Traffic Collision Avoidance System (TCAS) with version 7.0 software or an exact emulation. Minimum of one fully functional Universal Avionics Systems Corporation (Dash 8 compatible) UNS-1Ew, Flight Management System (FMS) complete with version 1000.X or higher software including North American database with Wide Area Augmentation System (WAAS) capability in addition to Localizer Performance with Vertical Guidance (LPV).</p> <p>10 Level C simulators available for all training; A Traffic Collision Avoidance System II deemed acceptable by the TA.</p> <p>5 One of five criteria listed above.</p>			
P1.4	<p>Course Logistics</p> <p>The Bidder must detail the proximity (and later facilitate a visit for one or more 402 Squadron representatives) of accommodations, classrooms, simulators and other facilities to one another, and describe the availability of transport between the two locations.</p> <p>10 Less than 16 mins transport times (under typical traffic flow) between accommodations and training facilities.</p> <p>05 Transport times of 16 – 29 mins between accommodations and training facilities.</p>			10

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
	02 Transport times between accommodations and training facilities exceeds 29 mins.			
P1.5	Accommodations The Bidder must detail the plan to secure reservations for students at quality lodging facilities (within or better than government rates) and additionally must describe local conditions concerning access to dining facilities/restaurants, and recreational areas. 10 Bidder will place accommodation reservations for students at a quality establishment. Restaurant facilities are close and adequate and recreation / shopping facilities are in close proximity. 08 Bidder will place accommodation reservations for students at a quality establishment. Restaurant facilities are close and adequate however recreation / shopping facilities are limited or are not in close proximity to training location. 06 Bidder will place accommodation reservations for students at a quality establishment. Accommodations, dining and recreation facilities are limited or are not in close proximity to the training facility.			10
P2	INSTRUCTIONAL STAFF			20
P2.1	Instructor Qualifications / Experience Bidders must provide details on the experience levels of the simulator instructors who will be			20

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
	<p>used for DND courses and provide a copy of the certificate(s).</p> <p>20 All simulator course instructors hold (or have held) a TC Class 1 to 4 instructional ratings. All simulator instructors also have 1,000 or more hours on the Dash-8 Series 100 aircraft and hold (or have held) an Airline Transport Pilot License (ATPL).</p> <p>17 One or more simulator instructors hold (or have held) a TC Class 1 to 4 instructional ratings. All simulator instructors also have 500 or more hours on the Dash 8 Series 100 aircraft and hold (or have held) an Airline Transport Pilot License (ATPL).</p> <p>14 One or more simulator instructors hold (or have held) a TC Class 1 to 4 instructional ratings. All simulator instructors are Dash-8 Series 100 type rated and hold (or have held) an Airline Transport Pilot License (ATPL).</p> <p>12 All simulator instructors are Dash-8 Series 100 type rated and hold (or have held) an Airline Transport Pilot License (ATPL).</p>			
P3	LOGISTICS AND ADMINISTRATION			20
P3.1	Sub-Contracting Procedures The bidder must describe the minimum criteria subcontractors must meet in order to carry out work on behalf of the bidder. This description includes quality system requirements, certifications (TC and others), warranty considerations and all requirements applicable to the bidder.			10

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
	<p>10 The bidder clearly states that sub-contractors will not be utilized in the performance of work associated with this standing offer agreement.</p> <p>10 A maximum of one subcontractor may be used however the procedures described must be deemed by the PA to be fully satisfactory in all respects.</p> <p>02 A maximum of one subcontractor may be used. PA will determine that procedures described are deemed to be adequate although a specific element of the subcontracting procedures is deemed to be unsatisfactory. The element which is unsatisfactory has a negligible effect on the sub-contracting process.</p>			
P3.2	<p>Points of Contact</p> <p>The bidder should provide a list of persons to contact for the resolution of (1) technical, (2) logistics and (3) administrative issues. A single individual identified as the customer or account representative who is capable of resolving such issues is preferred. A brief description of each individual's responsibilities should be included. Where a customer or account representative will be determined after Standing Offer Agreement award, the bidder must provide the job description and indicate the representative's position within the bidder's organization (i.e. through the use of an organization chart) in lieu of providing the name of an individual or a list of persons. Only one of the following applies:</p> <p>05 The bidder provides a single point of contact for all technical, logistic and administrative issues. This individual</p>			5

