



National Defence | Défense nationale
 National Defence Headquarters | Quartier général de la Défense nationale
 Ottawa, Ontario | Ottawa (Ontario)
 K1A 0K2 | K1A 0K2

**REQUEST FOR QUOTATION
 DEMANDE DE QUOTATION**

**RETURN QUOTATIONS TO:
 RETOURNER LES QUOTATIONS À :**

DapServicesBidReceiving-
 DoaServicesReceptionDesSoumissions@forces.gc.ca

Attn: Bronwyn Knight, DAP 2-3-3

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 therefore.

Proposition à : 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 et sur toute feuille ci-annexée, au(x) prix indiqués(s).

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

At – à : 2:00 pm Eastern Standard Time (EST)
 14:00 Heure normale de l'Est (HNE)

On - le : 18 January 2022
 18 Janvier 2022

Title/Titre Challenger 650 Simulation Training	Solicitation No – N° de l'invitation W8485-22-SO02
Date of Solicitation – Date de l'invitation 08 December 2021	
Address Enquiries to – Adresser toutes questions à Bronwyn Knight, DAP 2-3-3 DapServicesBidReceiving- DoaServicesReceptionDesSoumissions@forces.gc.ca	
Telephone No. – N° de téléphone 819-939-5103	FAX No – N° de fax 819-939-5042
Destination 455 Blvd de la Carrière Gatineau, QC, K1A 0K2	

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.

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

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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 DND 626 Task Authorization Form and any other annexes.

1.2 Summary

1.2.1 The Department of National Defence (DND) 412 (Transport) Squadron has a requirement for the provision of initial and recurrent pilot training for Challenger 604 crews, Simulator Operator training of DND personnel, and the lease of a Bombardier Challenger 604 Simulator Level D for training purposes.

1.2.2 It is intended to result in the award of one (1) contract for one (1) year, plus six (6) one-year irrevocable options allowing Canada to extend the term of the contract.

1.2.3 There is no security requirement associated with the requirement.

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>) 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 with the following modifications:

- (a) Section 02, Procurement Business Number is deleted in its entirety.
- (b) Section 05, Submission of Bids – Subsection 4 is amended as follows:

Delete: 60 days
Insert: 120 days
- (c) Section 06, Late Bids is deleted in its entirety and replaced with the following text: for bids submitted electronically, the late bids will be deleted. Records will be kept documenting the transaction history of all late bids.
- (d) Section 07, Delayed Bids is deleted in its entirety and replaced with the following text: It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- (e) Section 08, Transmission by facsimile by epost Connect, sub-section 1.a and sub-section 2 are deleted in their entirety.

2.2 Submission of Bids

2.2.1. Unless specified otherwise in the RFP or otherwise directed by the Contracting Authority, bids must be submitted to the Department of National Defence organization by electronic mail by the date and time indicated on page 1 of the solicitation.

2.2.2. Electronic Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the

closing date and time to confirm receipt. Bid documents **submitted** after the closing time and date will not be accepted.

2.3 Former Public Servant – Competitive Bid (SACC Manual [A3025T](#)) (2020-05-04)

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: 2019-01](#) 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.

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 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.

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 bid must be gathered per section and separated as follows:

Section I: Technical Bid: one (1) soft copy submitted by e-mail;

Section II: Financial Bid: one (1) soft copy submitted by e-mail;

Section III: Certifications: one (1) soft copy submitted by e-mail; and

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

Canada requests that Bidders use a numbering system that corresponds to that of the bid solicitation.

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 accordance with the Basis of Payment in Annex B.

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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 Technical Evaluation

Mandatory technical evaluation criteria are listed in Attachment 1 to Part 4.

