



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

**REQUEST FOR STANDING OFFER
DEMANDE D'OFFRES À COMMANDES**

**RETURN OFFERS TO:
RETOURNER LES OFFRES À:**

Bid Receiving – PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5

Proposal To: National Defence 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 and services listed herein and on any
attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille
ci-annexée, au(x) prix indique(s).

**Solicitation Closes –
L'invitation prend fin**

At – à : 18 February, 2020

On - le: 1400hrs / 14h00 EST

Title/Titre:	Solicitation No – N° de l'invitation
Precision Driver Training	W6399-18KB03/A
Date of Solicitation – Date de l'invitation 8 January, 2020	
Address Enquiries to – Adresser toutes questions à Gregory.duret@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No – N° de fax
613-945-2875	N / A
Destination Specified Herein Précisé dans les présentes	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/1 excise taxes and are to be delivered Delivery Duty Paid including all deliv charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required - Livraison exigée See Herein / Précisé dans les présentes	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie) Name/Nom _____ Title/Titre _____ Signature _____ Date _____	

Request for Standing Offers (RFSO)

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Attachments include the Pricing Schedule, Electronic Payment Instrument and the PWGSC-TGSGC 942 form.

The Annexes include the Annex "A" -Statement of Work, Annex "B" – Evaluation Plan, and Annex "C" – Basis of Payment table.

1.2 Summary

- 1.2.1 This Request for Standing Offer (RFSO) is for a qualified service provider with resources, instructor and personnel to support the provision of Precision Driver Training to enable CAF personnel to practice and maintain the necessary skills and to safely function on a day-to-day basis.

The Identified user is the Department of National Defence (DND) DLP 8 personnel.

The period of the Standing Offer is from date of the Standing Offer issuance for a period of two (2) firm years with one optional one-year period.

- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-Honduras Free Trade

Agreement (CHFTA), the Canada – Ukraine Free Trade Agreement (CUFTA), the Canada-Korea Free Trade Agreement (CKFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTTP) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

- 1.2.3 The Request for Standing Offers (RFSO) is to establish a Departmental Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.3 Debriefings

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

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

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.14 Transition to an e-Procurement Solution (EPS).

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.

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

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

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

2.3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**.

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy),

Section II: Financial Offer (1 hard copy),

Section III: Certifications and Additional Information (1 hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex C, "Basis of Payment and the Pricing Schedule Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B.** Bidders must submit their bid FOB Destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.5, Payment, of Part 7B of the bid solicitation.

D. **C3011T** (2013-11-06), Exchange Rate Fluctuation.

3.2 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3 - 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.

Section III: Certifications

In Section III of their offer, Offerors should provide the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria; and
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex "B" – Evaluation Plan – Mandatory Technical Criteria

4.1.2 Financial Evaluation

- 4.1.2.1 The price of the offer will be evaluated in Canadian dollars, FOB Destination. Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

- 4.2.1 An offer must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest total evaluated price in the Pricing Schedule detailed Attachment 1 to Part 3 will be recommended for award of a Standing Offer. Total Evaluated Bid Price = SUM A+B+C+D+E+F

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

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

PART 6 – SECURITY

There are no security requirements applicable to this Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period of the Standing Offer Agreement contract will be two (2) firm years from the date of Standing Offer award.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Request for Standing Offers (RFSO) is to establish Departmental Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Gregory Duret
Title: Procurement Authority
Department of National Defence
ADM (Mat) / DGLEPM
Directorate: DLP 8
Address: 101 Colonel By Drive, Ottawa, ON, K1A 0K2

Telephone: 613-945-2875
E-mail address: gregory.duret@forces.gc.ca

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

7.5.2 Technical Authority

<to be identified at Standing Offer Award>

The Technical Authority for the Standing Offer is

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

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

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

7.5.3 Offeror's Representative

<to be identified at Standing Offer Award>

Name: _____
Title: _____
Address: _____

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND) DLP 8 personnel.

7.8 Call-up Instrument

The Work will be authorized by identified users using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, "Attachment 1 to Part 7".

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of [<to be inserted at contract award>](#) (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2018-06-21), General Conditions – Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (*insert date of offer*).

7.11 Compliance

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

7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.13 Call-up Procedures

The work is to be performed will be on an "as and when requested" basis and will be carried out as follows.

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this Standing Offer.
- d) The Offeror agrees only to perform individual Call-ups made by an Identified User under this Standing Offer outlined in section 7.7 above.
- e) The following call-up process will be followed:

Step 1 – Call-up Request:

The Identified User/TA will provide the following information to the Offeror by email:

- 1) The proposed training dates;
- 2) A description of the training required based on rates from the Standing Offer Basis of Payment table;
- 3) The number of students; and
- 4) The location of the training.

A DND POC will also be identified if different than the identified TA.

Step 2 - Offeror's Response to the Request:

The Offeror must confirm by e-mail within two (2) working days of receiving the call-up request the following:

- 1) Availability of the Offeror to conduct the work;
- 2) Confirmation of the additional resources needed for the required training; and
- 3) A résumé/CV of the Lead Instructor for DND review and approval.

If the Offeror is not available for the requested time period to conduct the work, the Offeror will provide a set of alternative time periods within two (2) working days of receiving the call-up request in which the Offeror would be available to conduct the work.

