



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title - Sujet Parachute Training	
Solicitation No. - N° de l'invitation W0133-22K645/A	Date 2021-10-28
Client Reference No. - N° de référence du client W0133-22K645	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-223-8303	
File No. - N° de dossier VIC-1-44020 (223)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Standard Time PST on - le 2021-11-16 Heure Normale du Pacifique HNP	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Locke, Kelsey	Buyer Id - Id de l'acheteur vic223
Telephone No. - N° de téléphone (250) 507-2482 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

1.2.1 The Department of National Defence (DND) - Canadian Forces School of Search and Rescue (CFSSAR) requires a service provider capable of supplying support to its two parachute training programs, including the provision of aircraft resources and parachute instruction facility infrastructure, on an "as and when requested basis." The requirement is for 3 years plus 2 option years.

1.2.2 The requirement is subject to a preference for Canadian services.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

PWGSC Pacific Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- a. an individual;

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 British Columbia.

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Appendix 1 to Annex A

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T .
--

5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#) (<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](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

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Id de l'acheteur - Buyer ID
VIC223
N° CCC / CCC No./ N° VME - FMS

PART 6 – INSURANCE REQUIREMENTS

6.1 Insurance Requirements

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

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$60,000.00, **Applicable Taxes excluded, inclusive of any revisions.**

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means \$_____ (to be inserted at time of contract award)

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows: *(will be inserted at time of contract award)*

1st quarter:

2nd quarter:

3rd quarter:

4th quarter:

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035 \(2020-05-28\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2024.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kelsey Locke
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 401-1230 Government St.

Telephone: 250-507-2482
E-mail address: Kelsey.Locke@pwgsc-tpsgc.gc.ca

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

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Id de l'acheteur - Buyer ID
VIC223
N° CCC / CCC No./ N° VME - FMS

7.5.2 Project Authority

The Project Authority for the Contract is: *(will be inserted at time of contract award)*

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

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

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

7.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

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 Payment

7.7.1 Basis of Payment

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

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

7.7.4 Progress Payments (for a TA subject to a Limitation of Expenditure or Ceiling Price)

1. Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work up to 100 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete invoice and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
 - c. the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

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

7.8 Invoicing Instructions

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 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.

7.9.3 SACC Manual Clauses

[A3060C](#) (2008-05-12), Canadian Content Certification

C0711C (2008-05-12), Time Verification

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (to be filled in by the bidder)

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035 \(2020-05-28\)](#), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;

-
- (f) the signed Task Authorizations (including all of its annexes, if any);
(g) the Contractor's bid dated _____,

7.12 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)

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

OR

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

7.13 Insurance Requirements

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

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

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

7.14 Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

- (a) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (b) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (c) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

7.15 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

D3014C (2007-11-30), Transportation of Dangerous Goods/Hazardous Products

ANNEX "A"

STATEMENT OF WORK

1. Purpose

The Department of National Defence (DND) - Canadian Forces School of Search and Rescue (CFSSAR) requires a service provider capable of supplying support to its two parachute training programs, including the provision of aircraft resources and parachute instruction facility infrastructure, on an "as and when requested basis."

Since each training program has its own unique set of circumstances, Task Authorizations will be issued on an "as and when requested basis" to identify task deliverables within the scope of this document. Training for the 2021/2022 training year is estimated to occur 6-10 Dec 2021 (Staff Jump Camp) and 4-29 April 2022 (RTM Training).

2. Background

CFSSAR, located at 19 Wing Comox in Comox, British Columbia, Canada is the only national training institution responsible for all Canadian Armed Forces, Search & Rescue Technician (SAR Tech) training. One of the many disciplines taught is parachuting. Within this capacity, CFSSAR allocates all necessary individual parachute training and personal equipment. CFSSAR parachute training is part of a year-long inflexible curriculum. Due to inconsistent local weather that often impedes sustained and concentrated parachuting and the high tempo demands on the 19 Wing airfields, CFSSAR is seeking an alternative training location with more conducive weather and resource availability to conduct its parachutist training.

