



National Defence

Défense nationale

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Kayla Shabsove, DLP 2-3-4-1
kayla.shabsove@forces.gc.ca

OR

Bid Receiving Unit – PWGSC
50 Victoria Street
Place du Portage, Phase I C117
Gatineau, Québec
K1A 0C9

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi 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 indiqué(s).

Solicitation Closes – L’invitation prend fin

At – à : 2:00 PM EDT

On - le : 22 July 2024

Title – Titre Rental and Support Services for Three (3) On/Off Road and Over Snow Personnel Transport Vehicles		Solicitation No. – No de l’invitation W3915-24-0021/A
Date of Solicitation – Date de l’invitation 11 June 2024		
Address Enquiries to: – Adresser toutes questions à : kayla.shabsove@forces.gc.ca		
Telephone No. – No de telephone (343) 596-9352	FAX No. – No de fax N/A	
Destination See Statement of Work herein.		

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 See herein.
Vendor Name and Address – Raison sociale et adresse du fournisseur Bidder to insert
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) Bidder to insert
Name – Nom _____
Title – Titre _____
Signature _____
Date _____



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 INTRODUCTION 4

1.2 STATEMENT OF WORK 4

1.3 COMPREHENSIVE LAND CLAIMS AGREEMENT(S)..... 4

1.4 NUNAVUT DIRECTIVE 5

1.5 TRADE AGREEMENTS..... 6

1.6 DEBRIEFINGS..... 6

PART 2 - BIDDER INSTRUCTIONS 7

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS- SUBMISSIONS SENT TO BID RECEIVING UNIT 7

2.2 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS- ELECTRONIC BID SUBMISSIONS 8

2.3 SUBMISSION OF BIDS 10

2.4 FORMER PUBLIC SERVANT 10

2.5 ENQUIRIES - BID SOLICITATION 12

2.6 APPLICABLE LAWS 12

PART 3 - BID PREPARATION INSTRUCTIONS..... 13

3.1 BID PREPARATION INSTRUCTIONS..... 13

3.2 SECTION I: TECHNICAL BID 14

3.3 SECTION II: INUIT BENEFITS PLAN (IBP) 14

3.4 SECTION III: FINANCIAL BID 14

3.5 SECTION IV: CERTIFICATIONS 14

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE 15

ATTACHMENT 2 TO PART 3 – ELECTRONIC PAYMENT INSTRUMENTS 17

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 18

4.1 EVALUATION PROCEDURES 18

4.2 TECHNICAL EVALUATION..... 18

4.3 INUIT BENEFITS PLAN EVALUATION 18

4.4 FINANCIAL EVALUATION 18

4.5 BASIS OF SELECTION 18

ATTACHMENT 1 TO PART 4 – TECHNICAL CRITERIA 21

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION 22

5.1 CERTIFICATIONS REQUIRED WITH THE BID 22

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION..... 22

PART 6 - RESULTING CONTRACT CLAUSES 24

6.1 SECURITY REQUIREMENTS 24

6.2 NUNAVUT DIRECTIVE: STATEMENT OF WORK..... 24

6.3 TASK AUTHORIZATION AUTHORITY 24

6.4 TASK AUTHORIZATION PROCESS- FOR WORK NOTED IN SOW PARA 2.2.5 AND PARTS (LISTED OR NOT LISTED) NOT DELIVERED UNDER SOW PARA 6.5 24

6.5 STANDARD CLAUSES AND CONDITIONS 24

6.6 NUNAVUT DIRECTIVE: DISCLOSURE OF INFORMATION..... 25

6.7 TERM OF CONTRACT 27

6.8 AUTHORITIES 28

6.9 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 31

6.10 PAYMENT..... 31



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

6.11 INVOICING INSTRUCTIONS 33

6.12 CERTIFICATIONS AND ADDITIONAL INFORMATION 34

6.13 APPLICABLE LAWS 34

6.14 PRIORITY OF DOCUMENTS 35

6.15 DEFENCE CONTRACT 35

6.16 VEHICLE SAFETY 35

6.17 VEHICLES – LONG TERM LEASE 35

6.18 INSURANCE 35

ANNEX A – STATEMENT OF WORK A-1

APPENDIX 1 TO ANNEX A – RENTAL SPECIFICATIONS A1-1

ANNEX B – BASIS OF PAYMENT B-1

ANNEX C – TECHNICAL INFORMATION QUESTIONNAIRE C-1

ANNEX D – INUIT BENEFITS PLAN D-1

ANNEX E – INUIT BENEFITS PLAN EVALUATION..... E-1

ANNEX F – INUIT BENEFITS PLAN PROGRESS REPORT F-1

ANNEX G – DND 626, TASK AUTHORIZATION FORM G-1



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Attachments include:

- a. Pricing Schedule
- b. Electronic Payment Instruments
- c. Technical Criteria
- d. Additional Certifications Precedent to Contract Award
- e. Additional Certifications Required with the Bid

The Annexes include:

- a. Statement of Work
- b. Basis of Payment
- c. Technical Information Questionnaire
- d. Inuit Benefits Plan
- e. Inuit Benefits Plan Evaluation
- f. Inuit Benefits Plan Progress Report
- g. DND 626, Task Authorization Form

The Appendices include:

- a. Appendix 1 to Annex A – Rental Specifications

1.2 Statement of Work

The work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):



- Nunavut Land Claim Agreement.

1.4 Nunavut Directive

This procurement is subject to the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area (the [Nunavut Directive](#)).

The Nunavut Directive has the following objectives:

- a. Increased participation by Inuit firms in business opportunities in the Nunavut Settlement Area economy;
- b. Improved capacity of Inuit firms to compete for government contracts and real property leases in the Nunavut Settlement Area; and
- c. Employment of Inuit at a representative level in the Nunavut Settlement Area workforce.

1.4.2 Nunavut Directive: Inuit Benefits Plan (IBP)

Bids will also be evaluated according to weighted-and-rated Inuit Benefits Criteria and Nunavut Benefits Criteria. Bidder submissions for both of these criteria are to be combined in an Inuit Benefits Plan (IBP), as described in Annex D (Inuit Benefits Plan), in which Bidders should detail how they will integrate the following elements in carrying out work under this requirement:

1. Inuit employment (either directly or through subcontractors);
2. Inuit training and skills development (either directly or through subcontractors);
3. Inuit ownership (Contractor and subcontractors); and
4. Location in the Nunavut Settlement Area.

The commitments contained in an IBP will form part of the resulting contract.

1.4.3 Nunavut Directive: Reporting Inuit and Nunavut Benefits – General information

- a. Canada expects that the Contractor will, through the life of the contract, maintain and compile records as to the delivery of Inuit and Nunavut Benefits, including but not limited to the following elements:
 1. Total hours and total dollars spent on Inuit Employment
 2. Total hours and total dollars spent on Inuit Training
 3. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
 4. Location of Contractor and sub-contractors/suppliers in the Nunavut Settlement Area
- b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of Inuit and Nunavut Benefits and make them available for audit purposes.



- c. Canada will expect that every invoice be accompanied by an IBP Progress Report, in accordance with Annex F – IBP Progress Report of the Contract.
- d. If, for any reason, a bid does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting any unanticipated Inuit and Nunavut Benefits realized under the contract be provided with each invoice in accordance with paragraph c.

1.5 Trade Agreements

The requirement is subject to the following Trade Agreements:

- a. Canada-Chile Free Trade Agreement (CCFTA)
- b. Canada-Columbia Free Trade Agreement (CCoIFTA)
- c. Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- d. Canada-Honduras Free Trade Agreement (CHFTA)
- e. Canada-Korea Free Trade Agreement (CKFTA)
- f. Canada-Panama Free Trade Agreement (CPanFTA)
- g. Canada-Peru Free Trade Agreement (CPFTA)
- h. Canada-Ukraine Free Trade Agreement (CUFTA)
- i. Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA)
- j. Canadian Free Trade Agreement (CFTA)
- k. Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- l. World Trade Organization Agreement on Government Procurement (WTO-AGP)

1.6 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- Submissions Sent to Bid Receiving Unit

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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

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

Subsection 3 of section 05, Submission of bids, is deleted in its entirety and replaced with the following:

3. Canada will make Notices of Proposed Procurement (NPP) available through the Government Electronic Tendering Service (GETS). Bidders are advised that GETS is not responsible for the distribution of solicitation documents. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation, or related documentation would be amended, Canada will post notifications on GETS. Canada will submit all amendments, including enquiries received and their replies, on the GETS. Canada will not be liable for any oversight on the Bidder's part.

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

Delete: 60 days

Insert: 120 days

Section 08, (2023-06-08) Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, is deleted in its entirety.

The text under section 13, Communications - solicitation period, is deleted in its entirety and replaced with the following:

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only as indicated on page 1 of the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

Subsection 2 of Section 20, Further Information, is deleted in its entirety.



2.2 Standard Instructions, Clauses and Conditions- Electronic Bid Submissions

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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

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

Subsection 3 of section 05, Submission of bids, is deleted in its entirety and replaced with the following:

3. Canada will make Notices of Proposed Procurement (NPP) available through the Government Electronic Tendering Service (GETS). Bidders are advised that GETS is not responsible for the distribution of solicitation documents. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation, or related documentation would be amended, Canada will post notifications on GETS. Canada will submit all amendments, including enquiries received and their replies, on the GETS. Canada will not be liable for any oversight on the Bidder's part.

Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:

d. Send its bid only to the address specified in the bid solicitation.

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

Delete: 60 days

Insert: 120 days

The text under Section 06, Late Bids, is deleted in its entirety.

The text under Section 07, Delayed Bids, is deleted in its entirety.

Section 08, (2023-06-08) Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, is deleted in its entirety.

The text under section 13, Communications - solicitation period, is deleted in its entirety and replaced with the following:

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only as indicated on page 1 of the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.



Add the following sections:

Technical Difficulties of Offer Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where an Offeror has commenced transmission of its offer through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the offer solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Offer by the deadline, Canada may nonetheless accept the entirety of the Offer received after the offer solicitation closing date and time, provided that the Offeror can demonstrate the following:

- i. The offeror contacted Canada in advance of the offer solicitation closing date and time to attempt to resolve its technical difficulties; OR
- ii. The electronic properties of the Offer documentation clearly indicate that all components of the Offer were prepared in advance of the offer solicitation closing date and time.

Completeness of the Offer

After the closing date and time of this offer solicitation, Canada will examine the Offer to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the offer can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Offer meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Offeror with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.”

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

Subsection 2 of Section 20, Further Information, is deleted in its entirety.

2.2.1 SACC Manual Clauses

2.2.1.1 SACC Manual clause [A7035T](#) (2007-05-25), List of Proposed Subcontractors



2.3 Submission of Bids

Bids must be submitted only:

- a. to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation; or
- b. electronically too the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND 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. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt.

Technical and financial documents received after the closing time and date will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile and/or Canada Post Corporation's (CPC) Connect service will not be accepted.

2.4 Former Public Servant

- 2.4.1 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.