Step 3 - Issuance of a Call-up:

If a Call-up is issued pursuant to a Call-up Request, the Identified User will issue the Call-up. Call-ups will be raised by an identified user by using the 942 Call-up against a Standing Offer form (Attachment 1 tor Part 7)

7.14 Transition to an e-Procurement Solution

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 General Conditions

SACC Manual clause [2010B](#) (2018-06-21), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

7.3 Term of Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

The Basis of Payment table - Annex C is as described below:

In consideration of the Contractor satisfactorily completing all of its obligations under the specified Call-Up, the Contractor will be paid firm *unit price(s)*, as specified in Annex C for a total cost as noted in the authorized specified Call-up, Customs duties are *included* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.1.1 Direct Fuel Expenses - The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

7.5.1.2 SACC Manual Clause [C2000C](#) (2007-11-30) – Taxes – Foreign-based Contractor.

7.5.2 Invoicing Instructions

Invoices must be distributed as follows:

- a. The original must be forwarded to the following address for certification and payment.
Department of National Defense Headquarters
101 Colonel By Drive,
DGLEPM / DLP 8,
Ottawa ON, CANADA
K1A 0K2.

OR
- b. Email to: gregory.duret@forces.gc.ca

7.5.3 Electronic Payment of Invoices – Call-up

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

- a. Cheque (Internal and Domestic); or
- b. Direct Deposit (Domestic).

7.6 Insurance

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

7.7 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract.

7.8 Foreign Nationals

SACC Manual Clause [A2000C](#) 2006-06-16, Foreign Nationals (Canadian Contractor)

OR

SACC Manual Clause [A2001C](#) 2006-06-16, Foreign Nationals (Foreign Contractor)

ANNEX "A" STATEMENT OF WORK PRECISION DRIVER TRAINING

1.0 SCOPE

1.1 Purpose

The Department of National Defence (DND) has a requirement for a Contractor to provide training to a minimum of six (6) and up to twenty-one (21) Canadian Armed Forces (CAF) members with precision driver training, to enable CAF personnel to practice and maintain the necessary skills for high risk, fast paced precision driving and to safely operate a motor vehicle in adverse conditions on a day-to-day basis.

1.2 Background

DND requires a qualified Contractor with the facilities, capacity, resources, and licensed instructors with the Canadian Association of Rally Sport (or equivalent such as National Auto Sport Association (NASA)) to accommodate high risk, fast-paced, and precise driver training levels from beginner to advanced. The Contractor must deliver training on an "as and when requested basis". This training will also allow for qualified CAF driver to continue to develop in order to maintain their qualifications and skill sets.

1.3 Acronyms, Definitions and Applicable Documents

Acronyms

4WD (4X4)	Four Wheel Drive
ABS	Antilock Braking System
ASN	Autorité Sportive Nationale du Canada
AWD	All Wheel Drive
CAF	Canadian Armed Forces
CARS	Canadian Association of Rally Sport
DND	Department of National Defence
FIA	Fédération Internationale de l'Automobile
FWD	Front Wheel Drive
NASA	National Auto Sport Association
OEM	Original Equipment Manufacturer
OSO	Overall Safety Officer
POC	Point of Contact
RWD	Rear Wheel Drive
SUV	Sport Utility Vehicle
TA	Technical Authority

CARS License – A CARS-issued license. CARS is the official sanctioning body for rally driving as recognized by both ASN and FIA.

High Speed - High speed is defined as driving beyond limits in relation to road conditions.

Marshal – A person responsible for the safety of students.

Mixed surfaces – A given stretch of road that transitions between a minimum of two different types of surface such as gravel, dirt, snow, ice, water, tarmac, etc.

Precision Driver – A driver with the ability to carry out any vehicular maneuvers in a safe and precise manner, while keeping speed above average.

Reconnaissance Visit (Recce) – A physical site assessment or visit to identify training prerequisites prior to training at every new location.

Safety Infraction – An action taken by a driver that could cause injury to himself or another driver.

Student Evaluations - A final assessment of practical skills must be delivered at the end of each course for each student. A basic assessment and an advanced assessment will be issued based on the training and should include, at a minimum, the following:

Basic Assessment. A basic assessment includes written feedback from the Instructor(s) on the student's overall performance as well as their performance during the final exercise. This assessment will be provided to the student, TA, and the DND POC, at the end of the final exercise.

Advanced Assessment. An advanced assessment includes the components of a basic assessment as well as written recommendations outlining areas for the student's improvement. This assessment will be provided to the student, TA, and the DND POC, at the end of the final exercise

Applicable documents

The following documents form part of this Statement of Work (SOW) to the extent specified herein, and are supportive of this SOW. Any other documents are to be considered supplemental information only. Unless otherwise specified, all documents referenced herein, including any related amendments, must be those in effect as of the date of contract award. In the event of a conflict between the supporting documents and the contents of this SOW, the SOW will take precedence.

- a) Canadian Association of Rallysport (CARS) Rules and Regulations (<https://carsrally.ca/cars-info/rules/>)
- b) Rally America Rules and Regulations (<http://rally-america.com/rules/>)
- c) Autorité Sportive Nationale du Canada (<http://www.asncanada.com/>)
- d) Fédération Internationale de l'Automobile (<https://www.fia.com/>)
- e) National Auto Sport Association (<https://www.nasaproring.com/>)

2.0 REQUIREMENTS - TRAINING

2.1 General

In order to meet their operational mandate, DND requires the flexibility to train at two (2) locations as described below. The location will be identified at time of individual call-up. The Contractor must provide a facility at location 2 only.

2.1.1 Location 1 – Located at CFB Petawawa, Ontario.

2.1.2 Location 2 – Located at a facility that meets the following criteria:
A facility within a two (2) hour drive time of a commercial airport located in the Eastern Daylight Time (EDT) zone.