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
	<p>is responsible for all issues concerning the Standing Offer Agreement and is considered to be a customer or account representative.</p> <p>02 The bidder provides a list of key personnel complete with telephone and fax numbers and brief description of responsibility. The list is considered adequate.</p>			
P3.3	<p>Reports</p> <p>In addition to the financial reporting required as part of the contract, the bidder must provide the following reports to DND: Course reports for each student following training (ref SOW 6.1), Course Certificates, Progress Reports for students not meeting standards or in jeopardy of failing training. Any further reporting request must be mutually agreed between the contractor and the PA.</p> <p>05 The bidder provides samples on all reports as stated above. The content of such reports is considered to be satisfactory for monitoring student training and performance and recording purposes. Sample copies of each report should be provided at the time of bid.</p> <p>02 The bidder provides samples on some of the reports as stated above. The content of such reports is considered to be adequate for monitoring student training and performance and recording purposes.</p>			5

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
P4	QUALITY SYSTEM		6	10
P4.1	Quality System The bidder must provide information regarding the quality system being used at the bidder's facility applicable to this solicitation. The information provided must include brief statements regarding the origin of the quality system (including any standards that were used in the development of the system), scope of the quality system, responsibility of key individuals within the organization with respect to the quality system, method of audit (including both internal and external audits), and an uncontrolled copy of the organization's quality manual (electronic format preferred). Although ISO 9001 certification is not considered essential, it is considered desirable. If the bidder is not ISO 9001 certified, at least a compliance with ISO 9001 elements (requirements) should be demonstrated. If the bidder is ISO 9001 certified then the submission of a copy of the quality manual is not necessary provided a copy of the certificate is included in the response. For the purpose of this evaluation, an external audit is considered to be one conducted by an entity other than the bidder's regulatory agency (i.e. DoT or FAA) or an entity within the Bidder's corporate structure. Only one of the following applies: 10 The bidder is ISO 9001 certified. 08 The bidder is ISO 9001 compliant. 06 The Bidder provides a copy of their quality manual and other appropriate documentation that demonstrates that the Bidder has a comparable quality system that is compatible with the			10

B	POINT RATED TECHNICAL CRITERIA Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria. Bidders should clearly demonstrate in their bid how they meet the point rated criteria.			
ITEM	POINT RATED CRITERIA	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)	MIN POINTS	MAX POINTS
	majority of the requirements of ISO 9001.			
Maximum Points Available for Point Rated Criteria:		115		

Statement of Work

402 Squadron
CT142 Dash 8
Pilot & Ground Crew Training Support

09 Oct 2019

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1 SCOPE

1.1 Purpose

This Statement of Work (SOW) defines the work effort required to conduct pilot and maintenance technician training courses suitable for use by Her Majesty's Forces personnel to operate and maintain the CT142 Dash 8, Series 100 aircraft.

Training includes detailed knowledge of the operation and management of systems used or controlled by the operator in the flight deck.

1.2 Background

402 Squadron (402 Sqn) based out of 17 Wing in Winnipeg, Manitoba, operates four CT142, Series 100 Dash 8 aircraft for the purpose of supporting basic Air Combat Systems Officers (ACSO) and basic Airborne Electronic Sensor Operator (AESOP) training. The CT142 Dash 8 aircraft is a modified civilian Dash 8 model 102 aircraft (DHC-8-102).

2 APPLICABLE DOCUMENTS

2.1 Publications

The publications listed in this section and included with this SOW may not be the latest versions but shall be sufficient for the explanations required by this SOW.

- a. CT142 Standard Manoeuvre Manual C-12-142-000/MB-002 (CT142 SMM), the most up to date version used by 402 Sqn will be provided to the contractor by 402 Sqn;
- b. CT142 Pilot Checklist C-12-142-000/MC-000 (CT142 checklist), the most up to date version used by 402 Sqn will be provided to the contractor by 402 Sqn; and
- c. CT142 Maintenance Ground Run-up Checklist C-12-142-000/MC-001(CT142 Maintenance Checklist), the most up to date version used by 402 Sqn will be provided to the contractor by 402 Sqn.

2.2 Abbreviations and Document Conventions

For the purpose of this document, the following abbreviations are used:

- a. Department of Transport Canada (TC);
- b. Federal Aviation Administration (FAA);
- c. Department of National Defense (DND);

- d. Pilot Initial Training (PIT);
- e. Pilot Recurrent Training (PRT);
- f. Maintenance Initial Training (MIT);
- g. Maintenance Recurrent Training (MRT);
- h. Computer Based Training (CBT).

