



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITIONS**

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :

Directorate Business Management
(DBM)
Attention: Matthew Whiten
By e-mail to
Matthew.Whiten@forces.gc.ca

**Proposal to: Department of National
Defence**

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
therefor.

**Proposition au : ministère de la
Défense nationale**

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 sur toute feuille
ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

This document contains a security
requirement.

**SOLICITATION CLOSES
L'INVITATION PREND FIN**

At : - à :

02:00 PM Eastern Daylight Time (EDT)

On: - le :

17 June 2020

Title - Sujet S-Series Integrated Logistic Support Course
Solicitation No. - N° de l'invitation W6381-21-0005
Date of Solicitation - Date de l'invitation 8 May 2020
Address Enquiries to: Adresser toutes questions à : Matthew Whiten By e-mail to: Matthew.Whiten@forces.gc.ca
Destination Department of National Defence 105 Hotel de Ville Street Gatineau, QC J8X 4H7

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery 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.

Vendor Name and Address - Raison sociale et adresse du fournisseur	
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)	
Name - Nom	Title - Titre
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this solicitation.

1.2 Statement of Work

- 1.2.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".
- 1.2.2 The Materiel Group of the Department of National Defence (DND) has a requirement for in-class training on S-Series ILS specifications maintained by the Aerospace and Defence Industries Association of Europe (ASD), Aerospace Industries of America (AIA) and Air Transport Association of America (ATA). The contractor will be required to develop a course of a length of five (5) days.

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.

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), Canada-Korea Free Trade Agreement, the North American Free Trade Agreement (NAFTA), Canada-Peru Free Trade Agreement, the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Colombia Free Trade Agreement (CCFTA), Canada-Ukraine Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Honduras Free Trade Agreement, Canada-Chile Free Trade Agreement, and the Canadian Free Trade Agreement (CFTA).

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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 02, **Procurement Business Number** is deleted in its entirety.

Section 05, **Submission of Bids – Subsection 4** is amended as follows:

Delete: 60 days

Insert: 120 calendar days.

Section 08, **Transmission by facsimile or by epost Connect** is deleted in its entirety.

Section 20, **Further Information** is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to Public Services and Procurement Canada (PSPC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile 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, Bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Ontario.

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

Canada requests that bidders provide their bid in separately bound sections as follows:

- A. Section I: Technical Bid – one (1) soft copy submitted by e-mail;
- B. Section II: Financial Bid – one (1) soft copy submitted by e-mail; and
- C. Section III: Certifications – one (1) soft copy submitted by e-mail.

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

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

- A. Use 8.5 x 11 inch (216 mm x 279 mm) paper;
- B. Use a numbering system that corresponds to the bid solicitation;
- C. Include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name, and address and contact information of its representative;
- D. Include a table of contents; and
- E. Soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format (.pdf); or
 - Microsoft Word 97/2000 or later (.doc, .docx).

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

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 6.7, Payment, of Part 6 of the bid solicitation.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder shall complete this pricing schedule and include it in its financial bid once completed. This Pricing Schedule will be used for Bid Evaluation purposes only. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive rate (in Can \$).

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.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 6 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>).

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

1.0 INITIAL CONTRACT PERIOD: FROM CONTRACT AWARD TO 31 MARCH 2021
[ESTIMATED]. COMMENCEMENT OF FIRST TWO COURSE DELIVERY ESTIMATED TO BE ON 19 October 2020

Course Development:

Description	Unit Price (A)	Quantity (B)	Total Price (A x B)
Preliminary Course Draft – English	\$	1	\$
Final Course Manual English – English	\$	1	\$
Total Course Development			\$

Course Delivery:

Description	Unit Price (A)	Quantity (B)	Total Price (A x B)
S-Series ILS Course(course delivery within the NCR)	\$	2	\$
Total Course Delivery			\$

Total Initial Contract Period:

Description	Total Price
Total Course Development	\$
Total Course Delivery	\$
Total Initial Contract Period	\$

2.0 EXTENDED CONTRACT PERIOD 1: 01 APRIL 2021 TO 31 MARCH 2022 [ESTIMATED]

Course Delivery:

Description	Unit Price (A)	Quantity (B)	Total Price (A x B)
S-Series ILS Course(course delivery within the NCR)	\$	2	\$
Total Course Delivery			\$