2.2 The Contractor must provide training on the following skills:

- a) High-speed and High-risk cornering;
- b) Skid pad control;
- c) High speed emergency reaction control on narrow and other various road conditions, i.e.; wide, open, close, short, long, off camber, blind, deceptive);
- d) Slalom exercises with various driving platforms;

- e) High speed tarmac control and handling, including emergency reaction exercises;
 - f) High speed and High risk driving under pressure on narrow road conditions with obstacles (i.e.; pedestrians) and little visibility;
 - g) Ability to read natural terrain in order to process upcoming obstacles and react accordingly;
 - h) High speed and High risk ABS and no ABS runs on narrow road conditions; and
 - i) High speed and High risk threshold braking on narrow road conditions.
- 2.3 The Contractor must provide all training in English for a minimum of six (6) up to twenty-one (21) students per course. Each course includes the following fundamental and practical skills on an as-and-when-requested basis:
- a) Manual Transmission Introduction;
 - b) Basic Driver Training;
 - c) Standardized Fundamentals Training;
 - d) Continuous Development Training; and
 - e) Refresher Training.
- 2.4 The Contractor must provide training comprised of the following courses:
- 2.4.1 Manual Transmission Introduction (1 day):
- The Contractor must provide a one (1) day Manual Transmission Introduction Training. One (1) day is defined as a maximum of six (6) hours driving time broken down into two three (3) hour blocks. These 3 hour blocks can fall during the morning, afternoon or evening;
- Three Hour Block 1
- (i) The training must be designed for students with nil to minimum experience operating a manual transmission vehicle; and
 - (ii) The training must provide simulation of city traffic (e.g. honking drivers and sudden changes of traffic lights).
- Three Hour Block 2
- (iii) The training must occur on public roads to provide experience in high density traffic areas, including parking lots.

2.4.2 Basic Driver Training

The Contractor must provide a four (4) days Basic Driver Training. The training must not be more than ten (10) hours daytime driving per day and no more than four (4) hours night time driving per night. The Basic Driver Training must target the following skills:

- a) Vehicle set-up;
- b) Hand-over-hand technique;
- c) Left foot braking technique;
- d) Understeer / Oversteer;
- e) E-brake;
- f) Automatic transmissions;
- g) Low light conditions;
- h) Convoy driving introduction;
- i) Reversing;
- j) Optimal vehicle placement on narrow twisty roads of all surfaces;
- k) Freestyle and marked slalom drift recovery; and

2.4.2.1 A final timed exercise with penalty combination will be used to validate the cumulative skill set as identified in para. 2.4.2 a) to k).

2.4.2.2 During the four (4) training days, the Contractor must provide the students the following practical training time on vehicle types below:

- a) 80% of the time driving an AWD vehicle;
- b) 15% of the time driving a FWD vehicle;
- c) 5% of the time driving a RWD vehicle; and
- d) 100% of the time driving an automatic transmission vehicle.

2.4.2.3 Within 24 hours from completion of training, a basic assessment of each student is required, as defined in section 1.3.

2.4.2.4 At the end of the Basic Driver Training, the Contractor must consolidate all instructed material performed over the training period to ensure that the techniques instructed to students are practically demonstrated through a demo ride in a 4 x 4 pick-up truck driven by the lead instructor with the student(s) riding as passengers.

2.4.3 Standardized Fundamentals Training

The Contractor must provide a four (4) day and two (2) night-time Standardized Fundamentals Training. The training must not be more than ten (10) hours daytime driving per day and no more than four (4) hours night time driving per night. The Standardized Fundamentals Training must target the following skills:

- a) Accelerated precision driving exercises resulting in more runs undertaken in the allocated time period;
- b) Advanced night driving conditions training, from using headlights up to using only night vision goggles (i.e. no headlights);
- c) "Preserving" asset education (i.e. vehicle capability vs. individual skillsets); and
- d) Provide a 60 minute lecture on methodology of training and an introduction to driving techniques that will be taught. Lecture material will be defined in collaboration with the TA.

2.4.3.1 The Contractor must provide the students the following practical training time on vehicle types below:

- a) 80% of the time driving an AWD vehicle;

- b) 15% of the time driving a FWD vehicle;
- c) 5% of the time driving a RWD vehicle;
- d) 90% of the time driving an automatic transmission vehicle; and
- e) 10% of the time driving a manual transmission vehicle.

2.4.3.2 Within 24 hours from completion of training, an advanced assessment of each student must be provided to the DND Technical Authority, as defined in section 1.3.

2.4.3.3 At the end of the Standardized Fundamentals Training, the Contractor must consolidate all instructed material performed over the training period to ensure that the techniques instructed to students are practically demonstrated through a demo ride in a 4 x 4 pick-up truck driven by the lead instructor with the student(s) riding as passengers

2.4.4 Continuous Development Training

The Contractor must provide a three (3) days and two (2) nights Continuous Development Training. Training must not be more than ten (10) hours daytime driving per day and no more than four (4) hours night time driving per night. The Continuous Development Training must target the following skills:

- a) Refresher on left foot braking and steering handling (1 day);
- b) Urban driving at regular speed;
- c) Driving psychology class and practical;
- d) Driving with night vision goggles;
- e) Low light vision driving;
- f) Close proximity chase;
- g) Off-road;
- h) Convoy;
- i) Freestyle and marked slalom drift recovery;
- j) Road positioning;
- k) Reversing;
- l) Troubleshooting of basic mechanical issues and possible bypasses to keep vehicle operable; and

2.4.4.1 A final timed exercise with penalty combination will be used to validate the cumulative skill set as identified in para. 2.4.4 a) to l).