This Statement of Work (SOW) describes strictly the aircraft resources and facility infrastructure needed to support the following parachute training programs:

- a. A four-week, Basic Parachute Program (RTM) serial, typically run in the April timeframe (4-29 April 2022), consisting of approximately 45 staff and students; and
- b. A one-week Instructor Parachute Refresher Program serial (6-10 Dec 2021), run at the same location as the Basic Parachute program, typically in the December timeframe, for approximately 10 to 20 attending Search & Rescue Technicians.

3. Definitions

Ab-Initio:

Initial training personnel, those with no experience (Basic).

AGL:

Above Ground Level, altitude.

Contiguous United States:

The 48 U.S. states on the continent of North America that is south of Canada and north of Mexico, plus the District of Columbia. The term excludes the states of Alaska and Hawaii, and all off-shore U.S. territories and possessions, such as Puerto Rico.

CSAR-7(A):

Square-on-Square Military parachute system, consisting of a Performance Design Silhouette parachute ranging in size from 300 square feet.

CSAR-7(I):

Square-on-Square Military parachute system, consisting of a Performance Design Silhouette parachute ranging in size from 170 to 210 square feet.

Drop Zone (DZ):

Specified parachute landing area which parachutists target for landing.

Lift Ticket:

Ticket purchased to cover the cost of a seat on a regularly scheduled parachute capable aircraft that delivers a parachutist to exit altitudes (normally 12,500 feet AGL) for the purpose of free falling / parachuting.

On-Site:

Area within the Contractor's property that is normally populated by DZ staff or parachutists.
Precision Approach:

Series of turns that a parachutist makes while in the air to ensure he/she lands at the intended DZ. Turns are either completed all right or all left (based on winds, hazards, and predetermined pattern) and lead into four distinct landing phases (the entry point, downwind leg, base leg and final landing run) that aid a parachutist to perform the most consistent and safe landings possible.

Restricted Team Member (RTM):

Restricted Team Member initial SAR Tech training. A year long course consisting of multiple phases of instruction covering several rescue disciplines/skill sets.

TAC-Time:

Rental of an entire aircraft with no unsolicited mixing of civilian and military personnel.

Under and Over Shoots:

Areas prior to and immediately after DZ that can safely be used to land in the event a situation exist where a DZ landing is not possible.

A. Location

1. All prospective contracted facilities must be located within Canada or the contiguous United States.
2. The motorized vehicle (car) transit time from the Contractor's training facility to any urban area (with a population of 40,000 or more) must be greater than 10 miles or 16 kilometers in distance. Proximity to large urban areas causes unnecessary and insidious distractions that are considered an unacceptable safety risk and cannot be tolerated for the SAR Tech Basic Parachute training program.
3. The Contractor's DZ must be within 10 Miles (16.09 KM) of an emergency care facility and/or definitive health care facility capable of providing trauma care in the event of an injury/ accident.
4. The Contractor must be able to support both training programs from the same location during different dates.

B. Drop Zone

1. The Contractor's DZ must be affiliated with the Canadian Sport Parachuting Association (CSPA) and/or the United States Sport Parachuting Association (USPA).
2. The Contractor's site must have a separate designated military landing area.
3. The Contractor's DZ for all free fall jump training must be grass covered to limit wear and tear on the parachutists and equipment.
4. The edge of the Contractor's military use DZ must not be closer than 200 feet (60.96 meters) from the nearest runway edge and must be clearly delineated from active runways and other in-use DZ. A parachutist's precision approach or final landing run must not be in close proximity to an active runway at any time.
5. The surrounding off-DZ terrain must be safe to land in/on and be readily accessible to emergency vehicles during all of CFSSAR parachuting activities.

6. All DZs must be easily identifiable (day or night) by parachutists from a maximum exit altitude of 12,500 feet (3,810 meters) above ground level (AGL).
7. The contractor must have an alternate remote DZ with dedicated runway and packing/staging area no closer than 5 miles (8.04 KM) to the main recreational DZ to facilitate low-level static line drops in which no recreational jumpers consume the jumpable airspace. CFSSAR is expected to require a facility of this type during for one to two of the four weeks of training.