2.4.2 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:

1. an individual;
2. an individual who has incorporated;
3. a partnership made of former public servants; or
4. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

"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.

2.4.3 **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () **No** ()

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

1. name of former public servant; and
2. 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.

2.4.4 **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:

1. name of former public servant;
2. conditions of the lump sum payment incentive;
3. date of termination of employment;
4. amount of lump sum payment;
5. rate of pay on which lump sum payment is based;
6. period of lump sum payment including start date, end date and number of weeks; and



7. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

2.5 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.

2.6 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.1 **For bids submitted to the Bid Receiving Unit:** Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: four (4) hard copies mailed to the Bid Receiving Unit;

Section II: Inuit Benefits Plan: one (1) hard copy mailed to the Bid Receiving Unit;

Section III: Financial Bid: one (1) hard copy mailed to the Bid Receiving Unit; and

Section IV: Certifications and Additional Information: one (1) hard copy mailed to the Bid Receiving Unit.

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

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

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

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

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

3.1.2 **For bids submitted electronically:** Canada requests that bidders provide their bid in separate sections as follows:

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

Section II: Inuit Benefits Plan: one (1) soft copy via email;

Section III: Financial Bid: one (1) soft copy via e-mail; and

Section IV: Certifications and Additional Information: one (1) soft copy via e-mail.

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



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

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

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

3.2 Section I: Technical Bid

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

3.3 Section II: Inuit Benefits Plan (IBP)

As part of their IBP, Bidders should explain and demonstrate how they propose to incorporate Inuit Benefits and Nunavut Benefits in carrying out the Work.

3.4 Section III: Financial Bid

3.4.1 Bidders must submit their financial bid in Canadian funds in accordance Attachment 1 to Part 3 – Pricing Schedule. The price of the bid will be evaluated in Canadian Dollars. The total amount of Applicable Taxes must be shown separately.

3.4.2 Bidders must submit their rates, Delivery Duty Paid (DDP), destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

3.4.3 When preparing their financial bid, Bidders should review clause 4.4, Financial Evaluation, of Part 4 of the bid solicitation; and article 6.10, Payment, of Part 6 of the bid solicitation.

3.4.4 Electronic Payment of Invoices – Bid

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

If Attachment 2 to Part 3 – Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.4.5 Exchange Rate Fluctuation

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

3.5 Section IV: Certifications

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



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive fixed daily rate (in Can \$) for each of the resource categories identified.

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

For the Mobile Repair Party, the top three (3) categories with the highest daily rates will be summed to derive a sub-total for evaluation purposes. Bidders are required to submit a full list and corresponding daily rates for categories of personnel that may be required.

Category	All-Inclusive Monthly Rate (Can \$) A	Quantity B	Subtotal (Can \$) C = A * B
Contract Period: From 01 December 2024 to 30 September 2025			
Vehicle Rental	\$ <u>bidder to insert amount</u>	30 (3 vehicles x 10 months)	\$ <u>bidder to insert amount</u>
Operator and Maintenance Training			\$ <u>bidder to insert amount</u>
Travel and Living			\$20,000.00
Daily rate for Mobile Repair Party- Specify breakdown of daily rates per category of personnel in party <ul style="list-style-type: none"> Category 1: <u>bidder to specify</u> daily rate: <u>bidder to insert amount</u> Category 2: <u>bidder to specify</u> daily rate: <u>bidder to insert amount</u> Category 3: <u>bidder to specify</u> daily rate: <u>bidder to insert amount</u> 			\$ <u>bidder to insert amount</u> (Category 1 + Category 2 + Category 3)
Firm mark-up on items not listed in section 6.5 of the Statement of Work: ____% <u>bidder to insert percentage</u>			\$ <u>bidder to insert amount</u> (based on a \$10,000.00 order)
Option Period 1: From 01 October 2025 to 30 September 2026			
Vehicle Rental	\$ <u>bidder to insert amount</u>	36 (3 vehicles x 12 months)	\$ <u>bidder to insert amount</u>



Operator and Maintenance Training		\$ _____ bidder to insert amount
Travel and Living		\$20,000.00
Daily rate for Mobile Repair Party- Specify breakdown of daily rates per category of personnel in party		\$ _____ bidder to insert amount
<ul style="list-style-type: none"> • Category 1: bidder to specify daily rate: bidder to insert amount • Category 2: bidder to specify daily rate: bidder to insert amount • Category 3: bidder to specify daily rate: bidder to insert amount 		
Firm mark-up on items not listed in section 6.5 of the Statement of Work: _____% bidder to insert percentage		\$ _____ bidder to insert amount (based on a \$10,000.00 order)
Option Period 2: From 01 October 2026 to 30 September 2027		
Vehicle Rental	\$ _____ bidder to insert amount	36 (3 vehicles x 12 months) \$ _____ bidder to insert amount
Operator and Maintenance Training		\$ _____ bidder to insert amount
Travel and Living		\$20,000.00
Daily rate for Mobile Repair Party- Specify breakdown of daily rates per category of personnel in party		\$ _____ bidder to insert amount
<ul style="list-style-type: none"> • Category 1: bidder to specify daily rate: bidder to insert amount • Category 2: bidder to specify daily rate: bidder to insert amount • Category 3: bidder to specify daily rate: bidder to insert amount 		
Firm mark-up on items not listed in section 6.5 of the Statement of Work: _____% bidder to insert percentage		\$ _____ bidder to insert amount (based on a \$10,000.00 order)
Total Evaluated Price (Including Services and Travel for all periods, <u>excludes</u> Applicable Taxes)		\$ _____ bidder to insert amount
Applicable Fees	Bidder to specify	\$ _____ bidder to insert amount
Applicable Taxes	Bidder to select rate [] Ontario (13%) [] Québec (14.975%) [] Other – _____ (%)	\$ _____ bidder to insert amount
Total Bid Price (Including services and travel for all periods, <u>includes</u> Applicable Taxes)		\$ _____ bidder to insert amount



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

ATTACHMENT 2 TO PART 3 – ELECTRONIC PAYMENT INSTRUMENTS

Electronic Payment Instruments

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

- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only).



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, Inuit Benefits Plan, and financial evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 Technical Evaluation

- 4.2.1 **Mandatory Technical Criteria**
Refer to Attachment 1 to Part 4.

4.3 Inuit Benefits Plan Evaluation

- 4.3.1 **IBP Criteria**
The IBP evaluation criteria are included in Annex E – Inuit Benefits Plan Evaluation.

4.4 Financial Evaluation

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

4.5 Basis of Selection

- 4.5.1 **Nunavut Directive: Highest combined rating of Inuit Benefits Plan commitment and price – not limited to Inuit Firm Registry**
To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all technical mandatory criteria; and
 - c. obtain the required minimum of 0 points overall for the IBP evaluation criteria which are subject to point rating. The rating is performed on a scale of 35 points.
- 4.5.2 Bids not meeting the requirements specified in Section 4.5.1 will be declared non-responsive.
- 4.5.3 The selection will be based on the highest responsive combined rating of total IBP merit and price. The ratio will be 35% for the total IBP merit, and 65% for price.
- 4.5.4 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 65% as follows: lowest evaluated price / bid price multiplied by the ratio of 65%.
- 4.5.5 The IBP merit score for each criterion will be determined as follows: The total number of points obtained for that criterion / maximum number of points available for that criterion multiplied by the percentage ratio applicable for that criterion.
- 4.5.6 The total IBP merit score is the combined sum total of all individual IBP merit scores.
 - i. Inuit Employment 10%



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

- ii. Inuit Training and Skills Development 10%
 - iii. Inuit Ownership (Contractor and subcontractors) 10%
 - iv. Location in the Nunavut Settlement Area (NSA) 5%
- 4.5.7 For each responsive bid, the total IBP merit score and the pricing score will be added to determine its combined rating.
- 4.5.8 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of total IBP merit score and pricing score will be recommended for award of a contract. In the case of a tie, the bid with the lower price will be selected.
- 4.5.9 The table below illustrates an example where all three (3) bids are responsive and the selection of the contractor is determined by a 35/65 ratio of total IBP merit score and pricing score, respectively. In the example below, Inuit employment is weighted at 10%, Inuit Training and Skills Development is weighted at 10% Inuit Ownership (Contractor and subcontractors) is weighted at 10%, and Location in the Nunavut Settlement Area (NSA) is 5%.

Example: Basis of Selection - Highest Combined Rating of Total IBP Merit (35%) and Price (65%).

		Bidder 1	Bidder 2	Bidder 3
Bid Evaluated Price		\$16,000	\$17,000	\$20,000
Inuit Benefits Plan	Inuit Employment Score	31.75/40	32.75/40	33.75/40
	Inuit Training Score	5/15	10/15	15/15
	Inuit Ownership Score	15/40	35/40	25/40
	Location in NSA Score	10/10	10/10	10/10
Calculations: Price	Pricing Score	$16/16 \times 65 = 65$	$16/17 \times 65 = 61.18$	$16/20 \times 65 = 52$
Calculations: Total IBP Merit Score	Inuit Employment Merit Score	$31.75/40 \times 10 = 7.94$	$32.75/40 \times 10 = 8.19$	$33.75/40 \times 10 = 8.44$
	Inuit	$5/15 \times 10 = 3.33$	$10/15 \times 10 = 6.67$	$15/15 \times 10 = 10$



Example: Basis of Selection - Highest Combined Rating of Total IBP Merit (35%) and Price (65%).

		Bidder 1	Bidder 2	Bidder 3
	Training Merit			
	Inuit Ownership Merit Score	15/40 x 10 = 3.75	35/40 x 10 = 8.75	25/40 x 10 = 6.25
	Location in NSA Merit Score	10/10 x 5 = 5	10/10 x 5 = 5	10/10 x 5 = 5
Combined Rating		85.02	89.79	81.69
Overall Rating		2nd	1st	3rd



ATTACHMENT 1 TO PART 4 – TECHNICAL CRITERIA

1 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. Each mandatory technical criterion should be addressed separately.

Vehicle Rental		
Mandatory Technical Criteria (MT)		Bid Preparation Instructions
MT.1	The Bidder must deliver three (3) motorized vehicles designed to transport two (2) injured adults on stretchers in the Arctic while a medical attendant provides continuous medical care.	At a minimum, the following must be provided: An Attestation must be provided on company letterhead, signed by an officer of the company, attesting to: “I, the undersigned, attest that “COMPANY NAME” is committed to achieving the requested delivery as described in Appendix 1, Rental Specifications, to Annex A – Statement of Work”.
MT.2	The Bidder must demonstrate how they will provide the training services and maintenance services for the proposed vehicles.	A detailed description of the time, location, and method of training delivery must be provided with the bid submission.
MT.3	The Bidder must demonstrate the capacity to respond to queries related to the operation, repair and/or maintenance of the rented vehicles within 72 hours.	Bidder Attestation to Delivery must be included within bid submission. An Attestation must be provided on company letterhead, signed by an officer of the company, attesting to: “I, the undersigned, attest that “COMPANY NAME” is committed to responding to all operation, repair and/or maintenance queries within 72 hours in accordance with Annex A – Statement of Work”.
MT.4	The Bidder must demonstrate that their proposed vehicles will meet the Operating Conditions identified in Appendix 1 to Annex A.	A copy of the technical vehicle specifications must be included with the bid submission.
MT.5	The Bidder’s proposed vehicles must meet all the specifications listed in Annex C- Technical Evaluation Matrix (TIQ).	A copy of the completed TIQ must be provided with the bid submission.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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](http://www.esdc.gc.ca/employment-social-development) website.