2.4.4.2 The Contractor must provide the students the following practical training time on vehicle types below:

- a) 80% of the time driving an AWD vehicle;
- b) 10% of the time driving a FWD vehicle;
- c) 5% of the time driving a RWD vehicle;
- d) 5% of the time driving a 4WD (4X4) vehicle;
- e) 90% of the time driving an automatic transmission vehicle; and
- f) 10% of the time driving a manual transmission vehicle.

2.4.4.3 Within 24 hours from completion of training, an advanced assessment of each student is required, as defined in section 1.3.

2.4.4.4 At the end of the Continuous Development Training, the Contractor must consolidate all instructed material performed over the training period to ensure that the techniques instructed to students are practically demonstrated through a demo ride in a 4 x 4 pick-up truck driven by the lead instructor with the student(s) riding as passengers

2.4.5 Refresher Training

The Contractor must provide a one (1) day refresher training. One (1) day is defined as 10 hours driving time. The refresher training must target the following skills:

2.4.5.1 Targeted skills include 'control over speed class' topics, such as:

- a) Sitting and hand positioning (i.e. 9-and-3 o'clock);
- b) Smooth steering input; and
- c) Vision.

2.4.5.2 Refresher exercises must include:

- a) Sitting and hand position;
- b) Steering inputs;
- c) Vision (three (3) places);
- d) Smooth throttle application;
- e) Open and closed road (must do some training on public type roads) ;
- f) Increase of speed;
- g) Road reading (i.e. deceptive roads, line reading, seeing grip, camber and off-camber, crown, various hazards, etc.);
- h) Additional lapping if time allows; and
- i) At the end of the training day, the Lead Instructor must evaluate each student based on daily performance by providing details on specific areas to improve.

2.4.5.3 A final timed exercise with penalty combination will be used to validate the cumulative skill set as identified in para. 2.4.5.2 a) to g).

2.4.5.3 During each course, students must be given the opportunity to spend the following amount of practical training time, on each of the following vehicle types:

- a) 90% of the time driving an AWD vehicle;
- b) 10% of the time driving a FWD vehicle;
- c) 90% of the time driving an automatic transmission vehicle; and
- d) 10% of the time driving a manual transmission vehicle.

3.0 **REQUIREMENTS – INFRASTRUCTURE AND PERSONNEL**

3.1 Facility

3.1.1 Classroom (fixed or mobile)

The Contractor must provide a climate-controlled, indoor training facility (i.e. a classroom) at any of the locations with the following provisions:

- a) Isolation from all non-DND members, dedicated for DND use only;
- b) Availability at any time for the duration of each training;
- c) Readily accessible from the training area(s) so as not to cause a delay in the training (i.e. a driving time with a maximum of 5 minutes).
- d) Tables and seating for up to 21 students;
- e) Access to at least one (1) audio/visual (AV) station, must be able to support High Definition (HD) video display;
- f) Support of computer-generated presentations (e.g. videos, PowerPoint), with input for laptop computers (e.g. HDMI);
- g) Whiteboard with whiteboard markers and eraser;
- h) Training aids (steering wheel on table mount, diagrams, students take-away notes).

3.1.2 Services

The Contractor must provide the following services at location 2 for the duration of all training:

- a) Safety markings to secure the training area(s);
- b) An electrical generator must be available for when grid-power is not readily available;
- c) Weather-protected shelter co-located with track(s) large enough to accommodate all students and instructors;
- d) On-site readily available serviceable washroom facilities to support up to 21 students;
- e) On-site potable water on hand to support up to 21 students. If there is no drinking fountain available for the students, water bottles to support up to 21 students is a must ;
- f) Refrigerator space of at least one (1) cubic foot per student;
- g) A lockable 8 foot x 20 foot storage room designated for DND use only, which must not have any alternate accesses; and
- h) On-site parking a maximum of 500 meters away from the designated training classrooms available for up to 10 Sport Utility Vehicles (SUV's) for DND while training.

3.2 Personnel

The Contractor must provide:

3.2.1 Instructors at a ratio of 1:3 instructors-to-students to teach and assess students for all levels of training, as required.

3.2.2 The contractor must ensure that all instructors use the same instructional terminology, and demonstrate uniformity in driving skills, psychology, and methodology to ensure consistent instruction throughout training techniques.

3.2.3 A Lead Instructor must be provided and present at all times while training is being delivered, who has the experience (as stipulated from 7.2.2 to 7.2.6).

The Lead Instructor's responsibilities include but are not limited to:

- a) Must supervise and facilitate the standardization and uniformity of the skillsets to be instructed to students
- b) Must attend all training and act as an instructor;
- c) Must take part in every site recce;
- d) Must take part in all course preparation;
- e) Must generate basic or advanced assessments of candidates accordingly to course requirements;
- f) Must enroll at least once every 2 years (as a trainee) in advanced driver training where the training is conducted by instructors / drivers, who have competed as drivers in one of the following disciplines within the last seven (7) years:

- (1) World Rally Championship (WRC) ;
- (2) Formula 1;
- (3) 24 Hours of Le Mans; or
- (4) Deutch Tourenwagen Masters (DTM)

3.2.4 Safety personnel which includes at least one Overall Safety Officer (OSO) for both Location 1 and 2, a minimum of 2 experienced Track Marshals for location 1 and as many experienced Track Marshals as required based on safety considerations for location 2, throughout all practical training. The number of OSO and Track Marshals required will be determined at the time of the Task Authorization (TA)

3.2.4.1 An Overall safety officer (OSO) that meets the experience stated in para 7.3.

3.2.4.2 The OSO's responsibilities include but are not limited to:

- a) Must be physically present for every course;
- b) Must ensure overall safety conduct of every course;
- c) Must take part in every site recce;
- d) Must take part in all course preparation; and
- e) Must generate basic safety brief and incident action procedures to his marshals on every course.