4.3 Financial Evaluation

4.3.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

4.4 Basis of Selection

4.4.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

4.5 Technical Evaluation

4.5.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint

venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

ATTACHMENT 1 to PART 4, MANDATORY TECHNICAL REQUIREMENTS

1.0 Mandatory Technical Criteria

- 1.1 The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.
- 1.2 Bids which fail to meet the mandatory technical criteria will be declared **NON-RESPONSIVE** and will not be evaluated further. Each mandatory technical criterion should be addressed separately.
- 1.3 The Bidder's proposal must include a *Curriculum Vitae* for all proposed resource(s). Each *Curriculum Vitae* must fully demonstrate how the proposed resource meets or exceeds each mandatory technical requirement and how the stated qualifications/experience were obtained. Simply listing or stating that a qualification or experience exists will not suffice for the purposes of demonstrated. The *Curriculum Vitae* must include details as to the where, when, month and year through which the stated qualifications/experience were obtained.
- 1.4 Bidders must provide copies of appropriate documentation such as degrees, diplomas, certifications and other professional certifications or designations.

#	Mandatory Criterion	Met/Not Met
M1	<p><u>Aircraft simulator Model</u></p> <p>The Contractor must provide a Bombardier Challenger 604 Level D simulator with an Integrated Flight Information System (IFIS) that meets Transport Canada (reference document #TP9685 Rev 2) / Federal Aviation Administration Certification standards (reference document # AC 1120-40B) for training and type certificate issue on the Challenger 604 as per Annex A, Statement of Work (SOW), paragraph 6.1.</p>	
M2	<p><u>Contractor Instructor Qualifications</u></p> <p>The Contractor must have an Approved Training Organization Certificate (ATO) in good standing with Transport Canada or the Federal Aviation Administration as per Annex A, SOW, paragraph 6.4.</p>	

M3	<p><u>Training Facility</u></p> <p>The training facility must be located within North America and suitable for conducting the outlined training.</p> <p>Space must be sufficiently soundproof to ensure that instructors can be clearly heard and ambient noises are kept to a minimum.</p> <p>The Contractor must provide adequate heating/cooling, lighting, laboratory facilities, consumable supplies, and furniture necessary for the health, comfort and convenience of the students.</p> <p>Address of the base of operation within North America must be provided.</p>	
M4	<p>A copy of the Bidder's Initial Pilot Training syllabus and the Bidder's Recurrent Pilot Training Syllabus must be submitted with the Proposal as per Annex A, SOW, paragraph 4.</p>	

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Former Public Servant

The Bidder must provide for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information.

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) (<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/canada/esdc/labour) 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement associated with the requirement.

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.

7.2 Task Authorization

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

7.2.1 Task Authorization Process

- (a) The Contracting Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex D.
- (b) The Task Authorization 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 Task Authorization will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- (c) The Contractor must provide the Contracting 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.
- (d) The Contractor must not commence work until a Task Authorization authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a Task Authorization has been received will be done at the Contractor's own risk.

7.2.2 Minimum Work Guarantee - All the Work - Task Authorizations

- (a) 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 \$5,000.00
- (b) 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 c of this clause. 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.
- (c) 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.
- (d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.3 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.

7.3.1 General Conditions

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

- (a) Definition of Minister is modified as follows:

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

7.4 Security Requirements

There is no security requirement applicable to the Contract.

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract award to one year later, inclusive. (*Dates to be completed at Contract award*).

7.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to six (6) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bronwyn Knight, DAP 2-3-3

Title: Sr. Materiel and Acquisitions Support Officer

Department of National Defence (DND), Aerospace Equipment Program Management (AEPM)

Directorate: Directorate of Aerospace Procurement (DAP) 2

Address: 101 Colonel By, Ottawa ON K1A 0K2

Telephone: 819-939-5103

Facsimile:

E-mail address: Bronwyn.Knight@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.

7.6.2 Technical Authority

The Technical Authority for the Contract is: *(to be completed at Contract award)*

Name: _____
Title: _____
Department of National Defence (DND)
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The Technical Authority named above 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

7.6.3 Contractor's Representative

(to be completed at Contract award)

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

7.7 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.

