



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA

Ontario

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Training Support Services	
Solicitation No. - N° de l'invitation W4938-21246S/A	Date 2021-11-18
Client Reference No. - N° de référence du client W4938-21246S	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-615-8509	
File No. - N° de dossier KIN-1-56065 (615)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-12-20 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Denbeigh, Andrew	Buyer Id - Id de l'acheteur kin615
Telephone No. - N° de téléphone (613) 484-1586 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE STN FORCES P.O.BOX 17000 KINGSTON Ontario K7K7B4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

Annex "A" - Statement of Work
Annex "B" - Basis of Payment
Annex "C" - Security Requirements Checklist
Annex "D" - Insurance Requirements
Annex "E" - DND 626 Task Authorization Form
Annex "F" - Federal Contractors Program for Employment Equity – Certification
Annex "G" – Electronic Payment Instruments

The Attachments include:

Appendix 1 to Annex A, Estimated Resource Volume
Appendix 2 to Annex A, Courses that the Resources may be required for during the Contract
Appendix 3 to Annex A, List of Acronyms
Appendix 4 to Annex A, Instructor Evaluation Forms
Appendix 1 to Annex C, Security Requirements, Security Classification Guide

1.2 Summary

- 1.2.1** The Department of National Defence (DND), has a requirement for the provision of administrative/logistic support, training support, instructional support, and courseware development in relation to Canadian Armed Forces training courses provided through Canadian Defence Academy (CDA) and Military Personnel Generation (MPG). The services are to be delivered on an as-and-when-requested basis to primary locations (such as): Borden, Ontario, Kingston, Ontario; Toronto, Ontario; St. Jean Sur Richelieu, Quebec and other locations across Canada as specified in a Task Authorization.

Canada intends to award one contract. The period of the contract will be from Contract Award to two (2) years later inclusive, with the irrevocable option to extend the term of the Contract by up to two (2) additional one-year period(s).

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3** This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.
- 1.2.4** This procurement is subject to the Controlled Goods Program. The [Defence Production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- 1.2.5** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.6** This bid solicitation requires bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.7** This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

1.3 Debriefings

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

1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Manual Clause A7035T (2007-05-25), List of Proposed Subcontractors

2.2 Submission of Bids

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

PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:
TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

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

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

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed,

Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*:

The Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

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

- i. use a numbering system that corresponds to the bid solicitation;
- ii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iii. include a table of contents.

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "G" 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.

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3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process (PBCP)

4.1.1.1 General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

-
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must comply with the mandatory technical criteria specified below. The bidder must provide in their proposal the necessary documentation to support and demonstrate compliance with each and all Mandatory Technical Criterion (MTC).

Bids that do not meet each and every MTC will be declared non-responsive and be disqualified. Each MTC must be addressed separately.

In the "Bidder's Response" column, the bidder should state the page number and other information that would assist the evaluation team in locating the bidder's response to each of the MTC in their proposal.

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

MTC No.	Mandatory Technical Criterion	Bidder's Response
1.	<p>The bidder must have a minimum of 48 months of experience, within the last ten (10) years from date of bid closing, in providing the services of multiple personnel at one time (minimum 30 personnel) working simultaneously on project(s) related to training support. Multiple projects with minimum 10 personnel for each may be presented to demonstrate compliance. Any overlapping time period between projects will be counted only once toward the 48 months' experience.</p> <p>In order for a project to be considered to be related to training support, the bidder must demonstrate that the project covered at least two Streams – one of the covered Streams must be Stream 3, and the other covered Stream must be either Streams 2 or Stream 4 of this solicitation. For a project to cover Stream 3, 2 of the personnel on the project must have held the same position and performed the same duties as that required for a position under Stream 3. The positions under the project must be different positions, i.e. 2 of the 4 positions (Military Occupation Instructor, Instructor – General Subjects, Exam/Test Invigilator, and Subject Matter Expert) must have been held under the project by the 2 personnel. The work performed by the resources under the project must have been directly related to the training of students, as opposed to providing support to training establishment staff. For a project to cover Stream 2 or 4, one of the personnel on the project must have held the same position and performed the same duties as that required for a position under the stream. The work performed by that resource under the project must have been directly related to the training of students, as opposed to providing support to training establishment staff.</p> <p>To demonstrate their experience, the bidder must provide, as a minimum, the following:</p> <p>(a) Description of the services provided under the project, including the number of personnel, type of work the personnel performed (including the information required to demonstrate that the project covered at least two streams of Streams 2,3 and 4), the period of time the bidder provided the services to its clients (month/year); and</p>	