3.2.4.3 A Track Marshall that meets the experience stated in para 7.3.

3.2.4.4 The Track Marshall's responsibilities include but are not limited to:

- a) Must be physically present for every course;
- b) Must ensure to cover safety related to the specific guidance of the OSO during every course;
- c) Must take part in all course preparation; and
- d) Must understand and apply guidance related to the basic safety brief provided by the OSO.

3.2.5 Protective helmets for all instructors. The helmets must have a plastic shell with high-cut design to facilitate verbal communications exchange throughout training.

3.3 Medical Plan (Location 2 only)

The Contractor must provide:

3.3.1 As an integral part of the training facility capability, an incident medical response plan must be provided prior to any training session at location 2 in case of any training incidents. Such as, an in-place emergency response plan (911 or equivalent) for transportation of the injured student to a trauma level hospital.

3.4 Vehicle Quantities

3.4.1 The ratio of primary training vehicles to instructors and students is 1:1:3 (e.g. 21 students require seven (7) instructors and seven (7) primary training vehicles).

3.5 Vehicles Types

The Contractor must provide and transport vehicles to location 1 or 2 with the following specifications in order to meet requirements for all training specified above in section 2.4:

3.5.1 Include AWD (vehicles where the power is delivered to both axles at all times), as well as 4WD (4X4) pickup trucks for demonstrations and exercises, FWD, and RWD models;

3.5.2 Not be older than 2002;

3.5.3 Have seating for a minimum of four (4) passengers per vehicle;

3.5.4 Have turbo-powered vehicles;

3.5.5 Have adjustable suspension;

3.5.6 Have ABS disabling switches;

3.5.7 Have both manual and automatic transmission vehicles;

- 3.5.8 Have tires to simulate various surface conditions (e.g. stiff, low-grip tires to simulate icy, slippery surfaces) such as gravel, snow, and ice.
- 3.5.9 Meet the minimum standards and specifications for safety and eligibility as defined by Canadian Rally Cross rules and regulations. (<https://carsrally.ca/cars-info/rules/>)
- 3.6 The Contractor must provide:
- a) At the beginning of every course, a general safety briefs specific for the location and package being used;
 - (ii) Detailed descriptions of in-place medical plans instituted to mitigate high speed related injuries and fatalities, including the identification of a recovery vehicle and driver;
 - b) Long Range point to point car mounted or integrated capable radios to maintain safety communications between cars and safety marshalls from base of station to end of training area (5km in dense wooded area). Must be encrypted with 40 bit key.
 - c) Racing helmet with integrated communications enabling student and instructor to communicate through a wired volume control box to eliminate external distraction during final timed exercises.

4.0 DELIVERABLES

4.1 Audio/Visual Recording

The Contractor must provide recording services for the purpose of education and analysis of students' performance(s). The following conditions apply to the use of video recordings:

- 4.1.1 All video recording to be mutually agreed upon between the Contractor and DND POC before being conducted.
- 4.1.2 Recordings must be made available every day and used on an "as and when required basis" during training, as dictated by the DND POC.
- 4.1.3 The recording process must include the extraction of any notable incidents while using the Contractor's vehicles. This will be provided to the students as "lessons learned" on a daily basis.
- 4.1.4 Recordings must provide split-screen views of any notable incident. Views must include; eyes, steering wheel, road, and feet.

5.0 CONSTRAINTS

- 5.1 All trainings must be available to DND year-round.
- 5.2 The Contractor must ensure that non DND participants are not trained with DND participants.
- 5.3 Booking

The Contractor must allow for DND to book training for up to 10 consecutive calendar days per call-up for location 1 and up to 20 consecutive calendar days per call-up for location 2. DND will provide the Contractor with a minimum of 30 days notice to book training.

5.4 Weather

Training provided must take place in all weather conditions in which a road vehicle (various vehicle platforms) can reasonably be expected to function and precision driver skills can reasonably be expected to be applied.

5.5 Flexible hours of operation

Training will occur at a minimum of 10 hours per day (start and end time must be mutually agreed upon between the Contractor and the designated DND POC). Most training will occur during normal business hours, however portions of the training are required to be conducted during the night (to a maximum of four (4) hours) and during low light conditions.

6.0 LANGUAGE

6.1 All training and assessments must be delivered in English.

7.0 EXPERIENCE

7.1 Instructors

7.1.1 Minimum required qualifications of the instructors

Each proposed instructor must have the following qualifications:

7.1.1.1 Valid civilian driver licensing and training in accordance with national standards.

7.1.1.2 A resume/CV for every instructor is required to be provided to the PA prior to each call-up. The PA will maintain the resume/CV on file once the TA has reviewed and accepted. The resume/CV must show background experience in the instructors' motorsports activities performed over their career as well as substantiate experience listed in 7.1.1.3.

7.1.1.3 Proof of having competed in at least two (2) timed-competition automotive events as a driver under a Lead Instructor's supervision and guidance within five (5) years of date of call-up.

7.1.1.4 All instructors must have entered and passed driver training courses as a driver with one-on-one coaching with a Lead Instructor. Total contact training time must be no less than 20 hours in the last 5 years.