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

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 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Nunavut Directive: Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and in the manner committed to in the Contractor's IBP at Annex D (Inuit Benefits Plan).

6.3 Task Authorization Authority

Any task authorization to be issued must be authorized by the Contracting Authority before issuance.

6.4 Task Authorization Process- For Work noted in SOW para 2.2.5 and Parts (listed or not listed) not delivered under SOW para 6.5

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization DND 626 form specified in Annex G.
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 and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within ten (10) 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 authorization by the Contracting 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.
5. All Task Authorizations will contain a ceiling price. The Contractor must complete the work and the ceiling price represents the maximum amount payable under the Task Authorization. The ceiling price is subject to downward adjustment based on the actual cost reasonably incurred in the performance of the work.

6.5 Standard Clauses and Conditions

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



6.5.1 General Conditions

[2010C](#) (2022-12-01), General Conditions Services - Medium Complexity, apply to and form part of the Contract, with the following modifications:

Section 01, Interpretation, "Canada", "Crown", "His Majesty" or "the Government", is amended as follows:

Delete: Minister of Public Works and Government Services

Insert: Minister of National Defence

Subsection 5 of section 14, Audit, is amended as follows:

Delete: 5. The Contractor must maintain such records at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later.

Insert: 5. The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

Subsection 5 of section 22, Confidentiality, is amended as follows:

Delete: Public Works and Government Services (PWGSC)

Insert: Department of National Defence (DND)

6.6 Nunavut Directive: Disclosure of Information

The Contractor agrees that Canada may at any time disclose the Inuit Benefits Plan (IBP) and the IBP Progress Reports to third parties, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees, and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. As the IBP and the IBP Progress Report could contain information regarding subcontractors and suppliers, the Contractor warrants that it has secured from its subcontractors and suppliers consents to such disclosure by Canada and will continue to obtain consent from additional subcontractors and suppliers throughout the period of the contract. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.

The Contractor undertakes not to include in the IBP or in the IBP Progress Reports any information that cannot be shared publicly or that could constitute private information under the Privacy Act (R.S.C., 1985, c. P-21) (e.g., name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.



6.6.1 **Implementation of the Inuit Benefits Plan**

6.6.1.1 **Nunavut Directive: Inuit Benefits Plan Progress Report**

a. The Contractor must compile records through the life of the contract as to its level of achievement in fulfilling the commitments made under the Inuit Benefits Plan (IBP), including but not limited to the following elements:

1. Total hours and total dollars spent on Inuit Employment.
2. Total hours and total dollars spent on Inuit Training.
3. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry.
4. Location of Contractor and sub-contractors / suppliers in the Nunavut Settlement Area.

b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of IBP commitments and make them available for audit purposes.

c. The Contractor must accompany each invoice with an IBP Progress Report drafted in accordance with Annex F (IBP Progress Report) of the contract.

d. If, for any reason, the contract does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting the occurrence of any unanticipated Inuit and Nunavut benefits realized under the contract be provided with each invoice in accordance with paragraph c.

6.6.1.2 **Nunavut Directive: Third Party Independent Professional**

1. If requested by Canada, the Contractor must engage a third party independent professional to confirm whether the Contractor has met its contractual obligations regarding the Inuit Benefits Plan (IBP) under the Contract. The third party independent professional must be approved in advance by the Contracting Authority.

2. If the Contractor has proposed two different third party independent professionals for this purpose, but the Contracting Authority has not approved either, or if the Contractor has not proposed a third party independent professional within 30 days of Canada's original request to engage a third party independent professional, the Contracting Authority will propose up to three third party independent professionals from which the Contractor must choose.

3. The Contractor must submit the third party independent professional's written report to the Contracting Authority and the Contracting Authority may contact the third party independent professional directly regarding the report.

4. If the independent professional confirms that the Contractor has met the requirements regarding activities specified in the IBP, Canada agrees to reimburse the Contractor the cost of the third party independent professional, including any applicable taxes, upon receiving a copy of the invoice paid by the Contractor.



5. If the independent professional confirms that the Contractor has not met the requirements regarding activities specified in the IBP:

- a. Canada will not reimburse the Contractor any cost of the third party independent professional;
- b. the Contractor must, at the discretion of Canada, repay Canada in the amount found to have been paid in excess by Canada to the Contractor related to IBP activities not performed in accordance with the IBP; and
- c. Canada may retain any amount found to have been paid in excess by Canada, including for activities not performed in accordance with the IBP, by way of deduction from any payment that may be due or payable to the Contractor.

6. Nothing in this section limits any other remedy or action available to Canada under this contract.

6.6.1.3

Nunavut Directive: Inuit Benefit Plan Deviations

1. If at any time it becomes apparent to the Contractor that it may be unable to fulfill any of its Inuit Benefits Plan (IBP) obligations, the Contractor must inform the Contracting Authority without waiting for the submission of an IBP Progress Report to be required.
2. If requested by the Contracting Authority, the Contractor must provide a detailed explanation, within the timeframe specified by the Contracting Authority, regarding any actual or anticipated inability to fulfill any of its IBP obligations.
3. If requested by the Contracting Authority, the Contractor must propose, within the timeframe specified by the Contracting Authority, a written Corrective Action Plan to address the deviation(s). The Corrective Action Plan may involve an amendment to the IBP to provide alternative forms of benefits agreed upon by the Parties.
4. Any amendment to the IBP must be documented through a formal contract amendment, which will only be issued if the Parties agree to modify the IBP. Canada may, in its discretion, refuse to accept modifications to the IBP if, in Canada's opinion, the proposed amendments do not offer the same value of benefits.
5. Any reduction in benefits may be considered by Canada as any other failure to meet a contractual obligation.

6.7 Term of Contract

6.7.1 Period of the Contract

The period of the Contract is from date of Contract to 30 September 2025 inclusive.

6.7.2 Delivery Date

All the deliverables must be received on or before 01 December 2024.



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

6.7.3 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 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.

6.7.4 Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claim Agreement

6.7.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.7.6 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.7.7 Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

SACC Manual clause [D3015C](#) (2014-09-25) Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

6.8 Authorities

6.8.1 Contracting and Inuit Benefits Plan Authority

[To be inserted at Contract Award]

The Contracting and Inuit Benefits Plan Authority for the Contract is:

Name: _____
Designation: _____
Address: National Defence Headquarters
Attention: _____
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

Telephone: _____ - ____ - _____

E-mail Address: _____

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.

The Inuit Benefits Plan Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for matters concerning the Inuit Benefits and Nunavut Benefits in the Contract. Matters pertaining to the implementation of the Inuit Benefits Plan may be discussed with the Inuit Benefits Plan Authority.

Changes to the Inuit Benefits Plan, including any Corrective Action Plan, can only be made through a contract amendment issued by the Contracting Authority.

6.8.2 **Procurement Authority**

[To be inserted at Contract Award]

The Procurement Authority for the Contract is:

Name: _____

Designation: _____

Address: National Defence Headquarters

Attention: _____

101 Colonel By Drive

Ottawa, Ontario

K1A 0K2

Telephone: _____ - ____ - _____

E-mail Address: _____

The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.8.3 **Technical Authority**

[To be inserted at Contract Award]

The Technical Authority for the Contract is:

Name: _____

Designation: _____

Address: National Defence Headquarters

Attention: _____



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

101 Colonel By Drive
Ottawa, Ontario
K1A 0K2

Telephone: _____
E-mail Address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the 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.

6.8.4 **Contractor's Representative**

[To be inserted at Contract Award]

The Contractor's Representative for the Contract is:

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

Telephone: _____
Facsimile: _____
E-mail Address: _____

6.8.5 **Contractor's Inuit Benefits Plan Authority**

[To be inserted at Contract Award]

The Contractor's Inuit Benefits Plan Authority for the Contract is:

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

Telephone: _____
Facsimile: _____
E-mail Address: _____



The Contractor's Inuit Benefits Plan Authority is the representative of the Contractor who is responsible for matters concerning Inuit Benefits and Nunavut Benefits in the Contract. Matters pertaining to the Inuit Benefits Plan may be discussed with the Contractor's Inuit Benefits Plan Authority.

6.9 Proactive Disclosure of Contracts with Former Public Servants

[Will be deleted at Contract Award if not applicable]

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: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.10 Payment

6.10.1 Basis of Payment – Vehicle Rentals

The Contractor will be paid firm monthly rates for vehicle rentals as noted in Annex B – Pricing Schedule. Customs duties and excise taxes are included and Applicable Taxes are extra.

6.10.2 Basis of Payment – Mobile Repair Party

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Task Authorizations and the Pricing Schedule in Annex B), to a ceiling price noted in the Task Authorization. Customs duties and excise taxes are included and Applicable Taxes are extra.

6.10.3 Basis of Payment – Parts (Pre-Selected from Annex B)

The Contractor will be paid firm prices for the preselected parts items listed in Annex B – Pricing Schedule for a total cost of \$ _____. [To be inserted at Contract Award]. Customs duties and excise taxes are included and Applicable Taxes are extra.

6.10.4 Basis of Payment – Parts (As required from Annex B)

The Contractor will be paid firm prices for the parts listed in Annex B – Pricing Schedule as noted in the Task Authorization. Customs duties and excise taxes are included and Applicable Taxes are extra.

6.10.5 Basis of Payment – Parts (As required, not listed in Annex B)

The Contractor will be paid at the Contractor's laid-down cost plus a firm markup of ____% [To be inserted at Contract Award] for parts as required not listed in Annex B – Pricing Schedule as noted in the Task Authorization, Customs duties and excise taxes are included and Applicable Taxes are extra.

6.10.6 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ [value will be inserted at Contract Award]. Customs duties are included and Applicable Taxes are extra.



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

6.10.7 **Method of Payment**

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

6.10.8 **Audit**

6.10.8.1 **Auditing**

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

6.10.9 **Inuit Benefits Plan Achievement Holdback**

The Contractor agrees to the application of an Inuit Benefits Plan Holdback (IBP Holdback) when IBP obligations are not being achieved.