2.3 Definitions

For the purpose of this document, the following definitions are used:

- a. The term “Project Authority” (PA) means the 402 Squadron Project Manager or a DND designated equivalent;
- b. The term “402 Sqn” means 402 Squadron located at 17 Wing, Winnipeg, Manitoba, Canada; and
- c. The term “crew” means either two pilots or two ground crew maintenance personnel, depending on the training being referenced.

2.4 Volume of Training Required

For the purpose of this document, 402 Sqn plans, as a minimum to conduct the following training between 01 April 2020 and 31 March 2021:

- a. One PIT crew, with the option to add an additional crew that shall be accommodated by the contractor;
- b. Eight crews for PRT, twice annually with the option to add two additional crews;
- c. One crew for MIT, with the option to add an additional crew;
- d. Three crews for MRT, with the option to add an additional crew.

3 INFRASTRUCTURE REQUIREMENTS

3.1 Classroom and Simulator Briefing Rooms

The contractor must provide classroom space that meets the following requirements, while allowing/having the capability for the additional student requirements identified in section 2.4:

- a. There must be a minimum of thirty-six (36) square feet of classroom floor space per person present for theory or classroom instruction;
- b. They must be sufficiently soundproof to ensure that instructors can be clearly heard and ambient noises are kept to a minimum;
- c. They must contain Dash-8 100 training aids that include pictures (or a suitable electronic equivalent) of the cockpit layout and equipment;
- d. Classrooms must be adequately heated, cooled, and illuminated for an effective learning environment; and
- e. Classrooms must contain consumable supplies, tables, chairs, dry erase/ chalk boards, and any other classroom furniture necessary for student training.

3.2 Instructors

The contractor must provide instructors with the following qualifications:

- a. A thorough knowledge of Dash-8 100 systems and procedures;
- b. Detailed knowledge of the CT142 SMM and CT142 Checklists; and
- c. Strong communication skills and fluent in English.

3.3 Simulator Specifications

Contractor must provide two flight simulators located in the same facility with the following characteristics:

- a. Level C or higher Dash-8 100 flight simulators approved by Transport Canada (TC) or Federal Aviation Association (FAA) for conducting type rating check rides;
- b. Electronic Flight Instrument System (EFIS) with single cue flight director;
- c. Standard navigation aids, 2 x Very High Frequency Omnidirectional Range (VOR)/ Instrument Landing Systems (ILSs), 2 x Automatic Directional Finder (ADFs);
- d. Minimum of one fully functional Universal Avionics Systems Corporation (Dash 8 compatible) UNS-1Ew, Flight Management System (FMS) complete with version 1000.X or higher software including North American database;
- e. Coupled FMS with LPV, LNAV/VNAV, and LNAV capability;
- f. Ground Proximity Warning System (GPWS); and

- g. Traffic Collision Avoidance System (TCAS).

3.4 Simulator Scheduling

Contractor must adhere to the following scheduling restrictions:

- a. Simulator training or briefings must not be conducted between midnight and 6:00 am;
- b. On the final day of a course, simulator training must not commence prior to 6:00 a.m. and must be completed no later than 4:30 pm;
- c. A minimum of 12 hours crew rest between simulator sessions excluding briefing times; and
- d. Courses must be scheduled and conducted throughout the year on dates that 402 Squadron Simulator Coordinator (Sim Coord) and the contractor mutually agree to. At minimum, pilot recurrent requirements identified in this SOW must be conducted twice a year, and maintenance requirements once a year with an 18 month recertification.

3.5 Simulator Subcontracting

In the event that the contractor does not own a simulator, the following documentation must be provided to the Technical Authority:

- a. Summary of specifications of the simulator based on those listed above; and
- b. Proof that the contractor has an agreement in place with the owner of the simulator that must allow the contractor to meet all scheduling and training requirements of this SOW.

3.6 Course Conduct

The contractor must teach only CT142 Standard and Emergency Operating Procedures as outlined in the CT142 SMM and the CT142 checklists for the PIT, PRT, MIT and MRT courses.

DND reserves the right to have a DND training supervisor in the simulator with the contractor's instructor to monitor the quality of instruction, candidate performance, and to ensure the required training is completed.

DND reserves the right to have ground school instruction conducted at its facility in Winnipeg, Manitoba. If DND exercises this option, DND shall provide adequate classroom facilities and training aids as described above in this SOW. DND shall then assume the cost associated with travel and accommodations of the instructor(s) in accordance with

the Basis of Payment. Travel and accommodations costs not to exceed the Government of Canada's overnight rate and per diem rate for meals.

Ground training must take place at the contractor's facility or at 402 Sqn. Any training, ground or simulator, once started at the contractor's facility, shall be contiguous and remain at that location until its completion, unless the PA approves another arrangement.