Course Maintenance:

Description	Unit Price (A)	Quantity (B)	Total Price (A x B)
Updated Course Package – English	\$	1	\$
Total Course Maintenance			\$

Total Extended Contract Period 1:

Description	Total Price
Total Course Delivery	\$
Total Course Maintenance	\$
Total Extended Contract Period 1	\$

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 Technical Criteria

Mandatory Technical Criteria (MTC)		
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
The Bidder		
MTC1	The Bidder must certify that they will provide at least two (2) instructors for the entire duration of the in class teaching portion of the courses.	A written certification that there will be at least two instructors for the duration of the course.
MTC2	The Bidder must clearly demonstrate that both instructors have a minimum of five (5) years of experience with the S-Series of ILS Specifications.	The Bidder must provide certification that all instructors have a minimum of (5) years of experience with the S-Series of ILS specification.
MTC3	The Bidder must demonstrate that the two instructors have provided technical courses to an audience of at least 15 people in the past three (3) years.	The Bidder must provide certification that all instructors provided a technical course to an audience of at least 15 people in the past three (3) years.

4.1.2 Financial Evaluation

For bid evaluation and Contractor 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.

4.2 Basis of Selection – Mandatory Technical Criteria

- 4.2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.
- 4.2.2** 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 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 provided 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 1 to Part 5 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

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

- 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.

6.3.2 Supplemental General Conditions

[4006 \(2010-08-16\) Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract](#)

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to March 31st 2021.

6.4.2 Option to Extend the Contract

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority Representative for the Contract is:

Name: Matthew Whiten
Title and designation: Procurement Officer, DBM
Organization: Department of National Defence, Directorate of Business Management
Address: National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Telephone: 819-939-8578
E-mail address: Matthew.Whiten@forces.gc.ca

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

6.5.3 Technical Authority

The Technical Authority for the Contract is: **[to be specified in the resulting contract]**

Name: _____
Title and designation: _____
Organization: Department of National Defence, _____
Address: _____
Attention: _____

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

The Technical 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 Technical Authority, however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: **[to be specified in the resulting contract]**

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Limitation of Expenditure

For the Work described in applicable sections of the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$[amount to be specified in the resulting Contract]. Customs duty are included and Applicable Taxes are extra.

6.7.3 Method of Payment – Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. An invoice has been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.7.3.1 The initial Schedule of Milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Deliverables	Firm Amount (in accordance with the Basis of Payment) [to be completed at Contract Award]	Delivery Date
Legend: P – Preliminary; D – Delivery Course; O – Option Period;			
P-01	Preliminary Course Draft – English	\$	Two (2) Months before the start date of the first course serial
P-02	Final Course Manual – English	\$	One (1) month before the start date of the first course serial
D-01	Course Serials 01, 02,	\$	Before March 31 st 2021
O-01	Course Serials 03, 04 (Extended Contract Period 1)	\$	Before March 31 st 2021

6.7.4 SACC Manual Clauses

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

6.7.5 Electronic Payment of Invoices – Contract

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

[List below to be modified in the resulting contract as indicated by the successful bidder in its bid, if applicable]

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

6.7.6 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.8 Invoicing Instructions

6.8.1 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. Date;
- b. Contractor's name and address;
- c. Contract number;
- d. GST or HST (as applicable) registration number;
- e. Milestone number and Deliverable as per the Schedule of Milestones in Section 6.7.3.1;
- f. Amount invoiced (exclusive of the GST or HST as appropriate) and the amount of GST or HST, as appropriate, shown separately; and
- g. any other documents as specified in the Contract.

6.8.2 Invoices must be distributed as follows:

- a. The original must be forwarded by e-mail to the address for the Procurement Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- b. A copy must be forwarded by e-mail to the address for the Contracting Authority identified under the section entitled "Authorities" of the Contract, or the Contracting Authority may be copied on the e-mail sent to the Procurement Authority, as per above.

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. **The name of the province or territory as specified by the Bidder in its bid will be inserted below, if applicable.**

6.11 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 supplemental general conditions [4006](#) (2010-08-16);
- (c) the general conditions [2010B \(2018-06-21\)](#);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) the Contractor's bid dated **[date to be inserted in the resulting contract]**, as clarified on **[date(s) to be inserted in the resulting contract, if applicable]**, and as amended on **[date(s) to be inserted in the resulting contract, if applicable]**.