7.8 Payment

7.8.1 Basis of Payment - Limitation of Expenditure - Cumulative Total of all Task Authorizations

- (a) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations, inclusive of any revisions, must not exceed the sum of \$ *(to be completed at Contract award)*. Customs duties are included and Applicable Taxes are extra.

-
- (b) 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.
 - (c) 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 Task Authorizations, inclusive of any revisions, whichever comes first.
 - (d) 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.

7.8.2 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

7.8.3 Taxes – Foreign Based Contractor

SACC Manual clause [C2000C](#) (2007-11-30) Taxes – Foreign Based Contractor

7.9 Invoicing Instructions

7.9.1 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.

7.9.2 Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed; and,
- (d) the DND626 Task Authorization number.

7.9.3 Invoices must be distributed as follows:

- (a) The original must be submitted electronically to the following email addresses:
 1. WGM.DAP2_INVOICES_DOA2_RECU@FORCES.GC.CA;
 2. the email address of the Contracting Authority identified under the section entitled "Authorities" of the Contract; and,
 3. the email address of the Technical Authority identified under the section entitled "Authorities" of the Contract.

Individual e-mails exceeding five (5) megabytes, or those that include other factors such as embedded macros and/or links, may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Contractor.

Larger invoices may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Contractor's responsibility to ensure that the Contracting Authority has received the entire invoice.

The Contractor should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document.

7.10 Certifications and Additional Information

7.10.1 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.

7.11 Applicable Laws

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

7.12 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 General Conditions – Higher Complexity – Services (2020-05-28);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any); and,
- (g) the Contractor's bid dated _____. (to be completed at Contract award)

7.13 Defence Contract

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

7.14 Insurance

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

7.15 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](#)".

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ANNEX A -STATEMENT OF WORK

1. **Objective**

The Department of National Defence (DND) 412 (Transport) Squadron has a requirement for the provision of initial and recurrent pilot training for Challenger 604 crews, Simulator Operator training of DND personnel, and the lease of a Bombardier Challenger 604 Simulator Level D for training purposes.

2. **Background**

As directed by the Royal Canadian Air Force (RCAF) Flight Operations Manual "RCAF training practices shall fully embrace the use of simulators and flight training/procedural training devices". As such, 412 (T) Squadron requires regular access to, and the use of, high fidelity simulators for training to ensure its pilots maintain a high level of proficiency in all facets of Challenger 604 flying.

3. **Scope**

The Contractor must provide in-class training to Challenger 604 pilots in accordance with the Contractor's Challenger Initial Pilot Training Syllabus and the Contractor's Challenger Recurrent Pilot Training Syllabus on an as and when requested basis using a Task Authorization Form. The Contractor must also provide DND pilots with the simulator training sessions required by the Challenger Initial Pilot Training Syllabus and the Challenger Recurrent Pilot Training Syllabus, along with instructional services associated with certifying DND personnel as certified simulator operators

Contractor or DND personnel will serve as the simulator instructor/operator during these sessions.

The provision of simulator leasing services and instructor services will be broken down as follows:

3.1 **Initial Pilot Training**

All pilot initial training serials must incorporate eleven (11) simulator sessions, for a total of forty-five (45) hours (10 sessions at 4 hours, and 1 session at 5 hours). If requested by DND, additional simulator sessions may be added and will be charged at the simulator hourly rate. Rates will be *wet* or *dry* lease; see paragraphs 3.3 and 3.4.

3.2 **Recurrent Pilot Training**

Pilot recurrent training will be scheduled as mutually agreed by the Contractor and DND. The Squadron will normally have a crew of two (2) pilots. The ground training must be conducted in accordance with the Transport Canada (CA) or Federal Aviation Administration (FAA) approved Challenger Recurrent Training Syllabus, and must include three (3) simulator sessions per crew for a total of twelve (12) hours. Rates will be *wet* or *dry* lease; see paragraph 3.3 and 3.4.

3.3 **Contractor Led Simulator Training**

Simulator training conducted with the instructors provided by a Contractor supplied instructor. This is also known as **wet lease**.