1. If Canada deems that IBP obligation(s) are not being delivered by the Contractor or not progressing in a way which will lead to the successful implementation of the IBP, Canada may apply an IBP Holdback.
2. An "IBP Holdback" is any amount retained or retainable, due to the failure to meet IBP obligations, from any payment(s) that would have otherwise been paid or payable to the Contractor.
3. In determining whether to apply an IBP Holdback, Canada may consider, among other things:



- a. The delivery status of original IBP obligations, or those agreed to by Canada in a Corrective Action Plan;
 - b. evidence provided by the Contractor demonstrating that the failure to meet the IBP obligations was due to circumstances out of the Contractor's control; and
 - c. the sufficiency of the evidence provided by the Contractor in demonstrating the circumstances out of the Contractor's control.
4. In determining the value of an IBP Holdback, Canada may consider various elements, including:
- a. the value of the Contractor's IBP obligations;
 - b. the weight of the IBP in the bid evaluation; or
 - c. the past and ongoing performance of the Contractor in delivering IBP obligations.
5. The total value of the IBP Holdback shall not exceed 10% of the total contract value.
6. Canada may release all or a portion of the IBP Holdback and proceed to payment(s) when Canada deems it appropriate. This includes when Canada is satisfied:
- a. with new evidences submitted by the Contractor which demonstrate that the failure to meet the Contractor's obligations in the IBP was due to circumstances out of the Contractor's control;
 - b. that the Contractor has since delivered all or at least a portion of the IBP obligations;

Nothing in this section will be interpreted as limiting the rights or remedies which Canada may otherwise have under this contract.

6.11 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. maintenance reports, if applicable, must be forwarded to the address shown on page 1 of the Contract for certification and payment; and
- d. a copy of a completed and up-to-date Inuit Benefits Plan (IBP) Progress Report as described in Annex F (IBP Progress Reporting) of the Contract.

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; and
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.11.2 **Electronic Payment of Invoices – Contract**

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

[To be inserted at Contract Award]

6.11.3 **Invoice – Task Authorization**

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.

The Contractor must submit invoices on its own form, and must include the following information:

- a. Date;
- b. Name and address of the consignee(s);
- c. Contract number, serial number and DND financial coding;
- d. Task Authorization Number;
- e. Rate of payment applicable to the labour hours;
- f. Labour categories;
- g. Labour hours;
- h. Cost of materials related to the task;
- i. Approved travel and living expenses (receipts required);
- j. Cost of subcontractor related to the task; and
- k. Supporting documentation such as, but not limited to detailed copies of subcontractor and Material/parts invoices, copies of travel, hotel, car rental and airline receipts.

6.12 **Certifications and Additional Information**

6.12.1 **Compliance**

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

6.13 **Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. [To be inserted at Contract Award]



6.14 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 [2010C](#) (2022-12-01) Medium Complexity - Services;
- c. Annex A, Statement of Work;
- d. Appendix 1 to Annex A, Rental Equipment Specifications;
- e. Annex B, Basis of Payment;
- f. Annex C, Technical Information Questionnaire;
- g. Annex D, Inuit Benefits Plan;
- h. Annex E, Inuit Benefits Plan Evaluation;
- i. Annex F, Inuit Benefits Plan Progress Report;
- j. Annex G – DND 626 Task Authorization; and
- k. the Contractor's bid dated _____ including its Inuit Benefits Plan. **[To be inserted at Contract Award]**

6.15 Defence Contract

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

6.16 Vehicle Safety

SACC Manual clause [A9049C](#) (2011-05-16) Vehicle Safety

6.17 Vehicles – Long Term Lease

SACC Manual clause [G6001C](#) (2008-05-12) Vehicles – Long Term Lease

6.18 Insurance

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



ANNEX A – STATEMENT OF WORK

1 Scope

1.1 Purpose

The purpose of this Statement of Work (SOW) is to describe the requirements and work effort required from the Contractor by the Department of National Defence (DND) for the rental of three (3) personnel transport vehicles (without operators) and associated services to support activities in the Canadian North.

1.2 Background

In order to safely evacuate casualties in the arctic, highly mobile land medical evacuation vehicles are required. These vehicles will ensure that casualties can be safely evacuated to initial medical care without impact to Canadian Armed Forces (CAF) operations until the fielding of future capabilities.

1.3 Intended Use

These vehicles will be used in the area around the Canadian Armed Forces Arctic Training Centre (CAFATC) in Resolute Bay NU to provide medical support and the transport of personnel in need of medical care during training activities.

1.4 List of Acronyms and Abbreviations

Abbreviation	Description
CA	Contracting Authority
CAF	Canadian Armed Forces
CAFATC	Canadian Armed Forces Arctic Training Centre
DND	Department of National Defence
SOW	Statement of Work
STTE	Special Tools and Test Equipment
TA	Technical Authority

Figure A-1 List of Acronyms and Abbreviations

2 General Requirements

2.1 Scope of Work

The Contractor must provide three (3) vehicles in accordance with the specifications listed in Appendix 1 and perform the tasks associated with the responsibilities as noted in section 2.2.

2.2 Contractor Responsibilities

2.2.1 The Contractor must deliver the vehicles to the vehicle delivery location.



2.2.2 The Contractor must provide up to 8 hours familiarization training in English, at the delivery location, for a maximum of six (6) personnel, upon delivery of the vehicles. The training must be split into two (2) segments as follows:

2.2.2.1 Operating Familiarization, maximum of three (3) personnel:

- i. Safety precautions while operating and servicing the vehicle.
- ii. Vehicle operating characteristics and procedures.
- iii. Pre-operating and shutdown procedures.
- iv. Detailed operation and
- v. daily/weekly operator servicing procedures.

2.2.2.2 Maintainer Familiarization, maximum of three (3) personnel:

- i. Operating familiarization as per 2.2.2.1
- ii. Sub-systems familiarization.
- iii. Operation and maintenance safety precautions.
- iv. Preventative maintenance including service schedules and corrective maintenance (level 1 and 2).
- v. Trouble shooting, testing, and adjustments.
- vi. Use of special tools and test equipment (STTE).
- vii. Vehicle recovery procedures including lifting points, towing points, and vehicle condition while towing.
- viii. Instructions on the recommended maintenance for operation in the arctic where the vehicle must operate in -35 °C on a continual basis; and
- ix. Instructions for any recommended maintenance actions or procedures for times when the vehicles will be stored and not used for two (2) months or more at the location of work.

2.2.2.3 Provision of the following for each course:

- i. Training materials for each attendee.
- ii. Training material to include:
 - a. A list of topics to be covered.
 - b. A timetable showing when topics are scheduled to be covered and how much time is scheduled for each topic.
 - c. A list of reference material; and
 - d. Copies of reference material if used as part of the training.



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

- 2.2.3 The Contractor must ensure proper vehicle licencing, permits or exemptions are in place for the duration of the contract.
- 2.2.4 The Contractor must respond to queries, especially related to the operation, repair and/or maintenance of the rented vehicles within 72 hours by telephone or email.
- 2.2.5 Due to the isolated location, all repairs and maintenance must be conducted at the location of work. The Contractor must provide repairs and maintenance on the rented vehicles when the work required will exceed the limits of the familiarization training.
- 2.2.5.1 For vehicles that are deemed unserviceable and not repairable in location by the Contractor and accepted as such by the TA, the following shall apply:
- i. Due to the lack of commercial air transport for the size of vehicle, the broken vehicle must be shipped back on the next spring/summer sealift.
 - ii. Replacement of the rented vehicle is possible but only during the next available sealift and only with the concurrence of the TA.
 - iii. If a machine is replaced, the replacement vehicle must meet the minimum requirements of the contract and undergo the same inspection requirements as original rentals.
- 2.2.6 **Loss and Damage**
- The Contractor is responsible for any loss or damage that are not part of Canada's responsibility.
- 2.2.6.1 Canada is responsible for loss and damage to the vehicle (including damage to optional equipment not requested but accepted by Canada) during the rental period and caused or contributed to by negligence or carelessness of representatives of Canada and recorded to the extent that the loss or damage is not the result of normal wear and tear. Loss or damage due to theft but not due to negligence of Canada will be self-underwritten by Canada.
- 2.2.6.2 If a vehicle is returned to the Contractor at the end of the rental in damaged condition, the Contractor must provide to Canada within five (5) business days after the return of the vehicle, a written estimate for the cost of repairs or replacement of the loss to the authorized representative of Canada identified in the contract. Repair work must be in accordance with industry standard.
- 2.2.6.3 Canada reserves the rights to obtain, through a third party, its own estimates for the identified repairs to validate the Contractor's estimate.
- 2.2.6.4 Once the cost of repairs is agreed to by both parties, the Contractor will invoice Canada for the agreed amount. The Contracting Authority will resolve disagreements.
- 2.2.6.5 If Canada decides to repair damage to a vehicle during the rental period, Canada will notify the Contractor before proceeding with the repairs. Both parties must agree to the repairs.



3 Constraints

3.1 Location of Work

- 3.1.1 Primary location of work for the rental support and services is Canadian Armed Forces Arctic Training Centre (CAFATC) operations center at the Resolute Bay airport in Resolute, Nunavut. The coordinates for this location are: 74.7189004 North, 94.9829107 West.
- 3.1.2 Vehicle delivery location. This location will depend on the Contractor's location, the availability of transportation and time of the year. The location will be confirmed by the Technical Authority no later than 30 days prior to the delivery date but it will be one of the following:
1. 8 Wing Trenton, 6 Northstar Dr, Trenton, ON K8V 5P8
 2. Edmonton Garrison Edmonton, AB T5J 4J5
 3. Yellowknife Airport 100 Idaa Rd, Yellowknife, NT X1A 3T2
 4. Iqaluit Airport 1528 Ungalliqaat Cres, Iqaluit, NU X0A 0H0
 5. Ste-Catherine Sealift Terminal, 6565 boulevard Hébert, Sainte-Catherine (Quebec), J5C 1B5

3.2 Restrictions on the Type of Vehicle

The following types of vehicles are not acceptable for this requirement:

1. Snowmobiles;
2. All Terrain Vehicles (ATV) designed solely for recreational use or for the transportation of property or equipment exclusively on undeveloped road rights of way, marshland, open country or other unprepared surfaces; and
3. Trailer vehicles designed to be towed by snowmobiles or ATVs as described above.

3.3 Rental Period

The rental period is 1 December 2024 to 30 September 2025. The vehicles must be at the vehicle delivery location by 1 December 2024.

4 Support provided by Canada

Canada will provide the following:

- 4.1 Vehicle transportation by military aircraft between the vehicle delivery location and CAFATC at the start of the contract.
- 4.2 Secured and covered storage of the vehicles during the rental period.
- 4.3 Transportation by sea back to the port in Ste-Catherine QC at the end of the contract during the summer sealift.
- 4.4 Daily operator maintenance on the rented vehicles as per familiarization training
- 4.5 Repairs to the rented vehicles by CAF technicians as per maintainer familiarization training.



5 Acceptance Process and Criteria

5.1 Acceptance Inspection

The Contractor must make the three (3) rented vehicles available for inspection as noted in section 6.2 and acceptance by Canada at the vehicle delivery location.

6 Deliverables

6.1 The Contractor shall provide three (3) rental vehicles meeting the specifications as outlined in Appendix 1 for use during the rental periods as identified at para 3.3.