C. Instructor Support

1. At the commencement of the freefall portion of RTM training, CFSSAR will require contracted instructional support to maintain a 1:1 ratio of student/instructor support for surface, inflight and post jump mentoring, instruction and debriefing. It is estimated that CFSSAR will require 6 USPA/CSPA Accelerated Freefall Instructors (AFF) or Progressive Freefall (PFF) instructors with camera rating. Instructors will have a minimum of 5000 jumps. These will be supplied by the contractor on a cost recovery basis and will vary annually.

The Instructor must:

- a. Brief students prior to each jump on the tasks they are to perform,
- b. Conduct practice dirt dives prior to each session or jump,
- c. Video record each jump to be used for debriefing and instructional aids,
- d. Debrief students coached with the aid of video following each jump, and
- e. Record all relevant observations in student files.

D. Aircraft

1. The Contractor must provide TAC Time and Individual Lift Tickets on a multiple turbine tailgate aircraft (Sky Van or equivalent) capable of conducting static line and freefall parachute operations and parachutist standing and equipment exits. The static line capability must include a retrieval system for hang-ups.
2. The Contractor must provide TAC Time and Individual Lift Tickets on a multiple turbine side-door aircraft (Twin Otter or equivalent) capable of free fall parachutist operations.
3. All aircraft and DZ operations must achieve/support exit altitudes of between 1200ft. (365.76 meters) and 12,500 feet (3,810 meters) AGL as the norm and upon request, not as an exception.

E. Aircraft Utilization for the Basic Parachute Program

1. The Contractor must be capable of supplying approximately eighty (80) hours TAC-Time on the multiple turbine tailgate aircraft during a four -week training program (April).
2. The Contractor must be capable of supplying approximately twenty (20) hours TAC-Time on the multiple turbine side-door aircraft during a four -week training program.

3. The Contractor must be capable of integrating CFSSAR personnel with other DZ clientele utilizing individual Lift Tickets to complete training / proficiency parachuting for up to 30 participants.
4. The Contractor must be capable of supplying up to one hundred (100) individual Lift Tickets to be utilized as required during a four -week training program.

F. Rigger Support

1. The Contractor must provide parachute packing support (Rigger) to pack up to 40 CSAR 7(A), CSAR 7 (S), and CSAR 7 (I) main parachutes per training day.
2. The Contractor must provide riggers with a proven minimum of 2 years' worth of employment within the past 5 years as a rigger at a DZ with:
 - a. Proof of current CSPA Rigger A or FAA Senior Rigger certification or higher.
3. Riggers experience will be measured as of the service rendered date.
4. A minimum of four riggers are anticipated to be required at any one time.
5. Packing is limited to Main Parachutes only.
6. Work conducted by the contractor for maintenance of CSAR 7(A) (S) (I) parachutes must be done in accordance with (IAW) Canadian Forces Technical Orders (CFTO) C-22-622-000/MF-001 including packing and all independent checks.
7. Completion of log books of all work performed on CSAR 7A parachutes will be the responsibility of the contractor and must be completed in accordance with Canadian Forces Technical Orders (CFTO).
8. The contractor must maintain continuous and complete records of signature specimen with all identification particulars for those employed in packing of CSAR 7 parachutes and CSAR 7 parachutes packed by serial number.

G. Aircraft Utilization for the Instructor Parachute Program

1. The Contractor must be capable of supplying as required TAC-Time on the multiple turbine tailgate aircraft (day or night).
2. The Contractor must be capable of supplying as required TAC-Time on the multiple turbine side-door aircraft (day).
3. The Contractor must be capable of integrating CFSSAR personnel with other DZ clientele utilizing TAC time to complete training/proficiency parachuting for up to 20 participants.
4. The Contractor must be capable of supplying up to one hundred (100) individual Lift Tickets and 15 hours TAC time to be utilized as required during a one-week training program.