The student / instructor ratio must be determined and mutually agreed to by the contractor and PA. However, during simulator training, the student / instructor ratio must be no greater than two to one (2:1). Deviations may be authorized upon mutual agreement by the PA and the contractor.

The contractor must ensure that on all courses, PIT, PRT, MIT, and MRT, an emphasis is placed on safety precautions and accident prevention. Methods of preventing system or equipment damage and personnel injury must be included. Actual hazardous conditions and incidents accompanied by the possible consequences of each must be described.

4 PILOT REQUIREMENTS

4.1 Pilot Initial Training (PIT)

Ground School Lesson Plan Outline:

- a. The contractor must ensure that on completion of the ground school portion of the course, the student has a detailed knowledge of the following CT142 systems, components, and procedures:
 - (1). General aircraft and limitations;
 - (2). Air conditioning and pressurization;
 - (3). Automatic flight control system;
 - (4). APU with AC generator;
 - (5). Communication systems;
 - (6). Electrical system;
 - (7). Emergency equipment;
 - (8). Fire protection system;
 - (9). Flight controls;
 - (10). Flight instruments including TCAS;
 - (11). Fuel system;
 - (12). Hydraulic system;
 - (13). Ice and rain protection;
 - (14). Landing gear;
 - (15). Lighting;
 - (16). Navigation aids, transponder, and radar;
 - (17). Oxygen systems;
 - (18). Bleed air system;
 - (19). Power plants;

- (20). Warning systems;
 - (21). Recording equipment and Emergency Locator Transmitter (ELT);
 - (22). All weather operations;
 - (23). Use of performance charts in all regimes of flight; and
 - (24). Start Emergencies.
- b. The contractor must provide a progress test at the completion of the ground school in order to ensure that the student(s) understand the concepts;
 - c. The number of test items from each subject matter area must be proportional to the size of that subject matter area; and
 - d. Any re-tests and / or additional instruction must be approved by the PA, and conducted by the contractor.

4.2 Simulator Instruction

The contractor must provide the required instruction to ensure that on completion of the simulator training, the student is able to complete the procedures listed below without assistance, making only minor errors, and is able to self-analyze and correct any errors.

The contractor must provide instruction for both pilot and copilot duties as described in the CT142 SMM. All simulator instruction must be based primarily on the Pilot Flying (PF) sitting in the left seat and Pilot Monitoring (PM) co-pilot duties in the right seat.

The following procedures must be covered:

- a. Pre – Flight
 - (1). Pilot pre-flight checks;
 - (2). Co-pilot pre-flight checks;
 - (3). Pre-start, start, pre-taxi, taxi, pre-takeoff checks;
 - (4). Instrument checks on ground;
 - (5). Taxiing;
 - (6). Normal take-off; and
 - (7). Cross-wind take-off.
- b. VFR Procedures
 - (1). Climb;
 - (2). Departure;
 - (3). Slow flying;
 - (4). Level turns to 45°; stall recovery (take-off and landing configuration);
 - (5). Unusual attitudes;
 - (6). VFR approach; and
 - (7). Flap 15° and flap 35° landings.

c. IFR Procedures

- (1). 600 Runway Visual Range (RVR) take-off;
- (2). Standard Instrument Departures (SIDs);
- (3). Radar vectored departures;
- (4). TCAS procedures;
- (5). Holding;
- (6). Vectored ILS approach;
- (7). RNAV/Global Navigation Satellite System (GNSS) approach;
- (8). Vectored Non-Directional Beacon (NDB) approach;
- (9). Full procedure NDB approach;
- (10). VOR or VOR/ Distance Measuring Equipment (DME) approach;
- (11). Non-precision circling approach;
- (12). Missed approach from precision approach;
- (13). Missed approach from non-precision approach;
- (14). Missed approach from circling approach;
- (15). Landing from a precision approach; and
- (16). Landing from non-precision approach.

d. Emergency and Abnormal Procedure

- (1). All emergency procedures listed in the CT142 checklists.

4.3 Pilot Recurrent Training (PRT)

The aim of the 402 Squadron Pilot Recurrent Training (PRT) is to provide its pilots with CT142 systems review training in conjunction with recurrent simulator training. It must consist of eight hours of ground school as described in sections 4.4 & 4.5 and either two or three simulator sessions as described in section 4.6.