	(b) *Contact name and information for bidder's client(s). The bidder's client(s) may be contacted to confirm the information provided.	
MTC No.	Mandatory Technical Criterion	Bidder's Response
2.	<p>Bidders must provide a detailed management plan which must demonstrate how this requirement will be managed in accordance with Part 7 – RESULTING CONTRACT CLAUSES and the Annexes of this solicitation.</p> <p>As a minimum, bidders must provide:</p> <p>(a) An organization chart listing roles and responsibilities as it pertains to this requirement;</p> <p>(b) A plan demonstrating how the bidder will deal with:</p> <ul style="list-style-type: none"> - Management of multiple simultaneous on-going task authorizations; - Attracting, retaining, training and processing of security clearances of personnel to meet the volume of personnel required for Training Support needs. 	
3.	<p>Bidders must provide the name of one (1) Primary Client Manager (CM) as specified in section 9.0 of the SOW and the names of the two (2) Regional Client Managers (RCMs).</p> <p>For the Client Manager (CM) bidders must demonstrate at a minimum:</p> <p>(a) That the CM has a minimum of 5 years of experience, within the last 7 years from date of bid closing, managing a contract with:</p> <ul style="list-style-type: none"> -multiple personnel (minimum 25); -sourcing multiple personnel; -preparation of time sheets and expenditure reports; -overall monitoring of project performance. <p>For each Regional Client Manager (RCM) bidders must demonstrate at a minimum:</p> <p>(a) That each has a minimum of 2 years of experience, within the last 5 years from date of bid closing, managing a contract with:</p> <ul style="list-style-type: none"> -multiple personnel (minimum 15); -sourcing multiple personnel; -preparation of time sheets and expenditure reports; -overall monitoring of project performance. <p>To demonstrate the experience, the bidder must provide documentation detailing specific projects to show that they have the required pertinent years of experience. The start and completion dates for the proposed resources' experience must be included. Documentation must provide sufficient detail for verification of specific experience. Canada reserves the right to request references or additional information to verify the experience of the proposed resources.</p>	

*For reference checks, if conducted, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the bidders within a 48 hour period using the e-mail address provided in the Bid. A bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 7 working days of the date that Canada's e-mail was sent.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the bidder by e-mail, to allow the bidder to contact its reference/client directly to ensure that it responds to Canada within 7 working days. If the individual named by a bidder is unavailable when required during the evaluation period, the bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 7 working days will not be extended to provide additional time for the alternate contact to respond. Wherever information provided by a reference differs from the information supplied by the bidder the information supplied by the reference will be the information evaluated.

A bidder will not meet the mandatory experience requirement (as applicable) if:

1. The referenced customer states he or she is unable or unwilling to provide the information requested, or
2. The customer reference is not a customer of the bidder itself (for example, the customer cannot be the customer of an affiliate of the bidder instead of being a customer of the bidder itself).

Nor will a mandatory be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the bidder.

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

Bidders must provide pricing for all items and all pricing periods in accordance with Annex "B" - Basis of Payment or the bid will be considered non-responsive and be disqualified.

4.1.3.2 Financial Evaluation

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

The Extended Price for each Resource Category in each Region will be calculated as follows:

The sum of the pricing for all Pricing Periods will be multiplied by the corresponding Estimated Level of Effort (Days) per Year amount to determine the Extended Price for the Resource Category.

The Evaluated Price of the bid is the sum of the Extended Price for all Resource Categories in both Regions.

4.2 Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest Evaluated Price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation (below), to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

Solicitation No. - N° de l'invitation
W4938-21246S/A
Client Ref. No. - N° de réf. du client
W4938-21-246S

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56065

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

COVID-19 Vaccination Requirement Certification

I, _____ (first and last name), as the representative of
_____ (name of business) pursuant to
_____ (insert solicitation number), warrant and certify that all
personnel that _____ (name of business) will provide on the
resulting Contract who access federal government workplaces where they may come into contact with
public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____
Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience

5.2.3.3 Price Support – Non-competitive Bid

SACC Manual clause C0008T (2007-05-25), Price Support – Non-competitive Bid

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16), Financial Capability

6.3 Controlled Goods Requirement

SACC Manual clause [A9130T](#) (2019-11-28), Controlled Goods Program

6.4 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

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

7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$500,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 5% of the Maximum Contract Value
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed

the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: Jan 1 to Mar 31;
2nd quarter: Apr 1 to June 30;
3rd quarter: July 1 to September 30 ; and
4th quarter: October 1 to December 31.