3.4 **DND Led Simulator Training**

Simulator training conducted with the instructions provided by a DND supplied instructor. This is also known as **dry lease**.

Dry lease sessions may be booked throughout the period as mutually agreed by the Contractor and DND without formal ground school training.

3.5 Simulator Operator Training

The Contractor must provide DND with access to a Bombardier Challenger 604 Level D simulator along with instructional services associated with certifying DND personnel as certified simulator instructors/operators.

3.6 Online Training

The Contractor must provide students with access to all online training content associated with the aircraft. Access must be provided to all Initial Pilot candidates as well as all Recurrent Pilot candidates. Login credentials must be provided upon respective course commencement and must remain valid for a period of twelve (12) months.

4. Terminology

Terminology Table	
Term	Acronym
Approved Training Organization	ATO
Department of National Defence	DND
Federal Aviation Administration	FAA
Flight Management System	FMS
Instrument Flight Rules	IFR
Integrated Flight Management System	IFMS
National Capital Region	NCR
Royal Canadian Air Force	RCAF
Statement of Work	SOW
Technical Authority	TA
Transport Canada	TC

5. Requirements

5.1 Aircraft Simulator Type

The Contractor must provide full access on an as and when requested basis to a Bombardier Challenger 604 Level D simulator equipped with the following:

- I. Instrument Flight Rules (IFR) capabilities;
- II. Integrated Flight Information System (IFIS) that meets Transport Canada standards (reference document # TP9685 Rev 2) / Federal Administration Certification Standards (reference document # AC1120-40B) for training and type certificate issue on the Challenger 604; and
- III. *Pro Line Fusion.

*There is a possibility that 412 Squadron will be retrofitting their two Challenger 604 aircraft with Pro Line Fusion Flight Decks. The Contractor must provide Pro Line Fusion training and access to a CL-604XT simulator once available.

5.2 Ground School Training

The Contractor must provide complete initial and recurrent pilot ground school training for each student, including testing and evaluation. The Contractor must also provide evidence of pass/fail at the end of each ground school serial in a format acceptable to Technical Authority (TA).

Training materials developed specifically for the conduct of training as described in the Contractors Challenger Initial Pilot Training Syllabus and the Contractor's Challenger Recurrent Pilot Training Syllabus, must be maintained by the Contractor and must be issued to the trainees upon course commencement. Any exception to the release of course material is to be agreed to between the Contractor and the TA.

5.3 Training Facility

The training facility must be located within North America. The facility must be suitable for conducting the in-class training outlined in the Training Syllabus. The facility must be well-lit, temperature controlled, and furnished accordingly.

Designated representatives of the TA may visit the Contractor's facilities prior to the start of the training courses to determine the adequacy of the classroom and laboratory spaces, simulators, training aides and devices. Also, representatives of the TA may visit the Contractor's facilities, or the training site at any time to inspect, monitor or appraise the Contractor's performance in developing and conducting the training program. Representatives of the TA may monitor and evaluate the training program to ensure that objectives and training requirements are being met. The Contractor must be responsible for recognizing and reporting to the TAs representative any circumstances which may be hindering the conduct of the training course(s).

5.4 Contractor Instructor (Operator) Qualifications

The Contractor must have an Approved Training Organization (ATO) Certificate in good standing with Transport Canada or the Federal Aviation Administration. The Contractor must be qualified to administer the simulator training qualification to DND instructors.

6. Tasks and Deliverables

The Contractor must provide the following:

6.1 Course Report

The Contractor must forward a record of training for each pilot candidate who has taken initial and/or recurrent training to 412 Squadron no later than three (3) days following the completion of the training. The mailing address is as follows:

412 (T) SQN/ STFC
200 Comet Private
Ottawa, Ontario
K1V 9B2
ATTN: Captain Michael Strosack

A duplicate electronic copy is also to be emailed to the TA at:
CAS.412Training_Formations412@forces.gc.ca

6.2 Course Certificate

The Contractor must forward a certificate of ground school training completion for each pilot candidate who has successfully completed the Contractor's Challenger Pilot Training Syllabus. The certificates must be sent to the mailing address outlined in paragraph 6.1. Each certificate must include the name of the successful candidate, and the date of completion.