7.2 Lead Instructor

7.2.1 The proposed Lead Instructor must have the following experience:

7.2.2 Experience instructing precision driver training to military organizations at a rate of no less than one (1) training per year for each of the past three (3) years.

7.2.3 Experience driving in European and North American motorsport competitions within seven (7) years of call-up which must include one (1) of the following disciplines:

- (1) World Rally Championship (WRC);
- (2) Formula 1;
- (3) 24 Hours of Le Mans; or
- (4) Deutch Tourenwagen Masters (DTM).

7.2.4 Experience in delivering a minimum of one (1) practical demonstrations of the Basic, Standardized and Continuous training topics with a ¾ ton 4WD (4X4) pickup truck..

- 7.2.5 Experience in delivering a minimum of one (1) precision driver training, day and night, on surfaces/conditions of ice, snow, gravel, tarmac, and rain.
- 7.2.6 Experience in instructing a minimum of one (1) precision driver training on public roads with minimum of 200 meters of elevation on mixed-surfaces.
- 7.2.7 Experience in providing advanced assessment of students at the end of each course.
- 7.3 Safety Staff

Every Safety Officer and subordinate Track Marshal must meet the CARS standards or equivalent for safety staff.

8.0 RECORD KEEPING / DOCUMENTATION

- 8.1 Upon completion of each course, the Contractor must provide to the DND POC all records and documentation (including, but not limited to, written documentation, photographs, and video recordings, electronic or otherwise) related to the nature of this training and the identities of all DND personnel involved. The Contractor must not retain, publish, print, or otherwise distribute records and/or copies of any of the above.

9.0 DND SUPPORT TO TRAINING

- 9.1 Point of Contact. DND will provide a POC for each call-up. The POC will escort the Contractor's staff while on DND property, as required. The POC will escort the Contractor's staff while on DND property, as required. While on the DND's property, the POC will provide assistance to the Contractor and their staff if and when required, in order to have training completed within the designated timeframe.
- 9.2 Reconnaissance (Recce). A recce day must be scheduled for the Contractor and the DND POC prior to every course, as initiated by DND TA and mutually agreed upon by both the Contractor and the DND TA, in order to meet and prepare for specific location and package requirements. When using DND facilities, the POC will coordinate with the Contractor one (1) day before and one (1) day after each course
- 9.3 DND will provide night vision goggles for all Instructors.
- 9.4 Meals DND will provide meals to the CAF member's participating as students during training.

ANNEX “B” EVALUATION PLAN

MANDATORY TECHNICAL CRITERIA

1. Evaluation Methodology – The evaluation will be conducted by representatives of Canada on the criteria provided only. Mandatory requirements are identified by the word “must.” All mandatory criteria must be met or the bid submission will be deemed non-compliant. Failure to provide sufficient detail in the bid submission to evaluate the proposal against the mandatory criteria will also deem the bid non-compliant.
2. All submissions should be typed, preferably on company letterhead.
3. To avoid duplication and delays, bidders should refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
4. Canada reserves the right to validate the information provided.

		<i>Bidders to complete</i>	<i>DND Evaluation Team to complete</i>	
	Mandatory Evaluation Criteria	Instruction to Bidders	Met/Not Met	Comments
MT.1	<p>Bidders Experience: See Annex A, para 2.3, 2.4</p> <p>The Bidder must have experience instructing precision driver training as per courses listed in Annex A – Section 2.3 and 2.4 to military organizations at a rate of no less than one (1) training per year for each of the past three (3) years preceding the bid solicitation posting date:</p>	<p>The Bidder must demonstrate compliance by providing the following for each of the courses:</p> <ol style="list-style-type: none"> 1. Description of the experience, including tasks and responsibilities; 2. Start and end date of each course delivered; 3. Title of each course delivered 4. Location of the training; 5. Quantity of students for each course delivered; 6. A legible pamphlet, course package documentation, drawing, map, with detailed photographs, along with a schematic that clearly defines the training facility and syllabuses of each specified course. 		
MT.2	<p>Bidders Infrastructure: See Annex A, para 2.1.2</p> <p>The Bidder must show capacity to provide a training facility as per Annex A 2.1.2 (Location 2)</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>The Offeror must clearly demonstrate compliance through use of a legible map with a scale of distance that clearly shows the address of the airport intended for use from the location and the address of the training facility, and the driving distance in kilometers or miles between the two.</p>		

<p>MT.3</p>	<p>Bidders Infrastructure: See Annex A, para 3.1, 3.3</p> <p>The Bidder must show capacity to provide a Classroom and Medical Plan.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>1. Classroom: a). Photos or a pamphlet and attestation that clearly demonstrates bidder can meet the requirement as stated in para 3.1.1 of the SOW.</p> <p>b). Provide descriptions of compliance with the list if items in para 3.1.2 of the SOW.</p> <p>2. Medical Plan: Provide a legible plan (should be on company letterhead) that clearly states the process/ emergency response plan in the event medical services are required.</p> <p>This emergency response plan must address para 3.3.1 of the SOW, and include a contingency plan for a no cellphone coverage area (Satellite phone is an option). It must also show an internal movement plan to either meet at an access point with ambulance, or show a dedicated means of transport to nearest hospital.</p>		
<p>MT.4</p>	<p>Instructors Experience: See Annex A, para. 7.1</p> <p>The bidder must provide seven (7) instructors who have entered and passed driver training courses as a driver with one-on-one coaching with the Lead Instructor. Total contact training time must be no less than 20 hours in the last 5 years.</p>	<p>The Bidder must demonstrate compliance by providing the following for each of the instructors:</p> <p>1. Description of the resources experience instructing/delivering precision driver training, including tasks and responsibilities;</p> <p>2. Valid civilian driver licensing and training in accordance with national standards;</p> <p>3. Copy of resume/CV</p>		