4.4 PRT Ground Training

The contractor must run the course in the following manner:

- a. The entire curriculum must be covered in two separate 8 hour sessions;
- b. Each session must be spaced approximately six months apart; and
- c. Each session shall occur the day prior to the first recurrent simulator session.

4.5 PRT Ground Training Lesson Plan Outline

The contractor shall ensure that on completion of the two session curriculum, the student has a detailed knowledge of the following CT142 systems and components:

- a. General aircraft and limitations;

- b. Air conditioning and pressurization;
- c. Automatic flight control system;
- d. Communication systems;
- e. Electrical system;
- f. Fire protection system;
- g. Flight controls;
- h. Flight instruments including TCAS;
- i. Fuel system;
- j. Hydraulic system;
- k. Ice and rain protection;
- l. Landing gear;
- m. Lighting;
- n. Navigation aids and transponder;
- o. Oxygen systems;
- p. Bleed air system;
- q. Power plants; and
- r. Warning systems.

4.6 Simulator Scheduling

Each flight simulator Lesson Plan must be scheduled for the total hours indicated in Tables 4.6 (a), (b), and (c). These tables also indicate the hours for the Pilot Flying (PF) and Pilot Monitoring (PM). An additional 1.0 hour for briefing and 1.0 hour for debriefing is required for each flight simulator session.

Courses must be scheduled and conducted throughout the year on dates that 402 Squadron and the contractor mutually agree to.

In the event that DND provides only one trainee, the contractor must provide a pilot or copilot to occupy the other seat and the following restrictions must apply to the person provided:

- a. The person must be current on the Dash 8 Series 100;
- b. The person must be familiar with and qualified on 402 Sqn SMM; and
- c. The person must be employed by the contractor or an airline.

Two Day Session (Jan – June)	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator Manoeuvres Training (MT) Lesson Plan No. 1	2.0	2.0	4.0
Flight Simulator LOFT Lesson Plans No. 1 and 2 (Summer scenario)	2.0	2.0	4.0

Table 4.6.a

Two Day Session (July – Dec)	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator MT Lesson Plan No. 2	2.0	2.0	4.0
Flight Simulator Line Oriented Flight Training (LOFT) Lesson Plans No. 1 and 2 (Winter scenario)	2.0	2.0	4.0

Table 4.6.b

Three Day Session	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator MT Lesson Plan No. 1	2.0	2.0	4.0
Flight Simulator MT Lesson Plan No. 2	2.0	2.0	4.0
Flight Simulator LOFT Lesson Plans No. 1 and 2 (July-Dec session Winter scenario) (Jan-Jun session Summer scenario)	2.0	2.0	4.0

Table 4.6.c

4.7 Simulator Lesson Plan Outlines:

Manoeuvres Training (MT) Lesson Plans are provided at Appendix A and B, and will be reviewed and revised as required by 402 Sqn, and provided to the contractor when updated;

Line Oriented Flight Training (LOFT) scenarios must be provided by 402 Sqn twice annually;

A student must be considered proficient at a manoeuvre when they are able to complete it without assistance, making only minor errors. Once proficiency is demonstrated, a manoeuvre or procedure may be considered optional for subsequent training;

Based on demonstrated proficiency, manoeuvres and procedures scheduled in a subsequent lesson plan may be introduced in an earlier lesson plan; and

Lesson plans may be adjusted according to the PA's training requirements provided they can be accomplished within the same time allocated.

5 MAINTENANCE REQUIREMENTS

5.1 Engine Run-Up Course – Maintainer Initial Training (MIT)

5.1.1 Initial Training (Flight Deck Familiarization)

The contractor must ensure that on completion of the ground school portion of the course, the student technician has a detailed knowledge of the following CT142 systems, components, and procedures:

- a. General aircraft specifications and limitations;
- b. Air conditioning and pressurization;
- c. Auxiliary Power Unit (APU) with AC generator;
- d. Communication systems;
- e. Electrical system;
- f. Emergency equipment;
- g. Fire protection system;
- h. Fuel system;
- i. Hydraulic system;
- j. Ice and rain protection;
- k. Lighting;
- l. Bleed air system;
- m. Power plants (including propeller systems);
- n. Warning systems; and
- o. Engine start emergencies.

- 5.1.1.1 The contractor must provide a progress test at the completion of the ground school as a check of the student's knowledge;
- 5.1.1.2 The number of test items from each subject matter area must be proportional to the size of that subject matter area; and
- 5.1.1.3 Retests and additional instruction must be conducted as mutually agreed to by the PA and the contractor.