H. Vertical Wind Tunnel

9. The Contractor must provide access to a Vertical Wind Tunnel (VWT) within 200km to provide timely VWT training activities without the need to transport participants.
10. The VWT must have an indoor flight chamber with a minimum usable diameter of 10 feet (3.048 meters).
11. The use of dummy rigs and other equipment must be permitted in the VWT during training activities to simulate outside jumps.
12. The VWT used in each of the training programs must be the same to ensure the instructor parachute program is conducted in the same tunnel used when coaching the basic parachute program participants.
13. The Contractor must be capable of recording videos of the individuals flying in the VWT and providing these recordings on DVD or USB memory stick for use by CFSSAR.
14. The Vertical Wind Tunnel Facility must include a briefing room with DVD or USB memory stick video playback capability to accommodate a minimum of fifteen (15) people. The briefing room must be available when required by CFSSAR to allow briefings to jumpers immediately following VWT training activities.

I. Site and Other Facilities

1. The Contractor's site must be operational for 90% of the days in December and April. Statistical substantiation that parachuting could have been done at the site in December and April for the last 2 years based on the manifest history and local weather network database is required. Due to tight training schedules, the training programs must be conducted at a DZ location that has a very high likelihood of training completion without being held up by weather.
2. The Contractor's site must have a usable creeping area with minimum dimensions of 20 feet by 20 feet (6.096 meters by 6.096 meters) that is available to program participants for the 45 minutes prior to the start of their next flight.
3. The Contractor must supply secure, lockable indoor storage facilities on-site and appropriate for storing a minimum of 160 square feet (14.87 square meters) of parachutes and equipment (used by CFSSAR to conduct its parachute programs and includes items such as, but not limited to: parachutes, video cameras, various equipment containers, tables, spare parts, etc.) during the time between the training programs. The storage facilities must accommodate parachute equipment remaining in location during training periods. The storage facilities must not have undue temperature changes (highs & lows) that can induce condensation and must be free from animals, insects, and humidity.
4. The Contractor must provide an on-site enclosed / sheltered parachute packing area and video room in close proximity (within 20 meters (65.62 feet)) to the DZ being used by CFSSAR. This allows trainees to pack parachutes while still being capable to observe the landing area as well as conduct video debriefs with staff.
5. The Contractor must provide access to an on-site parachute aircraft mock-up of a multiple turbine tailgate aircraft that is of the same cabin size and configuration as the aircraft being used for the parachute descents, to allow parachutists to rehearse all aircraft related parachuting activity such, but not limited to loading and exiting.

-
6. The Contractor must provide access to an on-site parachute aircraft mock-up of a multiple turbine side-door aircraft that is of the same cabin size and configuration as the aircraft being used for the parachute descents, to allow parachutists to rehearse all aircraft related parachuting activity such, but not limited to loading and exiting.
- J. The Contractor must provide access to a minimum of two (2) on-site permanent washrooms/toilet facilities.
- K. Safety
1. The Contractor must demonstrate that it has a minimum of three (3) years of experience in the past five (5) years, supporting military freefall parachute training with reference letters from a minimum of two different clients who have successfully contracted out services similar to the ones stated in this SOW. Experience will be measured as of the solicitation closing date.
 2. The Contractor and its drop zones must have a 10-year average parachutist fatality rate that does not exceed the USPA 10-year average of one death per 100,000 parachute descents.
 3. The Contractor must have an established safety program which includes, but is not limited to, in-briefs, infrastructure delineation (alternated drop zones (DZ) or exclusive DZ use as required), Air/Ground & Ground/Ground communications and safety officers that ensure all forms of parachute operations/training are appropriately de-conflicted, etc.
 4. The Contractor must have an established medical evacuation and medical transportation plan in place for its site.
 5. The Contractor must have control of daily aircraft and drop zone activities.
 6. The Contractor must have on-site DZ Safety Officers, Controllers, and Spotters that:
 - a. Have continuous visibility of all parachutists' activities;
 - b. Constantly monitor for unsafe parachutist activities and practices by all DZ clientele (military & civilian);
 - c. Have the capability to immediately communicate with aircraft, military / civilian DZ Controllers and transportation / shuttles; and
 - d. Are well versed in military static line and freefall parachute operations.
 7. The Contractor must have the ability to de-conflict airspace for CFSSAR personnel conducting training from parachutist exit point to parachutist landing during both TAC-Time and Lift Ticket parachuting activities.
 8. The Contractor must comply with all applicable Transport Canada or Federal Aviation Administration (FAA) regulations.
 9. The pilot, air crew (if applicable) and the aircraft must be certified for parachuting activities in accordance with all applicable Transport Canada or Federal Aviation Administration (FAA) regulations.