<p>MT.5</p>	<p>Lead Instructor Experience: See Annex A, para 7.2</p> <p>The Bidder must provide a lead instructor with the following experience;</p> <p>a) Experience in instructing precision driver training to military organizations at a rate of no less than one (1) course per year for each of the past three (3) years.</p> <p>b) Experience in delivering a minimum of one (1) precision driver training, day and night, on surfaces/conditions of ice, snow, gravel, tarmac, and rain.</p> <p>c) Experience in instructing a minimum of one (1) precision driver training on public roads with minimum of 200 meters of elevation on mixed-surfaces.</p> <p>d) One (1) year experience within the last seven (7) years driving in European and North American competitions which must include one (1) of the following disciplines:</p> <p>(i) WRC (World Rally Championship), (ii) Formula 1, (iii) 24 Hours of Le Mans, (iv) DTM (Deutch Tourenwagen Masters)</p>	<p>The Bidder must demonstrate compliance by providing the following for the lead instructor</p> <ol style="list-style-type: none"> 1. Description of the resources experience instructing/delivering precision driver training, including tasks and responsibilities; 2. Valid civilian driver licensing and training in accordance with national standards; 3. Copy of resume/CV 4. Proof of experience driving in competitions as per MT.4 d). 		
<p>MT.6</p>	<p>Safety Staff (see Annex A, para 7.3 for details):</p> <p>The bidder must show capacity to provide the following resources who meet the CARS standards or equivalent for safety staff:</p> <ul style="list-style-type: none"> - 1 Overall Safety Officer (OSO) - 2 Track Marshals 	<p>The Bidder must demonstrate compliance by providing the following for the Safety Staff</p> <ol style="list-style-type: none"> 1. A résumé/CV of each staff member. 2. Proof of each member meeting the CARS standards or equivalent for safety staff, or an attestation from the bidder that the staff members meet this standard. 		

ANNEX "C" BASIS OF PAYMENT

Precision Driver Training – W6399-18KB03				
Location 1				
Item	Course (for 6-21 Students)	All-Inclusive Firm Price per Student per Course (CAD)		
		Firm Year 1	Firm Year 2	Option Year 1
1	Manual Transmission Introduction (1 day)			
2	Basic Driver Training (4 days)			
3	Standardized Fundamentals Training (4 days + 2 nights)			
4	Continuous Development (3 days) + 2 Nights			
5	Skills Refresher (1 day)			
Item	Additional Resources	All-Inclusive Firm Price per Resource per Day (CAD)		
		Firm Year 1	Firm Year 2	Option Year 1
6	Instructors			
7	Overall Safety Officer			
8	Track Marshall			

*** **Direct Fuel Expenses** - The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Precision Driver Training – W6399-18KB03				
Location 2				
Item	Course (for 6-21 Students)	All-Inclusive Firm Price per Student per Course (CAD)		
		Firm Year 1	Firm Year 2	Option Year 1
1	Manual Transmission Introduction (1 day)			
2	Basic Driver Training (4 days)			
3	Standardized Fundamentals Training (4 days + 2 nights)			
4	Continuous Development (3 days) + 2 Nights			
5	Skills Refresher (1 day)			
All-Inclusive Firm Price per Resource per Day (CAD)				
Item	Additional Resources	Firm Year 1	Firm Year 2	Option Year 1
6	Instructors			
7	Overall Safety Officer			
8	Track Marshall			

*** **Direct Fuel Expenses** - The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder must complete the pricing schedule(s) and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule(s) by including in its financial bid it's quoted all-inclusive firm daily rate per student (in Can \$) for each course for each period identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Precision Driver Training – W6399-18KB03 - FIRM YEAR 1 – Location 1						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses - X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
3	Standardized Fundamentals Training (4 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	3	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	4	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	7	\$	\$
Item	Additional Resource	SOW Section	Estimated # of Days - X		Firm Price per Resource/Day - Y	Total Z Z= (X*Y)
6	Instructors	3.2.1, 3.2.2, 3.2.3	47		\$	\$
7	Overall Safety Officer (OSO)	3.2.4, 3.2.4.1, 3.2.4.2	47		\$	\$
8	Track Marshalls	3.2.4, 3.2.4.3, 3.2.4.4	47		\$	\$
A = TOTAL BID PRICE for Firm Year 1 – Location 1 (= Sum of Column Z)						\$

Precision Driver Training – W6399-18KB03 - FIRM YEAR 1 – Location 2						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses - X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
3	Standardized Fundamentals Training (4 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	3	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	4	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	7	\$	\$
Item	Additional Resource	SOW Section	Estimated # of Days - X		Firm Price per Resource/Day - Y	Total Z Z= (X*Y)
6	Instructors	3.2.1, 3.2.2, 3.2.3	47		\$	\$
7	Overall Safety Officer (OSO)	3.2.4, 3.2.4.1, 3.2.4.2	47		\$	\$
8	Track Marshalls	3.2.4, 3.2.4.3, 3.2.4.4	47		\$	\$
B = TOTAL BID PRICE for Firm Year 1 – Location 2 (= Sum of Column Z)						\$