6.12 Defence Contract

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

6.13 Foreign Nationals

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

[OR]

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

ANNEX "A" – STATEMENT OF WORK

1 SCOPE

1.1 Purpose

The purpose of this Statement of Work (SOW) is to define the scope and requirements for the delivery of a training course on the S-Series Integrated Logistic Support (ILS) specifications. Canada requires the Contractor to teach two (2), five (5) day courses on the S-Series Integrated Logistic Support (ILS) specifications that must be delivered in a classroom setting.

1.2 Background

Canada's Department of National Defence (DND) intends to modernize its technical data management processes. DND is exploring the possibility to adopt the S-Series ILS specifications maintained by the Aerospace and Defence Industries Association of Europe (ASD), Aerospace Industries of America (AIA) and Air Transport Association of America (ATA). DND ILS practitioners need a high-level familiarization course on these specifications.

2 APPLICABLE DOCUMENTS

The following S-Series ILS specifications are applicable:

- 2.1 SX000i - International guide for the use of the S-Series of ILS specifications.
- 2.2 S1000D - International specification for technical publications using a common source database
- 2.3 S2000M - International specification for material management - Integrated data processing for military equipment.
- 2.4 S3000L - International procedure specification for Logistics Support Analysis (LSA).
- 2.5 S4000P - International specification for developing and continuously improving preventive maintenance.
- 2.6 S5000F - International specification for operational and maintenance data feedback.
- 2.7 S6000T - International specification for training analysis and design.
- 2.8 Sn000X - Specifications for data exchange

3 REQUIREMENTS

3.1 Course delivery

- 3.2 The Contractor must deliver two (2) serials of a training course on the S-Series ILS specifications by March 31st, 2021, in English.
- 3.3 The Contractor must conduct the course serial(s) from 08:00 to 15:00 from Monday to Friday. During this time, the Contractor must include a lunch break (one hour); a 20 min long break in the morning and a 20min long break in the afternoon.
- 3.4 The Contractor must deliver a Course Manual to the Technical Authority (TA) at least two (2) months before the start date of the first course serial, that includes the following:
 - 3.5 Course schedule that lists the topics to be taught each day;
 - 3.6 Presentations used throughout the course; and
 - 3.7 Descriptions and clarifications of the content covered in the presentations for the course. This may be done in the form of speaker's notes for each slide, as applicable.
- 3.8 The TA will review the draft Course Manual and provide comments.
- 3.9 The student manual must include appropriate copyright notices that protects the intellectual property rights of both the Contractor and DND. The Contractor is allowed to promote the preliminary Course (which does not have DND content or context), but is not permitted to market or promote the Finalized Course (which contains DND content and context).

- 3.10 The Contractor must update the draft Course Manual with the comments from the TA and deliver the final Course Manual at least one (1) month before the start date of the first course serial.
- 3.11 The Contractor must prepare the Course Manual in English, in Microsoft Office or an alternative format approved by the TA.
- 3.12 The TA will store the Course Manual on an internal DND site/application that is accessible to all DND practitioners.
- 3.13 The TA will print copies of the Course Manual for each of the course participants at the start date for each course serial.
- 3.14 There are limitations regarding access to the DND Defence Wide Area Network (DWAN). As such any special tools or non-approved software may require the Contractor to furnish them as needed.

3.2 Course content

- 3.3 During the first 4 days, the Contractor must provide familiarization training on all S-Series ILS specifications: SX000i, S1000D, S2000M, S3000L, S4000P, S5000F S6000T, Sn000X
- 3.4 During the 5th day, the Contractor must provide in-depth training on the S3000L specification.
- 3.5 The Contractor must seek the TA's approval of the course content prior to developing the draft Course Manual.
- 3.6 The following table shows a possible structure for the course content per day.