L. Services

1. The Contractor must provide the ability to book and schedule all aircraft and facilities up to 12 months in advance to ensure de-confliction with other military / civilian parachuting activities for both training programs (taking place at the same location during different dates).
2. The Contractor must have a Rigger's Loft available on-site for equipment repair / alterations.
3. The contractor must have onsite accommodations (private or contracted) capable of accommodating up to 20 RTM students for the duration of training (April timeframe) within 2 miles (3.21 KM) of the primary DZ.

M. Client Support

1. CFSSAR will provide all parachute training and personal equipment.
2. The Technical Authority will provide Parachute Reserve pack certification as required/requested by the Contractor.
3. CFSSAR will provide military riggers for parachute equipment support but will require additional support from the contractor varying annually.
4. There is a requirement in military regulations that require any rigger who is going to undertake the packing of a parachute to be briefed by a rigger qualified by the military to pack the specific parachute. This briefing will be done by a qualified Canadian Military parachute rigger trained on the CSAR-7(A/I) parachute. CFSSAR will provide a CSAR-7(A/I) parachute brief to all Contracted Riggers before packing authority can be granted.

N. Audit

1. Contractor must support technical authority (TA) audits at the Contractor's facilities. This includes, but is not limited to providing;
 - a. Access to all contractor documentation developed in support of this contract,
 - b. Access to contractor staff for interviews,
 - c. On-site support to TA including office space, and
 - d. Access to contractor staff authorization records.

O. Additional Information

1. CFSSAR parachutists participating in the training program activities are either current Canadian Sport Parachuting Association (CSPA) / United States Sport Parachuting Association (USPA) members or members undergoing an initial Solo Training Program.
2. Flight timings per day reliant on training curriculum and "normally" confined to morning activity (8:00 am to 1:00 pm). Afternoons are typically used for packing and classroom activities. The requirement for aircraft resources may however extend all day, depending on circumstances.

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3. Night parachuting operations (normally occur very early morning - 3:00 am to 5:00 am) and will be required once or twice during each of the training programs. Annual requirements will dictate this requirement and will be forecasted at least 48 hours in advance.
4. CFSSAR will predominantly (90% or more) use TAC-Time for the Basic Parachute Program (RTM) with a limited use of individual Lift Tickets.
5. CFSSAR will predominantly (90% or more) use TAC - Time for the Instructor Parachute Program with a limited use of individual lift tickets.
6. CFSSAR under normal circumstances works a 5 days on - 2 days off cycle with the days off falling on the weekends to de-conflict with typical DZ busy periods. However, these days will be utilized to meet Training Objectives in the event of inclement weather or unforeseen circumstances.

Appendix 1 to Annex A

Technical Evaluation Criteria

Bidders who do not meet these mandatory criteria will be deemed non-responsive.

Substantial Information: Bidders must demonstrate their compliance with **EACH AND EVERY** section of the evaluation criteria by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a page reference indicating clearly where the substantial information for each of the sections identified below can be found (*fill in right hand column of evaluation table*).