6.2 Vehicle delivery condition:

6.2.1 The vehicles must be delivered in a fully operational condition (serviced and adjusted);

6.2.2 Both the interior and exterior must be cleaned and free of environmental contaminants;

6.2.3 Lubricants installed in the vehicles at time of delivery must be suitable for the location of work and all seasons of use; and

6.2.4 The fuel tank must be no more than one quarter full and all loose items must be secured or tied down.

6.3 The Contractor shall provide a Safety Data Sheets Package, which shall include:

6.3.1 A list of all hazardous materials used on the vehicles/equipment; and

6.3.2 A complete set of all the safety data sheets for all hazardous materials in the vehicles.

6.4 The Contractor shall provide the following items with the vehicles:

6.4.1 Two (2) sets of keys for ignition and any key-lockable compartments.

6.4.2 Tools:

a. A basic tool kit for Operator maintenance for the rented vehicle; and

b. A storage container or bag designed for the stowage of Operator maintenance tools.

6.4.3 Manuals to be provided with the vehicle:

a. Operator's Manual for the vehicle shall be provided in both official languages (French and English); and

b. The contractor shall supply manual supplements for installed equipment not covered in the vehicle Operator's Manual, if applicable.

6.5 The Contractor shall provide the following parts/tool lists:

6.5.1 Special Tools List - A list of special tools required for the servicing and repair of the vehicle including the following information for each item on the list:

a. Item name;

b. Manufacturer's part number (OEM);

c. Quantity recommended per delivery location; and

d. Unit price.

Final list of Special Tools and Test Equipment (STTE) required with delivery of vehicle will be inserted at contract award.

6.5.2 Recommended Spare Parts Kit and List – One (1) kit and list of recommended parts. The following information for each item must be included in the list:



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

- a. Item name;
- b. Manufacturer's part number (OEM);
- c. Manufacturer's NATO Supply code (NCAGE) or name and address;
- d. NSN (NATO Stock Number) (if known).
- e. Quantity recommended; and
- f. Unit price.

Final list of Recommended Spare Parts required with delivery of vehicle will be inserted at contract award.

6.5.3 Parts and Preventative Maintenance Parts Kit – One (1) kit and list for each vehicle to include a complete set of parts (e.g. filters, oils, lubricants) from the Original Equipment Manufacturer (OEM) required in the first twelve (12) months of service:

- a. Item name.
- b. Manufacturer's part number (OEM).
- c. Manufacturer's NATO Supply code (NCAGE) or name and address.
- d. NSN (NATO Stock Number) (if known).
- e. Quantity recommended; and
- f. Unit price.

Final list of Parts and Preventative Maintenance Parts required with delivery of vehicle will be inserted at contract award.

6.5.4 The Contractor must provide the following for the duration of the rental period when it relates to the rented vehicle(s) and any installed equipment:

1. All Safety Recalls; and
2. All Manufacturer's Technical Service Bulletins (or equivalent).

6.5.5 The Contractor must provide written documentation that the following has occurred within the last three (3) months prior to vehicle delivery:

1. Vehicles have had a full mechanical inspection; and
2. Vehicles have been serviced and are up to date in accordance with the manufacturer's maintenance schedule and/or service intervals.

7 Travel and Living

- 7.1 The Contractor may be required to travel to Resolute Bay, Nunavut, if repairs are required that exceed CAF maintenance capability.
- 7.2 The requirement for any travel and trip report, content and format, will be identified. All travel will require prior written approval of the TA or the authorized representative. TA approval is limited to the validity of the travel requirement.
- 7.3 If required by the TA, the Contractor's resource must prepare a trip report and provide it to the TA, for review and approval, no later than five (5) working days after return from the trip.



APPENDIX 1 to ANNEX A – RENTAL SPECIFICATIONS

This document outlines the specifications for the rented vehicles to be used for personnel transport at CAFATC.

1 Definitions

The following definitions apply to this requirement:

- 1.1 Overhaul. As defined in the Defence Terminology Bank – Overhaul is a preventive maintenance process involving systematic refurbishment of an item. Overhaul is not intended to restore an item to an, "as new," condition, but rather to a standard that will increase the probability of the item completing a subsequent period of in-service, overhaul interval use without failure.
- 1.2 "5th percentile adult female" – As defined in the Motor Vehicle Safety Regulations (C.R.C., 1038) a person having as physical characteristics a mass of 46.3 kg, height of 1499 mm, erect sitting height of 785 mm, normal sitting height of 752 mm, hip sitting breadth of 325 mm, hip sitting circumference of 925 mm, waist sitting circumference of 599 mm, chest depth of 191 mm, bust circumference of 775 mm, chest upper circumference of 757 mm, chest lower circumference of 676 mm, knee height of 455 mm, popliteal height of 356 mm, elbow rest height of 180 mm, thigh clearance height of 104 mm, buttock-to-knee length of 518 mm, buttock-to-poples length of 432 mm, elbow-to-elbow breadth of 312 mm and seat breadth of 312 mm.
- 1.3 "95th percentile adult male" – As defined in the Motor Vehicle Safety Regulations (C.R.C., c. 1038) a person having as physical characteristics a mass of 97.5 kg, height of 1849 mm, erect sitting height of 965 mm, normal sitting height of 930 mm, hip sitting breadth of 419 mm, hip sitting circumference of 1199 mm, waist sitting circumference of 1080 mm, chest depth of 267 mm, chest circumference of 1130 mm, knee height of 594 mm, popliteal height of 490 mm, elbow rest height of 295 mm, thigh clearance height of 175 mm, buttock-to-knee length of 640 mm, buttock-to-poples length of 549 mm, elbow-to-elbow breadth of 506 mm and seat breadth of 404 mm.
- 1.4 Occupant compartment means the interior part of the vehicle used to accommodate the driver and any other occupants.
- 1.5 NATO stretcher means the stretcher DND uses, as identified by NSN 6530-01-432-5114.

2 Technical Requirements

2.1 Model Age

The vehicles' date of manufacture must be within the last ten (10) years or the vehicles must have undergone a complete and successful overhaul of all systems in the last five (5) years.

2.2 Operating Conditions

2.2.1 Weather

The vehicles must operate in temperatures ranging from 10°C (50°F) to -51°C (-59.8°F).



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

2.2.2 **Terrain**

The vehicles must be capable of operating on-road and off-road (including gravel roads) across the very diverse climate regions of Canada. Terrain conditions include very uneven ground and winter operations on deep snow, pack snow and ice.

2.2.3 **Vehicle Usage**

The vehicle must be capable of being left at idle for up to 24hrs/7days due to the extreme cold temperatures that can occur.

2.3 **Safety Standards**

2.3.1 Human Factors Engineering – The vehicle/equipment must:

1. Be manufactured/assembled for safety and ease of use by the CAF users with anthropometric characteristic measurements ranging from 95th percentile male to 5th percentile female;
2. Have entry and exit points equipped with handles and steps sized and positioned to accommodate CAF users with anthropometric characteristic measurement ranging from 95th percentile male to 5th percentile female; and
3. Be equipped with warning and instructions labels, grab handles and heat shields, for operator and occupant safety.

2.3.2 The vehicles must have adequate occupant protection for all occupants in case of collision or rollover.

2.3.3 The vehicles must have designated seating capacity and restraint system for a minimum of two (2) occupants (driver and medical attendant) and a secure restraint and mounting system for at least two (2) other occupants on NATO stretchers.

2.3.4 Mirrors on each side of the vehicle cab or windshield.

2.4 **General Characteristics**

2.4.1 Due to transportability, limited storage, size of aircraft and building access doors, vehicle size limits are as follows:

1. Maximum length of 9000 mm (354.33 inches);
2. Maximum width of 2700 mm (106.3 inches); and
3. Maximum height of 3000 mm (118.11 inches).

2.4.2 Maximum gross vehicle weight of 20,000 kg (44,092.45 lbs).

2.4.3 Range of at least 200km (124 mi).

2.4.4 Minimum off-road speed of 30km/hr.

2.4.5 Maximum nominal ground pressure of less than 50 Kpa.

2.4.6 Minimum ground clearance of at least 250mm (9.84 inches).

2.4.7 Ground contact material that is either tires or tracks. This material must not be metal.

2.4.8 The vehicles must be capable of safely carrying a driver, a medical attendant and two (2) adult sized injured occupants on stretchers secured in an occupant compartment. There must be



adequate space and lighting for the attendant to give continuous medical aid to the injured occupants while in motion over the terrain as described in 2.2.2.

2.5 Power Train and Other Systems

- 2.5.1 Engine fuel systems - the engine fuel type must be unleaded regular gasoline, diesel, or JP8 (aviation fuel).
- 2.5.2 Fuel Tank- The following must be provided:
1. The fuel tank has a minimum capacity to support at least a 200km operational range; and
 2. The fuel tank indicates the use of fuel type on the fuel tank cap in English and French stamped close to the fuel cap.
- 2.5.3 Transmission – There must be a minimum of one (1) forward gear and one (1) reverse gear.
- 2.5.4 Brakes- The following must be provided:
1. Hydraulic braking system; and
 2. A parking brake.
- 2.5.5 Suspension – The vehicle must be equipped with commercial front and rear suspension.
- 2.5.6 Electrical – The following must be provided:
1. A 12V outlet in the instrument panel;
 2. Headlamps, brake/taillights;
 3. Vehicles must be equipped with a heating system to maintain a consistent temperature of at least 25°C (77°F) for all occupants;
 4. At least two GFCI enabled electrical outlets in the compartment where the injured occupants will be located, capable of delivering 120V, 50-60Hz power with at least 15a of current to NEMA 5-15 plugs; and
 5. Lighting system which provides good lighting for treatment of the injured occupants without distraction for the driver.

2.6 Body Features

The following must be provided:

- 2.6.1 Recovery points – commercially equipped.
- 2.6.2 Occupant Compartment:
1. An occupant compartment must be heated, fully enclosed, weatherproof with a hard covered enclosure and mounted to the chassis or frame of the vehicle;
 2. The medical attendant must be in the same space as the injured occupants and securely seated in such a way to allow accessibility to patients laying on stretchers while the vehicle is in motion; and
 3. The occupant compartment can be divided into two (2) compartments where the driver is in one compartment and remaining occupants in another.