5.1.2 Simulator Instruction

The contractor must provide the required instruction to ensure that on completion of the simulator training, the student is able to complete the procedures listed below without assistance, making only minor errors, and is able to self-analyze and correct any errors;

The contractor must provide instruction for both left seat and right seat duties as described in the CT142 SMM and the CT142 Maintenance checklist. A minimum of three (3) hours instruction per seat, totaling six (6) hours per student, is recommended and considered appropriate in order to accomplish the following procedures:

a. Pre-Ground Run

- (1) Left seat pre-flight checks;
- (2) Right seat duties;
- (3) Emergency Brief;
- (4) Radio procedures;
- (5) Pre-start, start, (break away) checks; and
- (6) Instrument checks.

b. Emergency Procedures

- (1) Engine start malfunctions;
- (2) Engine Fires including APU
- (3) Hot / stalled start;
- (4) Break-away;
- (5) Evacuation;
- (6) Propeller over speed;
- (7) Over torque / unscheduled feather;
- (8) Hydraulic system failures;
- (9) Electrical malfunctions; and
- (10) Smoke in the flight compartment.

5.1.3 Simulator Training Initial Evaluation

The contractor must provide instruction for both left seat and right seat duties as described in the CT142 SMM and the CT142 Maintenance checklist. A minimum of two (2) hours

instruction per seat, totaling four (4) hours per student, is recommended and considered appropriate in order to accomplish the following procedures:

5.1.3.1 Flight Simulator Lesson Plan / Evaluation Events

a. Preflight

- (1) Pre-start Procedures.

b. Surface Operations

- (1) Engine starting;
- (2) Engine start malfunctions; and
- (3) Taxi (minimal as required / breakaway procedures).

c. System Checks (Normal / Abnormal Operations)

- (1) Engine Idle, Discing and MAX Reverse Gov Speed check;
- (2) Min and Max Gov Speed check;
- (3) Prop Underspeed Fuel Gov check;
- (4) Autofeather Test and Power Uptrim check;
- (5) Alternate Feather Test and Power Uptrim check;
- (6) Propeller Overspeed Governor Reset check;
- (7) High Pressure compressor Overspeed check;
- (8) Propeller Synchrophasing check;
- (9) Engine Trim Run;
- (10) Electronic Control Reversion check;
- (11) Power Assurance check; and,
- (12) Airframe De-Icing System Pressure check.

d. Emergency Procedures

- (1) Engine start malfunctions;
- (2) Engine Fire
- (3) Hot / stalled start;
- (4) Break-away;
- (5) Evacuation;
- (6) Propeller over speed;
- (7) over torque / unscheduled feather;
- (8) Hydraulic system failures;
- (9) Electrical malfunctions; and
- (10) Smoke in the flight compartment.

5.2 Engine Run-Up Course – Maintainer Re-Certification Training (MRT)

The contractor must provide evaluation for left seat duties as described in the CT142 SMM and the CT142 Maintenance checklist. A minimum of two (2) hours evaluation /

training per left seat assisted by right seat, totaling four (4) hours per student, is recommended and considered appropriate in order to accomplish the following tasks:

5.2.1 Simulator Evaluation

The contractor must provide evaluation for left seat duties as described in the CT142 SMM and the CT142 Maintenance checklist. A minimum of one (1) hours evaluation per left seat assisted by right seat, totaling two (2) hours per student, is recommended and considered appropriate in order to accomplish the following procedures:

5.2.1.1 Flight Simulator Evaluation Events

a. Preflight

- (1) Pre-start Procedures.

b. Surface Operations

- (1) Engine starting;
- (2) Engine start malfunctions; and
- (3) Taxi (minimal as required / breakaway procedures).

c. Emergency Procedures

- (1) Engine start malfunctions;
- (2) Engine Fire
- (3) Hot / stalled start;
- (4) Break-away;
- (5) Evacuation;
- (6) Smoke in the flight compartment.

5.2.2 Simulator Training Systems Procedures Normal and Abnormal Snags

The contractor must provide training for left seat duties as described in the CT142 SMM and the CT142 Maintenance checklist. A minimum of one (1) hours training per left seat assisted by right seat, totaling two (2) hours per student, is recommended and considered appropriate in order to accomplish the following procedures. Training must be focused on accommodating the needs of each individual crew and may include but not be limited to:

5.2.2.1 Flight Simulator Training Events

a. System Procedures (Normal/Abnormal Snags)

- (1) Engine Idle, Discing and MAX Reverse Gov Speed check;
- (2) Min and Max Gov Speed check;

- (3) Prop Underspeed Fuel Gov check;
- (4) Autofeather Test and Power Uptrim check;
- (5) Alternate Feather Test and Power Uptrim check;
- (6) Propeller Overspeed Governor Reset check;
- (7) High Pressure compressor Overspeed check;
- (8) Propeller Synchrophasing check;
- (9) Engine Trim Run;
- (10) Electronic Control Reversion check;
- (11) Power Assurance check; and,
- (12) Airframe De-Icing System Pressure check.