The Bidder's technical bid will be evaluated in accordance with the following criteria:

	Mandatory Technical Requirement	Meets Y/N	Bidder's Reference / Comments
	General Information		
01	Proof that the Bidder is capable of providing the facilities, infrastructure, and services outlined in Annex "A" (Statement of Work) by addressing all Mandatory Technical Requirements identified herein.		
02	Reference letters from a minimum of two different clients who have successfully contracted out services similar to the ones stated in Annex "A" (Statement of Work).		
A.	Location		
01	All prospective contracted facilities must be located within Canada or the contiguous United States.		
02	The Bidder's DZ must be within 10 Miles (16.09 KM) of an emergency care facility and/or definitive health care facility capable of providing trauma care in the event of an injury / accident.		
03	The Bidder must be able to support both training programs from the same location during different dates.		
B.	Drop Zone		
01	The Bidder's DZ must be affiliated with the Canadian Sport Parachuting Association (CSPA) and/or the United States Sport Parachuting Association (USPA).		

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02	The Bidder's site must have separate designated military landing area(s).		
03	The Bidder's DZ for all free fall jump training must be grass covered to limit wear and tear on the parachutists and equipment.		
04	The edge of the Bidder's military use DZ must not be closer than 200 feet (60.96 meters) from the nearest runway edge and must be clearly delineated from active runways and other in-use DZ. A parachutist's precision approach or final landing run must not be in close proximity to an active runway at any time.		
05	The surrounding off-DZ terrain must be safe to land in/on and be readily accessible to emergency vehicles during all of CFSSAR parachuting activities.		
06	All DZ must be easily identifiable (day or night) by parachutists from a minimum exit altitude of 12,500 feet (3,810 metres) above ground level (AGL).		
C.	Aircraft		
01	The Contractor must provide TAC Time and Individual Lift Tickets on a multiple turbine tailgate aircraft (Sky Van or equivalent) capable of conducting static line and freefall parachute operations and parachutist standing and equipment exits. The static line capability must include a retrieval system for hang-ups.		
02	The Contractor must provide TAC Time and Individual Lift Tickets on a multiple turbine side-door aircraft (Twin Otter or equivalent) capable of free fall parachutist operations.		
03	All aircraft and DZ operations must achieve/support exit altitudes of between 1200ft. (365.76 meters) and 12,500 feet (3,810 meters) AGL as the norm and upon request, not as an exception.		

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D. Aircraft Utilization for the Basic Parachute Program			
01	The Contractor must be capable of supplying approximately eighty (80) hours TAC-Time on the multiple turbine tailgate aircraft during a four -week training program (April).		
02	The Contractor must be capable of supplying approximately twenty (20) hours TAC-Time on the multiple turbine side-door aircraft during a four -week training program.		
03	The Bidder must be capable of integrating CFSSAR personnel with other DZ clientele utilizing individual Lift Tickets to complete training / proficiency parachuting for up to 30 participants.		
04	The Contractor must be capable of supplying up to one hundred (100) individual Lift Tickets to be utilized as required during a four -week training program.		
E. Aircraft Utilization for the Instructor Parachute Program			
01	The Bidder must be capable of supplying as required TAC-Time on the multiple turbine tailgate aircraft (day or night)		
02	The Bidder must be capable of supplying as required TAC-Time on the multiple turbine side-door aircraft (day or night).		
03	The Bidder must be capable of integrating CFSSAR personnel with other DZ clientele utilizing individual Lift Tickets to complete training / proficiency parachuting for up to 20 participants.		
04	The Contractor must be capable of supplying up to one hundred (100) individual Lift Tickets and 15 hours TAC time to be utilized as required during a one-week training program.		
F. Vertical Wind Tunnel			
01	The Contractor must provide access to a Vertical Wind Tunnel (VWT) within 200km of the DZ, to provide timely VWT training activities without the need to transport participants.		
02	The VWT must have an indoor flight chamber with a minimum usable diameter of 10 feet (3.048 meters).		
03	The use of dummy rigs and other equipment must be permitted in the VWT during training activities to simulate outside jumps.		
04	The VWT used in each of the training programs must be the same to ensure the Instructor Parachute Program is conducted in the same tunnel used when coaching the Basic Parachute Program participants.		