- a. In this case, both compartments should be on the same chassis or frame; however, if this is not possible and the second compartment is put on a trailer, the trailer with the occupant compartment must be:
 - i. Designed to be towed by the rented vehicle;
 - ii. Capable of traversing the same terrain as identified in 2.2.2;
 - iii. Capable of the same speed, same ground pressure, ground clearance, range and have the same ground contact material;
 - iv. The combined weight of vehicle and all compartment(s) shall not exceed the amount at 2.4.2; and
 - v. The combined dimensions of vehicle and all compartments together shall not exceed those in 2.4.1.
- 2.6.3 There must be mounts for two (2) NATO stretchers mounted in an occupant compartment. These must be mounted in a manner that the stretcher will not be dislodged or fall from the mount during off-road travel.
- a. There must be mounts for two (2) NATO stretchers mounted in an occupant compartment. These must be mounted in a manner that the stretcher will not be dislodged or fall from the mount during off-road travel; and
 - b. There must be adequate space above the mounted stretchers to allow for medical treatment.
- 2.6.4 Device/Instruments – These must be provided to indicate the following information to the driver:
1. Speed;
 2. Fuel level;
 3. Occupant compartment temperature with controls to change the temperature from 5°C (41°F) to 25°C (77°F);
 4. Engine coolant temperature;
 5. Oil pressure gauge or a warning light;
 6. Battery voltage gauge or a warning light; and
 7. Parking brake light.
- 2.7 **Miscellaneous**
- 2.7.1 Lubricants and Fluids - All lubricants and fluids provided must meet the operating conditions specified in Section 2.2.
- 2.7.2 Warning, Markings and Instruction Plates:
- a. All identification, instructional, and warnings labels must be bilingual or international symbols defined in SAE J1362 found at [J1362_202301: Graphical Symbols for Operator Controls and Displays on Off-Road Self-Propelled Work Machines - SAE International](#);



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

- b. All identification, instructional, and warning labels must be within view of the operator;
and
- c. All indicators and controls must be permanently labeled.



ANNEX B – BASIS OF PAYMENT

Category	All-Inclusive Monthly Rate (Can \$) A	Quantity B	Subtotal (Can \$) C = A * B
Contract Period: From 01 December 2024 to 30 September 2025			
Vehicle Rental, including Delivery	\$ _____ [To be inserted at Contract Award]	30 (3 vehicles x 10 months)	\$ _____ [To be inserted at Contract Award]
Operator and Maintenance Training			\$ _____ [To be inserted at Contract Award]
Travel and Living			\$20,000.00
Mobile Repair Party Labour			\$ _____ [To be inserted at Contract Award]
Firm mark-up on items not listed in section 6.5 of the Statement of Work: _____ % [To be inserted at Contract Award]			\$ _____ [To be inserted at Contract Award]
Option Period 1: From 01 October 2025 to 30 September 2026			
Vehicle Rental	\$ _____ [To be inserted at Contract Award]	36 (3 vehicles x 12 months)	\$ _____ [To be inserted at Contract Award]
Operator and Maintenance Training			\$ _____ [To be inserted at Contract Award]
Travel and Living			\$20,000.00
Mobile Repair Party Labour			\$ _____ [To be inserted at Contract Award]
Firm mark-up on items not listed in section 6.5 of the Statement of Work: _____ % [To be inserted at Contract Award]			\$ _____ [To be inserted at Contract Award]
Option Period 2: From 01 October 2026 to 30 September 2027			
Vehicle Rental	\$ _____ [To be inserted at Contract Award]	36 (3 vehicles x 12 months)	\$ _____ [To be inserted at Contract Award]



Operator and Maintenance Training	\$ _____ [To be inserted at Contract Award]
Travel and Living	\$20,000.00
Mobile Repair Party Labour	\$ _____ [To be inserted at Contract Award]
Firm mark-up on items not listed in section 6.5 of the Statement of Work: _____ % [To be inserted at Contract Award]	\$ _____ [To be inserted at Contract Award]

1 Estimated Cost of Vehicle Rentals

Contract Period: \$ _____ [To be inserted at Contract Award]
Option Period 1 (If Exercised): \$ _____ [To be inserted at Contract Award]
Option Period 2 (If Exercised): \$ _____ [To be inserted at Contract Award]

Total Estimated Cost of Vehicle Rentals (If all Options are Exercised): [To be inserted at Contract Award]

2 Estimated Cost of Training

[To be inserted at Contract Award]

Contract Period: \$ _____ [To be inserted at Contract Award]
Option Period 1 (If Exercised): \$ _____ [To be inserted at Contract Award]
Option Period 2 (If Exercised): \$ _____ [To be inserted at Contract Award]

Total Estimated Cost of Training (If all Options are Exercised): [To be inserted at Contract Award]

3 Estimated Cost of Kits (Delivered)

[To be inserted at Contract Award]

1. Basic Tool Kit requirements and estimated price;
2. Special Tools and Test Equipment requirements and estimated price;
3. Parts and Preventative Maintenance Parts Kit requirements and estimated price; and
4. Recommended Spare Parts Kit requirements and estimated price.

Total Estimated Cost of Kits: [To be inserted at Contract Award]

4 Cost Reimbursable Expenses

4.1 Estimated Cost of Mobile Repair Party Labour (Using Task Authorizations)



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

To be inserted at Contract Award]

Contract Period: \$ _____ **[To be inserted at Contract Award]**
Option Period 1 (If Exercised): \$ _____ **[To be inserted at Contract Award]**
Option Period 2 (If Exercised): \$ _____ **[To be inserted at Contract Award]**

Total Estimated Cost of Mobile Repair Party Labour (Using Task Authorizations) (If all Options are Exercised): **[To be inserted at Contract Award]**

4.2 Estimated Cost of Parts listed in Annex B (Using Task Authorizations)

To be inserted at Contract Award]

Contract Period: \$ _____ **[To be inserted at Contract Award]**
Option Period 1 (If Exercised): \$ _____ **[To be inserted at Contract Award]**
Option Period 2 (If Exercised): \$ _____ **[To be inserted at Contract Award]**

Total Estimated Cost of Parts listed in Annex B (Using Task Authorizations) (If all Options are Exercised): **[To be inserted at Contract Award]**

4.3 Estimated Cost of Parts not listed in Annex B (Using Task Authorizations)

To be inserted at Contract Award]

Contract Period: \$ _____ **[To be inserted at Contract Award]**
Option Period 1 (If Exercised): \$ _____ **[To be inserted at Contract Award]**
Option Period 2 (If Exercised): \$ _____ **[To be inserted at Contract Award]**

Total Estimated Cost of Parts not listed in Annex B (Using Task Authorizations) (If all Options are Exercised): **[To be inserted at Contract Award]**

4.4 Authorized travel and living expenses for Work

Concerning the requirements to travel described in section 7 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees."

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

4.5 Estimated Cost of Authorized Travel and Living Expenses

Contract Period: \$20,000.00
Option Period 1 (If Exercised): \$20,000.00



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

Option Period 2 (If Exercised): \$20,000.00

Total Estimated Cost of Authorized Travel and Living Expenses (If all Options are Exercised):
\$60,000.00

5 Total Estimated Cost

Contract Period: \$ _____ [To be inserted at Contract Award]

Option Period 1 (If Exercised): \$ _____ [To be inserted at Contract Award]

Option Period 2 (If Exercised): \$ _____ [To be inserted at Contract Award]

Grand Total Estimated Cost (If all Options are Exercised): \$ _____ [To be inserted at Contract Award]

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. The total cost of all of these estimates cannot exceed the Limitation of Expenditure specified in clause 6.10.6 of the Contract.



ANNEX C – TECHNICAL INFORMATION QUESTIONNAIRE

1 Definitions

The following definition apply to the interpretation of this Technical Information Questionnaire:

- a. “Equivalent” - A standard, means, or component type, which has been accepted by the Technical Authority as meeting the specified requirements for form, fit, function and performance.

Reference	Requirement	Value as per specs	Location of Substantial Information in Bid Proposal
2	Model Age: The following must be provided: The vehicles’ date of manufacture must be within the last ten (10) years or the vehicles must have undergone a complete and successful overhaul of all systems in the last five (5) years.		
4.3	Safety Standards: The following must be provided: Seats and restraints for seated occupants.		
5.1.1	Vehicle length: The following must be provided: Maximum length of 9000mm		
5.1.2	Vehicle width: The following must be provided: Maximum width of 2700mm		
5.1.3	Vehicle height: The following must be provided: Maximum height of 3000mm		
5.2	Vehicle weight: The following must be provided: Maximum gross vehicle weight of 20,000kg		
5.3	Operational range: The following must be provided: Minimum operational range of 200km.		
5.4	Speed: The following must be provided: Minimum off-road speed of 30km/h.		



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

5.5	<p><u>Ground pressure:</u> The following <i>must</i> be provided:</p> <p>Maximum ground pressure of 50KPa</p>		
5.6	<p><u>Ground clearance:</u> The following <i>must</i> be provided:</p> <p>Minimum ground clearance of 250mm.</p>		
5.7	<p><u>Ground contact material:</u> The following <i>must</i> be provided:</p> <p>Ground contact material that is either tires or tracks. This material must not be metal.</p>		
6.1	<p><u>Engine Systems:</u> The following <i>must</i> be provided:</p> <p>Engine fuel type is unleaded regular gasoline, diesel or JP8 (aviation fuel).</p>		
6.1.1	<p><u>Fuel Tank:</u> The following <i>must</i> be provided:</p> <p>The main fuel tank has a capacity to support at least 200km operational range.</p>		
6.2	<p><u>Transmission:</u> The following <i>must</i> be provided:</p> <p>A minimum of one (1) forward gear and one (1) reverse gear.</p>		
6.5.3	<p><u>Heating System:</u> The following <i>must</i> be provided:</p> <p>Vehicles must be equipped with a heating system to maintain a consistent temperature of at least 25°C (77°F) for all occupants.</p>		
6.5.4	<p><u>Electrical:</u> The following <i>must</i> be provided:</p> <p>At least two (2) GFCI enabled electrical outlets in the compartment where the injured occupants will be located, capable of delivering 120V, 50-60Hz power with at least 15a of current to NEMA 5-15 plugs.</p>		
7.1	<p><u>Body Features:</u> The following <i>must</i> be provided:</p> <p>Recovery points – commercially equipped.</p>		



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

7.2.2	<p><u>Occupant Compartment:</u> The following <i>must</i> be provided:</p> <p>The medical attendant must be in the same space as the injured occupants and securely seated in such a way to allow accessibility to patients laying on stretchers while the vehicle is in motion.</p>		
7.2.4	<p><u>Occupant Compartment:</u> The following <i>must</i> be provided:</p> <ol style="list-style-type: none"> 1. Mounts for two (2) NATO stretchers; or 2. Mounts and two (2) equivalent non-NATO stretchers; and <p>Stretcher mounts affixed in a manner that will not permit movement of the stretcher from the mount during off-road travel.</p>		
7.2.5	<p><u>Occupant Compartment:</u> The following <i>must</i> be provided:</p> <p>There must be a door near where the stretchers are mounted for ease of loading and unloading. The opening must be at least 900mm (35.43 inches) in width, 1000mm (39.37 inches) in height and an injured adult carried on a stretcher must fit through the opening.</p>		
8	<p><u>Device/Instruments:</u> The following <i>must</i> be provided:</p> <p>All devices/instruments, gauges or warning lights are installed.</p>		



ANNEX D – INUIT BENEFITS PLAN

Canada requests that Bidders maximize the participation of Inuit people and businesses, as well as businesses located in the Nunavut Settlement Area (NSA), in the performance of this procurement. The Bidder's Inuit Benefits Plan (IBP) will be the document containing the Bidders' commitments related to these objectives. In its IBP, the Bidder should detail and support the achievability of its commitments related to Nunavut Benefits and Inuit Benefits, for each of the IBP criteria, as described in Annex E – Inuit Benefit Plan Evaluation.