6 DELIVERABLES

6.1 Upon Completion of Each Course (Pilot and Maintainer)

The contractor must prepare a course report for each student in attendance and it shall contain the following information:

- a. Name of student;
- b. Dates of simulator sessions;
- c. Summary of simulator and ground school hours completed;
- d. Ground school test marks if applicable; and
- e. Summary of sequences completed in the simulator.

The contractor must forward the course report to the PA not later than thirty (30) days following course completion.

7 TESTING AND ACCEPTANCE OF EQUIPMENT AND FACILITIES

7.1 Initial Testing and Acceptance

Final acceptance by the TA must follow testing and evaluation of the contractor's equipment, systems, and facilities.

This evaluation must occur in the following order:

- a. The contractor must provide the PA access to the contractor's simulator prior to the start of the training course. This must include a one (1) hour simulator session for the TA and designated assistant as well as a simulator instructor supplied by the contractor. All restrictions and specifications listed previously in this SOW apply;
- b. The contractor must provide the TA access to the contractor's facilities prior to the start of the training course(s) to determine the adequacy of the classrooms, briefing rooms, training aids and devices; and

- c. The contractor must host an acceptance meeting at which time the TA must present its findings from testing and inspections. Any outstanding discrepancies must be addressed at this point. The TA must provide a written statement to the contractor which must confirm that the contractor is compliant to this SOW.

7.2 Interim Inspections of Equipment and Facilities

The contractor must provide the TA access to the contractor's facilities following the start of the training to inspect, monitor, or appraise the contractor's performance in conducting the training program and to ensure that objectives and training requirements are being met; and

The contractor must be responsible for recognizing and reporting to the PA's representative any circumstances which may be hindering the conduct of training.

8 CHANGES TO REQUIREMENTS

8.1 Conditions for 'As Mutually Agreed to by PA and Contractor'

Following acceptance outlined in section 7.1, the contractor must obtain written authority from the PA or designate prior to making any deviations, additions, or deletions to the requirements outlined in this SOW.

This contract must become void under the following condition:

- a. In the event that a disagreement between the PA and contractor (under the 'mutually agreed to' criteria in this SOW) results in the grounding of the 402 Squadron's fleet for a lack of qualifications for more than seven working days.

9 POINT OF CONTACT

9.1 Project Manager (PA) & Technical Authority (TA) & Simulator Coord (Sim Coord)

The contractor must contact the Pilot & Ground Crew Training Support Project Authority (PA) (Manager) at the following address, email, or telephone numbers: TBD

Pilot & Ground Crew Training Support Technical Authority (TA) at the following address, email, or telephone numbers: TBD

Pilot & Ground Crew Training Support Simulator Coordinator (Sim Coord) at the following address, email, or telephone numbers: TBD

Pilot & Ground Crew Training Support Contracting Authority (CA) at the following address, email, or telephone numbers: TBD

APPENDIX A, SIMULATOR PILOT MANOEUVERS TRAINING (MT) #1

Simulator Lesson Plan No. 1 (MT, Jan - Jun)

1. Flight Training Events

a. Preparation/Briefing

- (1) Prestart Procedures;
- (2) Performance Limitations; and
- (3) Systems training (**Electrical**).

b. Start/Taxi Events

- (1) Engine Start malfunctions;
- (2) Systems Checks;
- (3) Normal Starting; and
- (4) Pre-Takeoff Checks.

c. Takeoff Events

- (1) Instrument Takeoff (600RVR);
- (2) Engine Failure/Fire After V₁; and
- (3) Aborted Take-Off.

d. Climb Events

- (1) Normal; and
- (2) With One Engine Inoperative.

e. Enroute Events

- (1) Steep Turns;
- (2) Approach to Stall — Takeoff Configuration;
- (3) TCAS (RA);
- (4) Electrical Malfunction; and
- (5) Rapid Depressurization or In-flight Smoke.

f. Arrival

- (1) Rapid Descent; and
- (2) Hydraulic or Flap Malfunction.