05	The Contractor must be capable of recording videos of the individuals flying in the VWT and providing these recordings on DVD or USB memory stick for use by CFSSAR.		
06	The Vertical Wind Tunnel Facility must include a briefing room with DVD or USB memory stick video playback capability to accommodate a minimum of fifteen people. The briefing room must be available when required by CFSSAR to allow briefings to jumpers immediately following VWT training activities.		
G.	Site and Other Facilities		
01	Proof that the Bidder's site is operational for a minimum of 90% of the time in December and April (proven with statistical substantiation that parachuting could have been done at the site for 90% of the days in December and April over the last 2 years based on the manifest history and local weather network database. Due to tight training schedules, the training programs must be conducted at a DZ location that has a very high likelihood of training completion without being held up by weather.		
02	The Bidder's site must have a usable creeping area with minimum dimensions of 20 feet by 20 feet (6.096 metres by 6.096 metres) that is available to program participants for the 45 minutes prior to the start of their next flight.		
03	The Contractor must supply secure, lockable indoor storage facilities on-site and appropriate for storing a minimum of 160 square feet (14.87 square meters) of parachutes and equipment (used by CFSSAR to conduct its parachute programs and includes items such as, but not limited to: parachutes, video cameras, various equipment containers, tables, spare parts, etc.) during the time between the training programs. The storage facilities must accommodate parachute equipment remaining in location during training periods. The storage facilities must not have undue temperature changes (highs & lows) that can induce condensation and must be free from animals, insects, and humidity.		
04	The Bidder must provide an on-site enclosed / sheltered parachute packing area and video room in close proximity (within 20 meters (65.62 feet)) to the DZ being used by CFSSAR. This allows trainees to pack parachutes while still being capable to observe the landing area as well as conduct video debriefs with staff.		
05	The Bidder must provide access to an on-site parachute aircraft mock-up of a multiple turbine tailgate aircraft that is of the same cabin size and configuration as the aircraft being used for the parachute descents, to allow parachutists to rehearse all aircraft related parachuting activity such, but not limited to loading and exiting.		
06	The Bidder must provide access to an on-site parachute aircraft mock-up of a multiple turbine side-door aircraft that is of the same cabin size and configuration as the aircraft being used for the parachute descents, to allow parachutists to rehearse all aircraft related parachuting activity such, but not limited to loading and exiting.		

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07	The Bidder must provide access to a minimum of two (2) on-site permanent washrooms / toilet facilities.		
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H.	Safety		
01	The Contractor must demonstrate that it has a minimum of three (3) years of experience in the past five (5) years, supporting freefall and static line parachute training. During these three years, the drop zone shall have housed <u>no less</u> than two units of no less than thirty students/jumpers. Experience will be measured as of the solicitation closing date.		
02	The Bidder and its drop zones must have a 10-year average parachutist fatality rate that does not exceed the USPA 10-year average of one death per 100,000 parachute descents.		
03	The Contractor must have an established safety program which includes, but is not limited to, in-briefs, infrastructure delineation (alternated drop zones (DZ) or exclusive DZ use as required), Air/Ground & Ground/Ground communications and safety officers that ensure all forms of parachute operations/training are appropriately de-conflicted, etc.		
04	The Bidder must have an established medical evacuation and medical transportation plan in place for its site.		
05	The Bidder must have control of daily aircraft and drop zone activities.		
06	The Bidder must have on-site DZ Safety Officers, Controllers, and Spotters that:		
	(A) Have continuous visibility of all parachutists' activities;		
	(B) Constantly monitor for unsafe parachutist activities and practices by all DZ clientele (military & civilian);		
	(C) Have the capability to immediately communicate with aircraft, military / civilian DZ Controllers and transportation / shuttles; and		
	(D) Are well versed in military freefall and static line parachute operations.		
07	The Contractor must have the ability to de-conflict airspace for CFSSAR personnel conducting training from parachutist exit point to parachutist landing during both TAC-Time and Lift Ticket parachuting activities.		
08	The Bidder must comply with all applicable Transport Canada or Federal Aviation Administration (FAA) regulations.		