Canada reserves the right, but is not obligated, to verify any information provided in the IBP. Any untrue statements made by the Bidder in its IBP may result in the bid being declared non-responsive or in the Contractor being in default to the terms of the contract.

The Bidder acknowledges that the IBP evaluation criteria represents Canada's solemn efforts to uphold Canada's constitutional obligations to the Inuit of Nunavut, and that the true value of IBP commitments may not be entirely pecuniary and, as such, cannot be fully represented by a dollar value alone.

The Bidder also acknowledges that, if selected to be the Contractor, the commitments in its IBP will become contractual obligations.

For follow-up purposes, the leaders of the modern treaty rights holders impacted by this procurement may receive copies of the Contractor's IBP, IBP Progress Reports and periodically receive performance monitoring results.

If there is insufficient space in the tables below, add additional lines as need be.

Key Terms

1. Eligible Inuit Employee (EIE) is:

- a. An individual who is working toward the performance of the Contract either as a permanent, part-time or casual employee of the Contractor or as an employee of a subcontractor, and
- b. a beneficiary of the Nunavut Agreement (<https://nlca.tunngavik.com/>) at the time such work is performed, and
- c. is not an Eligible Inuit Trainee.

To confirm whether an employee is a beneficiary of the Nunavut Agreement, the Bidder may contact the Inuit Enrolment List Administrator with such employee's beneficiary number, Toll Free: 1-888-236-5400.



Additional information on the Inuit Enrolment List is available at: https://www.tunnngavik.com/initiative_pages/enrolment-program/enrol-in-the-nunavut-agreement/

2. Inuit Firm Registry (IFR) Firm (contractor/supplier/subcontractor) is:

- a. A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry (IFR), (<https://inuitfirm.tunnngavik.com/>) a registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement, and
- b. a beneficiary of the Nunavut Agreement (<https://nlca.tunnngavik.com/>) at the time such work is performed, and
- c. is not an Eligible Inuit Employee (i.e. while this individual can be an employee, inclusion for IBP purposes can only count once, that is either as an “Eligible Inuit Employee” or as an “Eligible Inuit Trainee”, not both).

3. Inuit Firm Registry (IFR) Firm (contractor/supplier/subcontractor) is:

A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry(IFR). (<https://inuitfirm.tunnngavik.com/>)
A registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement.

4. Quality Factor (QF)

The result of a multiplier (or multipliers) applied to IBP Criteria, for evaluation purposes only, that are specifically-designed to encourage bidders to propose higher quality employment and training proposals in their IBPs.

INUIT EMPLOYMENT

Commitment Table 1 – EIE Commitment

Dollar value must be the gross dollar value that will be paid (in CAD) to the EIEs for work performed under the contract. Add as many lines as need be in the below table.

Commitments below identify EIEs and EIE hours **regardless of whether they are performed by the Contractor or subcontractor staff.**

Eligible Inuit Employment commitments **must not include** any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments.

Bidders are required to detail commitments for the entire contract term.



1-A Total EIE

ITEM	Description of Position and Tasks	EIE Staff (QTY)	Dollar Value (\$CAD)
EIE -1			\$
EIE -2			\$
EIE -3			\$
EIE -4			\$
Total for contract term			\$
Total <u>for all</u> contract terms		Total EIE Staff (Contractor and subcontractor)	Total Dollar Value (Contractor and subcontractor)
		(S1)	\$ (S2)

EIE Commitment

This criterion is worth 10% of the bid evaluation points available.

IMPORTANT: To achieve points, Bidders **should** detail commitments in Table 1-A at Annex D – Inuit Benefits Plan.



1.1	<p>EIE – Dollar value Commitment Bidders will be evaluated on the total dollar value commitment to employ EIEs, in carrying out the work. The commitments identified below relate specifically to the total dollar value to be paid to EIEs regardless of whether employed by the Contractor or subcontractor staff.</p> <p>Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitment, as described in section 1.2, EIE – IBP Commitment Implementation in Annex E – Inuit Benefits Plan Evaluation.</p> <p>Eligible Inuit Employment commitments must not include any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments.</p> <p style="text-align: right;">Total dollar value of EIEs (Contractor and subcontractor): \$ (S2)</p>
-----	--

INUIT TRAINING AND SKILLS DEVELOPMENT

Commitment Table 2 – EIT Commitment

Dollar value is in CAD and is for training provided to the Eligible Inuit Trainee working on this contract.

Commitments below identify EITs and EIT hours regardless of whether they are provided by the Contractor or subcontractor staff

Eligible Inuit Training commitments **must not include** any commitments already included under the Eligibility Inuit Employment commitments or Inuit Ownership commitments.

Bidders are required to detail commitments for each Period in the tables that correspond to that corresponding Period.

Quality Factor Rating (QR)

<u>Training Type</u> <u>Quality Rating (R1)</u>		<u>Career Development</u> <u>Quality Rating (R2)</u>		<u>Training/Certification Completion</u> <u>Quality Rating (R3)</u>	
Accredited Certification = AC	X 2.5	Result in Permanent Employment = PP	X 2	Completed by Contract close = RC	X1.5
Apprenticeship = AP	X 2	Result in Salary Increase = PR	X 1.5	Not completed by Contract Close = NR	X 1
On-the Job Training = OJ	X 1.5	No Change= NC	X 1		
Internal Certification = FC	X 1				

2-A Total EIT



Period: _____

									FOR EVALUATION PURPOSES ONLY		
ITEM	Training Type	R1	R1 Quality	R2	R2 Quality	R3	R3 Quality	Total EIT Training Hours for all EIT (Y)	EIT Quality Factor Hours Y (R1+R2+R3+R4)		
									(no. of Rs)		Dollar Value of Training Provided
EIT -1	<i>Forklift Training</i>	<i>AC</i>	<i>2</i>	<i>PP</i>	<i>2</i>	<i>RC</i>	<i>1</i>	100	166		\$1800.00
EIT -2											\$
EIT -3											\$
EIT -4											\$
Total for this Period											

			FOR EVALUATION PURPOSES ONLY		
Total <u>for all</u> Periods	Total EIT Training Hours (Contractor and subcontractor)		Total EIT Quality Factor Training Hours (Contractor and subcontractor)		Total Dollar Value of Training Provided (Contractor and subcontractor)
		(E1)		(ER1)	\$ (E2)

INUIT OWNERSHIP

Commitment Table 3 – Inuit Ownership Commitment



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

Inuit Ownership commitments **must not include** any commitments already included under the Eligible Inuit Training commitments or the Eligible Inuit Employment commitments.

Bidders are required to detail commitments for the entire contract term.

3-A Total Inuit Contractor/Sub-Contracting/Supplier Commitment

Dollar Value of IFR (Contractor/Subcontractors/Supplier) for this contract term	\$	
Total Dollar Value of IFR (Contractor/Subcontractor/Supplier) <u>for all</u> contract term	\$	(F)



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

LOCATION IN THE NUNAVUT SETTLEMENT AREA

Commitment Table 4 – NSA Location Commitment

Bidders are required to detail commitments for the entire contract term.

Contractor:

Head Offices
Administrative Offices
Other Staffed Facilities

Subcontractors and/or Suppliers:

Head Offices
Administrative Offices
Other Staffed Facilities

4-A Location of Business in the NSA

Company Name (Contractor)	Address in the NSA	Nature of Presence and Office Type in the NSA
Company Name (Subcontractor/Supplier)	Address in the NSA	Nature of Presence and Office Type in the NSA



ANNEX E – INUIT BENEFITS PLAN EVALUATION

Commitment Tables

Bidders must fill out the commitment tables for each criterion at Annex D – Inuit Benefits Plan to be awarded points, adding lines to such tables as need be.

Evaluation of IBP Commitments

Bidders will be evaluated on their IBP Commitments, for each criterion in accordance with the solicitation clause entitled “Basis of selection”.

Score Calculations for IBP Commitments

The score for each IBP criterion will be the summation of the points for all sub criteria for that IBP criterion. The commitment for sub criteria related to EIE/EIT hours, employee/trainee numbers, quality of work/training and dollar value commitments, will be prorated against the highest commitment for each of those sub criterion as follows: the commitment for that sub criterion / the highest commitment for that sub criterion multiplied by the total points available for that sub criterion.

EXAMPLE

EMPLOYMENT OF EIE		Bidder 1	Bidder 2	Bidder 3
1	EIE Dollar Value Commitment	\$5000	\$5500	\$6000
	Total points available = 40	$\$5000 / \$6000 \times 40 = 33.33$	$\$5500 / \$6000 \times 40 = 36.67$	$\$6000 / \$6000 \times 40 = 40$
Inuit Employment Score (40 Points available):		33.33/40	36.67/40	40/40

Evaluation of IBP Commitment Implementation

Bidders will be evaluated on their submission, both for integrating IBP commitments and for detailing their strategy as to how they will deliver such IBP commitments.



Score Calculations for IBP Commitment Implementation

Each criterion indicates what information the Bidder should provide to support their demonstration of how they intend to fulfill the corresponding commitments. To receive points for the IBP Commitment Implementation for applicable criterion, the information must be submitted with the bid prior to bid closing. Scores will be attributed as described below in the IBP – Commitment Implementation section of each criterion.

INUIT EMPLOYMENT

EIE Commitment		
This criterion is worth 10% of the bid evaluation points available.		
IMPORTANT: To achieve points, Bidders should detail commitments in Table 1-A at Annex D – Inuit Benefits Plan.		
1.1	<p>EIE – Dollar value Commitment Bidders will be evaluated on the total dollar value commitment to employ EIEs, in carrying out the work. The commitments identified below relate specifically to the total dollar value to be paid to EIEs regardless of whether employed by the Contractor or subcontractor staff.</p> <p>Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitment, as described in section 1.2, EIE – IBP Commitment Implementation in Annex E – Inuit Benefits Plan Evaluation.</p> <p>Eligible Inuit Employment commitments must not include any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments.</p> <p style="text-align: right;">Total dollar value of EIEs (Contractor and subcontractor): \$ (S2)</p>	/10
1.2	<p>The following is information required, at a minimum, to demonstrate Inuit labour commitments:</p> <ul style="list-style-type: none"> • experience to be gained; • the sustainability of the jobs; • human resource strategies for Inuit recruitment • human resource strategies for retention, succession planning and staff management • To identify potential new employees, the Bidder may contact the Nunavut Apprenticeship, trade and occupations certification Unit (https://www.gov.nu.ca/family-services/information/apprenticeship-trade-and-occupations-certification). 	
Total Points Available for the Employment of EIE		/10



INUIT TRAINING AND SKILLS DEVELOPMENT

This criterion is worth 10% of the bid evaluation points available
IMPORTANT: To achieve points, Bidders **should** detail commitments in Table 2-A at Annex D – Inuit Benefits Plan.