Day #	Topic
Day 1	Introduction to Sx000i – An umbrella for the S-Series of ILS specifications.
	Introduction to S3000L – Logistics Support Analysis (LSA) and the impact on the life cycle, tailoring.
	The importance of business rules / guidance document.
Day 2	Introduction to S4000P – Preventive maintenance closely related to LSA.
	Introduction to S2000M – Material management throughout the life cycle, tailoring
	The importance of business rules / guidance document.
Day 3	Introduction to S1000D – Technical publications, tailoring.
	The importance of business rules / guidance document.
Day 4	Introduction to S5000F – In-service data feedback.
	Introduction to S6000T – Training analysis and design process.
	Introduction to Sn000X – Data input/exchange.
Day 5	S3000L – specific details on S3000L, LSA and the impact on the materiel life cycle.

3.7 Meetings and preparation for course delivery

- 3.8 The Contractor must organize a kick-off meeting by teleconference no later than 15 calendar days after Contract award;
- 3.9 The Contractor must organize subsequent teleconferences, as needed to complete the work described in this SOW.

3.10 Timeframe and Delivery Dates

- 3.11 Canada will provide a training facility for up to 25 participants in a DND building in the National Capital Region. The TA will provide the exact location no later than 2 weeks prior to the start date of the course serial(s).
- 3.12 The TA will finalize the start date of the course serial(s) no later than three (3) months after Contract award. The tentative start dates are as follows:
- 3.13 Course serial 1: 19-23 Oct 2020

3.14 Course serial 2 : 26-30 Oct 2020

3.15 Qualifications

- 3.16 The Contractor must provide at least two (2) instructors for the entire duration of each serial. The instructors must be fluent in the English language. Fluent means that the instructors must communicate orally and in writing without any assistance and with minimal errors.
- 3.17 Each instructors must have a minimum of 5 years of experience in the S-Series of ILS specifications.
- 3.18 The Contractor must demonstrate that the instructors have provided technical courses to an audience of at least 15 people in the past three (3) years.

4 DELIVERABLES

4.1 The Contractor must deliver the following:

Item	Description / Milestone	Delivery date	Media
3.3.1	Kick-off Meeting	No later than 15 calendar days after Contract award	
3.3.2	Other teleconferences	As needed to finalize course content	
3.4.2	Course serial 1	19-23 October, 2020 (tentative, to be confirmed no later than three (3) months after Contract award)	
3.4.2	Course serial 2	26-30 October, 2020 2020 (tentative, to be confirmed no later than three (3) months after Contract award)	
3.1.5	Draft Course Manual	At least two (2) months before the start date of the first course serial	Microsoft Office or an alternative format approved by the TA
3.1.7	Final Course Manual, soft copy	At least one (1) month before the start date of the first course serial	Microsoft Office or an alternative format approved by the TA
3.1.10	Final Course Manual, for all participants	Start date of each course serial	Printed hard copies

ANNEX "B" – BASIS OF PAYMENT

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all-inclusive price as follows:

1.1 INITIAL CONTRACT PERIOD: FROM Contract award TO 31 March 31 2021

Course Development [amounts to be inserted below in the resulting contract]:

Description	Unit Price (A)	Quantity (B)	Total Price (A x B)
Preliminary Course – English	\$	1	\$
Final Course Manual- English	\$	1	\$
Total Course Development			\$

Course Delivery [amounts to be inserted below in the resulting contract]:

Description	Unit Price (A)	Quantity (B)	Total Price (A x B)
S-Series ILS Course (Course Delivery within the NCR)	\$	2	\$
Total Course Delivery			\$

Total Initial Contract Period [amounts to be inserted below in the resulting contract]:

Description	Total Price
Total Course Development	\$
Total Initial Contract Period	\$

1.2 EXTENDED CONTRACT PERIOD 1: 01 April 2021 TO 31 March 2022 [ESTIMATED]

Course Delivery [amounts to be inserted below in the resulting contract]:

Description	Unit Price (A)	Quantity (B)	Total Price (A x B)
S-Series ILS Course (Course Delivery within the NCR)	\$	2	\$
Total Course Delivery			\$

Course Maintenance [amounts to be inserted below in the resulting contract]:

Description	Unit Price (A)	Quantity (B)	Total Price (A x B)
Updated Course Package – English	\$	1	\$
Total Course Maintenance			\$

Total Extended Contract Period 1 [amounts to be inserted below in the resulting contract]:

Description	Total Price
Total Course Delivery	\$
Total Course Maintenance	\$
Total Extended Contract Period 1	\$

ANNEX "1" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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 "1" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)