7. DND Support

DND will:

- a) Be responsible for the provision of a training schedule as early as possible.
- b) Be responsible for the provision of a list of candidates.
- c) Provide the Contractor with DND 626 form.

ANNEX B -BASIS OF PAYMENT

- a) For the provision of work as detailed in Annex A – Statement of Work, the Contractor will be paid in accordance with the following all-inclusive unit prices.
- b) Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with the service in accordance with Annex A – Statement of Work attached herein.
- c) HST/GST/QST as applicable is not included and is to be shown as a separate item on any resulting invoice. Customs and Duties are included.

Payment will be made in accordance with the following pricing.

1.0 Contract Period and Option Periods

1.1 Initial Contract Period:

The initial contract period is from date of Contract award to one (1) year later. (*Dates to be completed at Contract award*).

Period	Services		Unit	All Inclusive Firm Rate
Initial Contract Period (1 year)	Contractor Led Simulator Training (Wet) <i>(as per Annex A, 3.3)</i>	W	(per hour)	\$
	DND Led Simulator Training (Dry) <i>(as per Annex A, 3.4)</i>	D	(per hour)	\$
	Initial Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.1)</i>	IGS-W	(per student)	\$
	Initial Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.1)</i>	IGS-D	(per student)	\$
	Recurrent Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.2)</i>	RGS-W	(per student)	\$
	Recurrent Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.2)</i>	RGS-D	(per student)	\$
Sub-total				\$
Tax				\$
Total				\$

References:

W: Wet Lease | **D:** Dry Lease | **IGS-W:** Initial Ground School with Dry Lease | **IGS-W:** Initial Ground School with Wet Lease | **RGS-D:** Recurrent Ground School with Dry Lease | **RGS-W:** Recurrent Ground School with Wet Lease

1.2 Option Periods

Option to Extend the Term of the Contract: This section is only applicable if the optional period is exercised by Canada. Each Option Period is the duration of one (1) year.

During the option periods specified below, the Contractor will be paid as follows:

Period	Services		Unit	All Inclusive Firm Rate
Option Period #1 (1 year)	Contractor Led Simulator Training <i>(as per Annex A, 3.3)</i>	W	(per hour)	\$
	DND Led Simulator Training <i>(as per Annex A, 3.4)</i>	D	(per hour)	\$
	Initial Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.1)</i>	IGS-W	(per student)	\$
	Initial Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.1)</i>	IGS-D	(per student)	\$
	Recurrent Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.2)</i>	RGS-W	(per student)	\$
	Recurrent Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.2)</i>	RGS-D	(per student)	\$
			Sub-total	\$
			Tax	\$
			Total	\$

Period	Services		Unit	All Inclusive Firm Rate
Option Period #2 (1 year)	Contractor Led Simulator Training <i>(as per Annex A, 3.3)</i>	W	(per hour)	\$
	DND Led Simulator Training <i>(as per Annex A, 3.4)</i>	D	(per hour)	\$
	Initial Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.1)</i>	IGS-W	(per student)	\$
	Initial Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.1)</i>	IGS-D	(per student)	\$
	Recurrent Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.2)</i>	RGS-W	(per student)	\$

Period	Services		Unit	All Inclusive Firm Rate
	Recurrent Pilot Training with DND Led Simulation Training (DRY) (as per Annex A 3.2)	RGS-D	(per student)	\$
Sub-total				\$
Tax				\$
Total				\$