2.1	<p>EIT – Dollar value Commitment Bidder will be evaluated on the total dollar value commitment to train and skill develop EITs</p> <p>NOTE: Commitments captured in “Employment of EIE” must not be included in this section</p> <ul style="list-style-type: none"> • Instructor rates, materials, or other training or skill development supplies that may be required may be eligible for consideration as a financial commitment. • External or third-party training costs may be eligible for consideration. <p>Eligible Inuit Training commitments must not include any commitments already included under the Eligible Inuit Employment commitments or the Inuit Ownership commitments.</p> <p>Total dollar value of Inuit Training and Skills Development: _____ (E2)</p>	/10
-----	---	-----

2.2	<p>EIT – IBP Commitment Implementation Bidders must provide a written plan of engagements, measures, and proposed procedures to be taken to deliver on the Inuit Training and Skills Development criteria.</p> <p>The following is information required, at a minimum, to demonstrate Inuit training and skills development commitment:</p> <ul style="list-style-type: none"> • Bidders are to identify what on-the-job or in-house training will consist of and the category of work • details on the type of training being offered and how it is relevant to the procurement (such as apprenticeships, school programs, internal/external training); • total number of Inuit training hours committed; • the skills the training will develop (such as specialization, certification, or accreditation obtained); • effectiveness of the training delivery approach (such as classroom or fieldwork); • strategies for retaining Inuit who have completed training; • the duration of training; and the number of Inuit to be trained 	
-----	---	--

Total Points Available for Inuit Training and Skills Development	/10
---	------------



This criterion is worth 10% of the bid evaluation points available. IMPORTANT: To achieve points, Bidders should detail commitments in Table 2-A at Annex D – Inuit Benefits Plan Evaluation.		
3.1	<p>Inuit Ownership – Dollar value Commitment</p> <p>The use of Inuit Firm Registry (IFR) Contractor/subcontractors/suppliers in carrying out the contract.</p> <p>Bidders will be evaluated on their firm commitment to use IFR subcontractors for services or the procurement of supplies and equipment from IFR businesses.</p> <p>1. If the Contractor is an IFR firm, the total dollar value of the IFR contracting will also include the Contractor's portion of the contract.</p> <p>Eligible Inuit Ownership commitments must not include any commitments already included under the Eligible Inuit Training commitments or the Eligible Inuit Employment commitments.</p> <p style="text-align: right;">Dollar value of IFR portion of the contract \$ (F) (Contractor/subcontractors/suppliers):</p>	/10
Total Points Available for Inuit Ownership (of Contractor or sub-contractor/suppliers)		/10

LOCATION IN THE NUNVUT SETTLEMENT AREA

This criterion is worth 5% of the bid evaluation points available. IMPORTANT: To achieve points, Bidders should detail commitments in Table 3-A at Annex D -		
4.1	<p>NSA Location – Commitment</p> <p>Bidders will be evaluated on their new or existing location of business in the NSA in performing work under the government contract.</p> <p>Contractor/subcontractor/supplier may have head offices, administrative offices, or other staffed facilities.</p> <p>A maximum of 5 points will be assigned for this criterion. Points will be assigned as follows:</p>	/5



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

<p>Contractor:</p> <ol style="list-style-type: none"> 1. Head Offices (5 points) 2. Administrative Offices (4 points) 3. Other Staffed Facilities (3 points) 4. Location of Labour (3 points) <p>Subcontractors and/or Supplier:</p> <ol style="list-style-type: none"> 1. Head Offices (3 points) 2. Administrative Offices (2 points) 3. Other Staffed Facilities (2 points) 4. Location of Labour (1 point) <p>Bidders must provide supporting documentation regarding the locations submitted. Information to include:</p> <ul style="list-style-type: none"> • a description of the locations, including addresses; • describe the nature of the firm's presence in the NSA; and • number of years the firm has been in the identified locations in the NSA. 		
Total Points Available for Inuit Location		/5



ANNEX F – INUIT BENEFITS PLAN PROGRESS REPORT

The IBP Progress Report is comprised of 4 tables which the Contractor must fill in, as indicated in this Annex, and submit with every invoice.

The tables will demonstrate the Contractor's compliance with its IBP, providing information, including the cost breakdown, on all IBP achievements in each period of the Contract as well as the cumulative total of IBP obligations delivered since the beginning of the Contract.

If so requested by Canada, the Contractor must be able to provide a full description of all of the Work that has been completed in accordance with the IBP, and to present before Canada the supporting documentation (i.e. employees coordinates, time sheets, invoices, receipts, vouchers etc). The Contractor must also maintain such records for audit purposes in accordance with the General Conditions.

The Contractor is required to certify the information contained in every IBP Progress Report submitted. If Contractor Certification is not provided, the IBP Progress Report will be deemed incomplete and will not be accepted.

Disclosure of Information

1. The Contractor agrees to the disclosure of the IBP and the IBP Progress Reports by Canada, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. The Contractor warrants to have secured from its subcontractors and suppliers similar consents to disclosure by Canada as the IBP and the IBP Progress Report could contain information regarding such subcontractors and suppliers. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.
2. The Contractor undertakes **not to include** in the IBP or in the IBP Progress Reports **any information that cannot be shared publicly** or that could constitute **private information** under the *Privacy Act* (R.S.C., 1985, c. P-21) (e.g.name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.

Deviations

If the delivery of IBP obligations is below the IBP commitment, the Contractor must include a detailed explanation. In circumstances where the Contractor can clearly demonstrate that reasonable efforts were made to meet the IBP obligations but could not be met due to circumstances out of the Contractor's control, the Contractor will nevertheless be expected to have maximized IBP obligations to the level that was possible. See the Contact terms for further details regarding such situations.



The Contractor must **inform the Contracting AND Canada’s IBP Authority immediately** without waiting for the submission of an IBP Progress Report if a deviation from the expected outcome may occur.

INUIT EMPLOYMENT

Table 1 – EIE Progress Report.

“Hourly rate” must be the gross dollar value paid (in CAD) to the EIE for that position for the work performed under the contract. Add as many lines as need be in the below table. Positions and type of work must also correspond with those committed to in the Contractor’s IBP.

Period: _____

1-A Total EIE

ITEM	Hourly Rate	EIE Hours in this Progress Report	Dollar Value paid to EIE in this Progress Report		Number of EIE staffed in this Progress Report	
		Achieved	Committed	Achieved	Committed	Current
EIE -1	\$		\$	\$		
EIE -2	\$		\$	\$		
EIE -X	\$		\$	\$		
Total for this Progress Report			\$	\$		



1-B EIE Cumulative

		Total Dollar Value committed for EIE in the IBP (A2)	\$	Total EIE Staff committed in the IBP (S1)	
Total of EIE Hours for all Periods, up to now and including this one		Total Dollar Value paid to EIE for all Periods, up to now and including this one.		Number of EIE staffed for all Periods, up to now and including this one	
		Total Dollar Value remaining to meet commitment	\$	Total EIE to be staffed to meet staffing commitment	

On track (Yes or No)? If no, the sections below **MUST** be completed prior to submission of this report:

IBP Deviation Explanations (Use additional pages if necessary)

Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)

Comments (Use additional pages if necessary)



INUIT TRAINING AND SKILLS DEVELOPMENT

Table 2 – EIT Progress Report

Period: _____

2-A Total EIT

ITEM	Total EIT training hours in this Progress Report		Total Dollar Value spent on training in this Progress Report		Number of EITs trained for this Progress Report, up to now and including this one	
	Committed	Achieved	Committed	Achieved	Committed	Achieved
EIT -1			\$	\$		
EIT -2			\$	\$		
EIT -3			\$	\$		
Total for this Progress Report			\$	\$		

1-B EIT Cumulative

Total of EIT training hours for all Periods, up to now and including this one		Total Dollar Value spent on training in all Periods, up to now and including this one	\$	Number of EITs trained for all Periods/, up to now and including this one	
Total of EIT training hours committed in the IBP (E1)		Total Dollar Value committed for training in the IBP (E2)	\$	Total EITs committed in the IBP (T1)	
Total of EIT training hours remaining to meet commitment		Total Dollar Value remaining to meet commitment	\$	Total EITs remaining to be trained	



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

On track (Yes or No)? If no, the sections below **MUST** be completed prior to submission of this report:

IBP Deviation Explanations (Use additional pages if necessary)

Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)

Comments (Use additional pages if necessary)



INUIT OWNERSHIP

Table 3 – Inuit Ownership Progress Report

3-A Total Inuit Contractor/Sub-Contracting/Supplier

Period _____

ITEM	Company Name (contractor)	Description of the Work/Goods Supplied	Inuit Firm ID	Total Dollar Value in this Progress Report	
				Committed	Achieved
IFR-1				\$	\$
	Company Name (subcontractor/supplier)	Description of the Work/Goods Supplied	Inuit Firm ID	Total Dollar Value in this Progress Report for Subcontract or Supplies/Services	
				Committed	Achieved
IFR-2				\$	\$
IFR-3				\$	\$
IFR-4				\$	\$
IFR-5				\$	\$
IFR-6				\$	\$
Total Dollar Value for Inuit Contractor/Subcontracting or Supplies/Services in this Progress Report				\$	\$



3-B Cumulative

Total Dollar Value for Inuit Contractor/Subcontracting or Supplies/Services in all Periods, including this one.	\$
Total Dollar Value for Inuit Contractor/Subcontracting or Supplies/Services committed in the IBP (F)	\$
Total Dollar Value remaining	\$

On track (Yes or No)? If no, the sections below **MUST** be completed prior to submission of this report:

IBP Deviation Explanations (Use additional pages if necessary)

Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)



Comments (Use additional pages if necessary)

LOCATION IN THE NUNAVUT SETTLEMENT AREA

Table 4– NSA Location Progress Report

4-A Location of Business in the NSA

Period: _____

Company Name (contractor)	Address in the NSA	Nature of Presence and Office Type in the NSA
Company Name (subcontractor/supplier)	Address in the NSA	Nature of Presence and Office Type in the NSA

On track (Yes or No)? If no, the sections below **MUST** be completed prior to submission of this report:

IBP Deviation Explanations (Use additional pages if necessary)



National Defence

Défense nationale

Solicitation No. W3915-24-0021/A

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)

Comments (Use additional pages if necessary)

Each IBP progress report must include the certification below.

Contractor Certification

IBP PROGRESS CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

CONTRACT NUMBER: _____

The Contractor certifies the information contained in the IBP Progress Report is accurate and complete.

The Contractor further certifies, and is prepared to provide support to demonstrate, that:

- 1. Where work or training has been attributed to Inuit workers or Inuit trainees, that the workers and / or trainees were all registered on the Inuit Enrolment List during the reporting period; and**
- 2. Where work has been attributed to Inuit Firms, that those firms were all registered on the Inuit Firm Registry during the reporting period.**



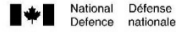
National Defence

Défense nationale

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

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

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

DND 626 (01-05)

Design: Forms Management 993-4050
Conception: Gestion des formulaires 993-4062