g. Approaches

- (1) Area Arrival;
- (2) One Engine Inoperative approach;
- (3) Global Positioning System (GPS)/RNAV;
- (4) 1200 RVR CAT I ILS to land using PMA procedures(WX 250', 1200RVR, and 10kt crosswind);
- (5) Low altitude Missed Approach (at 50' AGL) from a Non-Precision Approach; and
- (6) Missed Approach with a Power Plant Failure.

h. Landings

- (1) Normal Landing;
- (2) Max Crosswind Landing;
- (3) Landing from an Approach — One Engine inoperative.

i. After Landing

- (1) Parking

2. System Procedures (Normal and Abnormal)

- a. Pneumatics/Pressurization;
- b. Air Conditioning;
- c. Fuel and Oil;
- d. Electrical;
- e. Hydraulics;
- f. Flight Controls;
- g. Anti-icing and Deicing;
- h. Autopilot;
- i. Communications Equipment; and
- j. Navigation

3. System Procedures (Emergency)

- a. Aircraft Fires;
- b. Power Plant Malfunctions; and
- c. Electrical Malfunctions.

Notes:

On a three sim session, cover both MT sessions regardless of time of year; LOFT Lesson Plans number 1 and 2 must be provided separately and updated annually.

APPENDIX B, SIMULATOR PILOT MANOEUVERS TRAINING (MT) #2

Simulator Lesson Plan No. 2 (MT, Jul – Dec)

1. Flight Training Events
 - a. Preparation/Briefing
 - (1) Preflight/Prestart Procedures; and
 - (2) Systems training (**Hydraulics**)
 - b. Start/Taxi Events
 - (1) Normal Starting;
 - (2) Engine Start Malfunctions;
 - (3) Taxi (minimal as required); and
 - (4) Pre-take-off Checks.
 - c. Takeoff Events
 - (1) Normal Takeoff;
 - (2) Max Crosswind Takeoff;
 - (3) Aborted Takeoff;
 - (4) Instrument Takeoff (600 RVR); and
 - (5) Engine Failure/Fire After V_1 .
 - d. Climb Events
 - (1) Normal;
 - (2) Area departure.
 - e. Enroute
 - (1) Slow Flying;
 - (2) Unusual Attitudes;
 - (3) Approach to Stall — Landing Configuration;
 - (4) De-ice/Anti-ice malfunction; and
 - (5) Airstart.
 - f. Arrival
 - (1) Normal; and
 - (2) Emergency gear lowering.
 - g. Approaches

- (1) One Engine Inoperative approach;
- (2) Global Positioning System (GPS)/RNAV;
- (3) 1200 RVR CAT I ILS to land using PMA procedures(WX 250', 1200RVR, and 10kt crosswind, in icing conditions);
- (4) Low altitude Missed Approach (at 50' AGL) from a Non-Precision Approach; and
- (5) Missed Approach with a Power Plant Failure.

h. Landings

- (1) Landing — One Engine inoperative;
- (2) Forced Landing; and
- (3) Zero Flap Landing.

i. After Landing

- (1) Parking or Emergency Evacuation

2. System Procedures (Normal and Abnormal)

- a. Pneumatics/Pressurization;
- b. Air Conditioning;
- c. Fuel and Oil;
- d. Electrical;
- e. Hydraulics;
- f. Flight Controls;
- g. Anti-icing and Deicing;
- h. Autopilot;
- i. Communications Equipment; and
- j. Navigation.

3. Systems Procedures (Emergency)

- a. Engine start Malfunctions;
- b. Power plant Malfunctions; and
- c. Zero flap landing.

Notes:

On a three sim session, cover both MT sessions regardless of time of year; LOFT Lesson Plans number 1 and 2 must be provided separately and updated annually.



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine 17 Wing Winnipeg		2. Branch or Directorate / Direction générale ou Direction 402 Squadron	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Classroom and Dash 8 100 Series simulator instruction/ training.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

On DND premises, unscreened pers. may
only access public/reception zones

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes
Non Oui

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

PRODUCTION

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

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



PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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 W7006-19SM01/001/WPG	
		Task no. — N° de la tâche	
Amendment no. — N° de la modification		Increase/Decrease — Augmentation/Réduction	
Previous value — Valeur précédente			
To — À		<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>	
Delivery location — Expédiez à			
Delivery/Completion date — Date de livraison/d'achèvement			
		<div style="display: flex; justify-content: space-between;"> <div> Date </div> <div> 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="display: flex; justify-content: space-between;"> <div> for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div> <div> Design: Forms Management 993-4050 Conception : Gestion des formulaires 993-4062 </div> </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.