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09	The pilot, air crew (if applicable) and the aircraft must be certified for parachuting activities in accordance with all applicable Transport Canada or Federal Aviation Administration (FAA) regulations.		
I.	Services		
01	The Contractor must provide the ability to book and schedule all aircraft and facilities up to 12 months in advance to ensure de-confliction with other military / civilian parachuting activities for both training programs (taking place at the same location during different dates).		
02	The Bidder must have a Rigger's Loft available on-site for equipment repair / alterations.		
03	The contractor must have onsite accommodations (private or contracted) capable of accommodating up to 20 RTM students for the duration of training (April timeframe) within 2 miles (3.21 KM) of the primary DZ.		
J.	Rigger Support		
01	The Contractor must provide parachute packing support (Rigger) to pack up to 40 CSAR 7(A), CSAR 7 (S), and CSAR 7 (I) main parachutes per training day during the four week April Jump camp and 20 parachutes per day during the one week December jump camp.		
02	The Contractor must provide riggers with a proven minimum of 2 years' worth of employment within the past 5 years as a rigger at a DZ with proof of current CSPA Rigger A or FAA Senior Rigger certification or higher. When requested by the identified user, the contractor must provide documentary proof of rigger qualifications and experience.		

Table 2: Unit Prices

Line Item	Equipment Category	Annual Estimated	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3	Unit Price Option Year 1	Unit Price Option Year 2	Extended Totals (AxB) + (AxC) + (AxD) + (AxE) + (AxF)
6	Individual Lift Ticket	200						
	Parachute Packing Job - CSAR 7							
7	(i) 18' x 8'	250						
	Parachute Packing Job - CSAR 7							
	(A)							
8	23' x 11'	800						
TOTAL \$								

Table 3: Daily Rates

Line Item	Equipment Category	Annual Estimated Days	Daily Rate Year 1	Daily Rate Year 2	Daily Rate Year 3	Daily Rate Option Year 1	Daily Rate Option Year 2	Extended Totals (AxB) + (AxC) + (AxD) + (AxE) + (AxF)
9	Briefing Room Rental	30 days						
10	Creeping Area Rental	30 days						
11	Instructor Support (Daily rate per instructor)	6 Staff for 10 days						

						TOTAL	\$
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Table 4: Monthly Rates

Line Item	Equipment Category	Annual Estimate A	Monthly Rate Year 1 B	Monthly Rate Year 2 C	Monthly Rate Year 3 D	Monthly Rate Option Year 1 E	Monthly Rate Option Year 2 F	Extended Totals (AxB) + (AxC) + (AxD) + (AxE) + (AxF)
12	Equipment Storage	12 mths						
TOTAL								\$

EVALUATION TOTAL (Table 1 total + Table 2 total + Table 3 total + Table 4 total) GST NOT INCLUDED	\$
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Notes:

1. Time Period Definitions

Year 1: Date of Contract to September 30, 2022
Year 2: October 1, 2022 to September 30 2023
Year 3: October 1, 2023 to September 30 2024
Option Year 1: October 1, 2024 to September 30 2025
Option Year 2: October 1, 2025 to September 30 2026

2. Estimated Annual Quantity

The estimated annual quantities identified in the tables are for bid evaluation purposes only. The “Estimated Annual Quantity” column of each table will be removed in the resulting contract.

ANNEX "C"

INSURANCE REQUIREMENTS

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
 - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
 - g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)

ANNEX "D" 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)

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Instructions for completing DND 626 - Task Authorization

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

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

Delivery/Completion date
Completion date for the task.

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

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

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

GST/HST
The GST/HST cost as appropriate.

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

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

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

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

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

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

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

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.
Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

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

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

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

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

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

ANNEX “F” to PART 3 OF THE BID SOLICITATION ELECTRONIC PAYMENT INSTRUMENTS

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

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