Precision Driver Training – W6399-18KB03 - FIRM YEAR 2 – Location 1						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses - X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
3	Standardized Fundamentals Training (4 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	3	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	4	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	7	\$	\$
Item	Additional Resource	SOW Section	Estimated # of Days - X		Firm Price per Resource/Day - Y	Total Z Z= (X*Y)
6	Instructors	3.2.1, 3.2.2, 3.2.3	47		\$	\$
7	Overall Safety Officer (OSO)	3.2.4, 3.2.4.1, 3.2.4.2	47		\$	\$
8	Track Marshalls	3.2.4, 3.2.4.3, 3.2.4.4	47		\$	\$
C = TOTAL BID PRICE for Firm Year 2 – Location 1 (= Sum of Column Z)						\$

Precision Driver Training – W6399-18KB03 - FIRM YEAR 2 – Location 2						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses - X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
3	Standardized Fundamentals Training (4 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	3	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	4	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	7	\$	\$
Item	Additional Resource	SOW Section	Estimated # of Days - X		Firm Price per Resource/Day - Y	Total Z Z= (X*Y)
6	Instructors	3.2.1, 3.2.2, 3.2.3	47		\$	\$
7	Overall Safety Officer (OSO)	3.2.4, 3.2.4.1, 3.2.4.2	47		\$	\$
8	Track Marshalls	3.2.4, 3.2.4.3, 3.2.4.4	47		\$	\$
D = TOTAL BID PRICE for Firm Year 2 – Location 2 (= Sum of Column Z)						\$

Precision Driver Training – W6399-18KB03 - OPTION YEAR 1 – Location 1						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses - X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
3	Standardized Fundamentals Training (4 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	3	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	4	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	7	\$	\$
Item	Additional Resource	SOW Section	Estimated # of Days - X		Firm Price per Resource/Day - Y	Total Z Z= (X*Y)
6	Instructors	3.2.1, 3.2.2, 3.2.3	47		\$	\$
7	Overall Safety Officer (OSO)	3.2.4, 3.2.4.1, 3.2.4.2	47		\$	\$
8	Track Marshalls	3.2.4, 3.2.4.3, 3.2.4.4	47		\$	\$
E = TOTAL BID PRICE for Option Year 1 – Location 1 (= Sum of Column Z)						\$

Precision Driver Training – W6399-18KB03 - OPTION YEAR 1 – Location 2						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses - X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
3	Standardized Fundamentals Training (4 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	3	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	4	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	7	\$	\$
Item	Additional Resource	SOW Section	Estimated # of Days - X		Firm Price per Resource/Day - Y	Total Z Z= (X*Y)
6	Instructors	3.2.1, 3.2.2, 3.2.3	47		\$	\$
7	Overall Safety Officer (OSO)	3.2.4, 3.2.4.1, 3.2.4.2	47		\$	\$
8	Track Marshalls	3.2.4, 3.2.4.3, 3.2.4.4	47		\$	\$
F = TOTAL BID PRICE for Option Year 1 – Location 2 (= Sum of Column Z)						\$

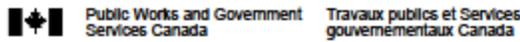
Precision Driver Training – W6399-18KB03		
TOTAL EVALUATED BID PRICE = A + B + C + D + E + F		
A	TOTAL BID PRICE FOR FIRM YEAR 1 – Location 1	\$
B	TOTAL BID PRICE FOR FIRM YEAR 1 – Location 2	\$
C	TOTAL BID PRICE FOR FIRM YEAR 2 – Location 1	\$
D	TOTAL BID PRICE FOR FIRM YEAR 2 – Location 2	\$
E	TOTAL BID PRICE FOR OPTION YEAR 1 – Location 1	\$
F	TOTAL BID PRICE FOR OPTION YEAR 1 – Location 2	\$
TOTAL EVALUATED BID PRICE = SUM A+B+C+D+E+F		\$

ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

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

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

ATTACHMENT 1 to PART 7 - PWGSC-TPSGC 942



Call-up Against a Standing Offer

Commande subséquente à une offre à commandes

Ship to - Expédier à

To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

Security: The call-up includes security provisions.
Sécurité : La demande comprend des exigences en matière de sécurité.

NO YES If YES, attach a SRCL to the call-up
NON OUI SI OUI, joindre une LVERB à la demande

Supplier - Fournisseur

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :
The detailed instructions in the standing offer / Les instructions détaillées dans l'offre à commandes
The address shown in the "Ship to" block / L'adresse indiquée dans la case « Expédier à »
Special instructions below / Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.
Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Standing Offer No. - N° de l'offre à commandes	Requisition No. - N° de demande Order. Off. - Bur. dem. YY-AA	Serial No. - N° de série	Client Reference No. (optional) N° de référence du client (facultatif)
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The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.
Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Amendment No. N° de modification	Previous Value (\$) Valeur précédente (\$)	Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)	Total estimated expenditures or revised Total des dépenses estimatives ou révisées
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Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)
Special Instructions - Instructions particulières					Total

For further information, call - Pour renseignements supplémentaires, contactez		Delivery required by - Livraison requise le (YYYY-MM-DD) (AAAA-MM-JJ)
Name - Nom	Telephone No. - N° de téléphone	

For internal purposes only - Pour usage interne seulement		Approved for the Minister - Approuvé pour le Ministre	
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.			
Signature (Mandatory - Obligatoire)	Date (YYYY-MM-DD-AAAA-MM-JJ)	Signature (Mandatory - Obligatoire)	Date (YYYY-MM-DD-AAAA-MM-JJ)