Period	Services		Unit	All Inclusive Firm Rate
Option Period #3 (1 year)	Contractor Led Simulator Training (as per Annex A, 3.3)	W	(per hour)	\$
	DND Led Simulator Training (as per Annex A, 3.4)	D	(per hour)	\$
	Initial Pilot Training with Contractor Led Simulation Training (WET) (as per Annex A 3.1)	IGS-W	(per student)	\$
	Initial Pilot Training with DND Led Simulation Training (DRY) (as per Annex A 3.1)	IGS-D	(per student)	\$
	Recurrent Pilot Training with Contractor Led Simulation Training (WET) (as per Annex A 3.2)	RGS-W	(per student)	\$
	Recurrent Pilot Training with DND Led Simulation Training (DRY) (as per Annex A 3.2)	RGS-D	(per student)	\$
Sub-total				\$
Tax				\$
Total				\$

Period	Services		Unit	All Inclusive Firm Rate
Option Period #4 (1 year)	Contractor Led Simulator Training (as per Annex A, 3.3)	W	(per hour)	\$
	DND Led Simulator Training (as per Annex A, 3.4)	D	(per hour)	\$
	Initial Pilot Training with Contractor Led Simulation Training (WET) (as per Annex A 3.1)	IGS-W	(per student)	\$
	Initial Pilot Training with DND Led Simulation Training (DRY) (as per Annex A 3.1)	IGS-D	(per student)	\$

Period	Services		Unit	All Inclusive Firm Rate
	Recurrent Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.2)</i>	RGS-W	(per student)	\$
	Recurrent Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.2)</i>	RGS-D	(per student)	\$
Sub-total				\$
Tax				\$
Total				\$

Period	Services		Unit	All Inclusive Firm Rate
Option Period #5 (1 year)	Contractor Led Simulator Training <i>(as per Annex A, 3.3)</i>	W	(per hour)	\$
	DND Led Simulator Training <i>(as per Annex A, 3.4)</i>	D	(per hour)	\$
	Initial Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.1)</i>	IGS-W	(per student)	\$
	Initial Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.1)</i>	IGS-D	(per student)	\$
	Recurrent Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.2)</i>	RGS-W	(per student)	\$
	Recurrent Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.2)</i>	RGS-D	(per student)	\$
Sub-total				\$
Tax				\$
Total				\$

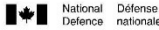
Period	Services		Unit	All Inclusive Firm Rate
Option Period #6 (1 year)	Contractor Led Simulator Training <i>(as per Annex A, 3.3)</i>	W	(per hour)	\$
	DND Led Simulator Training <i>(as per Annex A, 3.4)</i>	D	(per hour)	\$
	Initial Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.1)</i>	IGS-W	(per student)	\$

Period	Services		Unit	All Inclusive Firm Rate
	Initial Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.1)</i>	IGS-D	(per student)	\$
	Recurrent Pilot Training with Contractor Led Simulation Training (WET) <i>(as per Annex A 3.2)</i>	RGS-W	(per student)	\$
	Recurrent Pilot Training with DND Led Simulation Training (DRY) <i>(as per Annex A 3.2)</i>	RGS-D	(per student)	\$
Sub-total				\$
Tax				\$
Total				\$

References:

W: Wet Lease | **D:** Dry Lease | **IGS-W:** Initial Ground School with Dry Lease | **IGS-W:** Initial Ground School with Wet Lease | **RGS-D:** Recurrent Ground School with Dry Lease | **RGS-W:** Recurrent Ground School with Wet Lease

ANNEX C - DND 626 TASK AUTHORIZATION FORM

		TASK AUTHORIZATION AUTORISATION DES TÂCHES	
All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat <hr/> Task no. - N° de la tâche	
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente	
To - À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.		
Delivery location - Expédiez à	À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery/Completion date - Date de livraison/d'achèvement	Date _____ for the Department of National Defence pour le ministère de la Défense nationale		
Contract item no. N° d'article du contrat	Services		Cost Prix
		GST/HST TPS/TVH	
		Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

DND 626 (01-05)

Design: Forms Management 933-4050
Conception: Gestion des formulaires 933-4052

**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/celling 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.

A
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). **Note:** 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'appliqueront 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'oeuvre; 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.