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

Supplemental General Conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° W4938-21-246S

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, or RELIABILITY STATUS, as required, granted or approved by the CSP, PWGSC.
4. The Contractor/Offeror MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from Contract Award to two (2) years later inclusive. *[Note to Bidders: Canada will insert information at time of contract award]*

Task Authorizations against this Contract will be made after the funding for Contract W4938-19002S/001/KIN is expended to the point that additional task authorizations can't be made against Contract W4938-19002S/001/KIN.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-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 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in the Task Authorization.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Andrew Denbeigh
Title: Supply Specialist

Public Works and Government Services Canada
Acquisitions Branch

Directorate: Ontario Region
Address: 86 Clarence St. 2nd floor
Kingston, Ontario, K7L 1X3

Telephone: 613 484-1586
Facsimile: 613 545-8067
E-mail address: Andrew.Denbeigh@pwgsc.gc.ca

Solicitation No. - N° de l'invitation
W4938-21246S/A
Client Ref. No. - N° de réf. du client
W4938-21-246S

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56065

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

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

7.5.2 Technical Authority

The Technical Authority for the Contract is: *[Note to Bidders: Canada will insert information at time of contract award]*

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

7.5.3 Contractor's Representative *[Information to be inserted by the Bidder]*

Name: _____
Title: _____
Address: _____

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

Procurement Business Number: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Individual Task Authorizations

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

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

7.7.4 Travel and Living Expenses – National Joint Council Travel Directive

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/or 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.

All payments are subject to government audit.

Estimated Travel per Year = \$35,000.00

7.7.5 T1204 - Direct Request by Customer Department

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

7.7.6 Time Verification

SACC Manual clause C0711C (2008-05-12), Time Verification

7.7.7 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): *[Note to Bidders: Canada will insert information at time of contract award]*

- a. Visa Acquisition Card;

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

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on the approved task authorization of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2020-05-28), General Conditions – Higher Complexity – Services;

- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____. *[Note to Bidders: Canada will insert information at time of contract award]*

7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

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

OR

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

[Note to Bidders: Canada will insert the appropriate clause at contract award]

7.13 Insurance Requirements

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

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

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

7.14 Canadian Forces Site Regulations

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

7.15 Controlled Goods Program

SACC Manual clause [A9131C](#) (2020-11-19), Controlled Goods Program

SACC Manual clause [B4060C](#) (2011-05-16), Controlled Goods

7.16 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.

Solicitation No. - N° de l'invitation
W4938-21246S/A
Client Ref. No. - N° de réf. du client
W4938-21-246S

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56065

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

7.17 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

1.0 Scope

1.1 Objective

The Department of National Defence (DND) requires the provision of administrative/logistic support, training support, instructional support, and courseware development support relating to Canadian Armed Forces (CAF) training courses offered through Canadian Defence Academy (CDA) and/or Military Personnel Generation (MPG).

1.2 Background

The Canadian Defence Academy (CDA) was created 1st April, 2002 to promote, facilitate and harmonize common professional development for all members of the Canadian Armed Forces, regardless of their branch of the service or occupation. As a result of a Chief of Defence Special Staff Assistance Visit (SSAV), CDA has been separated into two (2) Formation Units (CDA and Military Personnel Generation Group (MPGG)).

The CDA, located in Kingston, Ontario consists of a Headquarters (HQ) and has three (3) military colleges under its Command: The Royal Military College of Canada (RMC), The Canadian Forces College (CFC), and Collège Militaire Royal de Saint Jean (CMR) in St Jean Quebec. MPGG is comprised of a HQ located in Ottawa, Ontario with two (2) Formations and several Directorates and units under its Command such as the Military Personnel Generation Training Group (MPGTG), Canadian Forces Recruiting Group (CFRG), and the Canadian Forces Military Law Centre (CFMLC). More information about each of the Training Establishments can be found on the following website: <http://borden.mil.ca/1/1.aspx?lang=eng>. Refer to Appendix 2 to Annex A - Courses that the Resources may be required for during the Contract.

1.3 Requirement

The CDA and MPG requires to have a single service provider to support CAF military instruction, training, instructional development and administrative support, while retaining overall CAF military oversight. Contracted services required to support military training across Canada include the following:

- a) Stream 1 – Administrative;
- b) Stream 2 - Training Support;
- c) Stream 3 - Instructional Support; and
- d) Stream 4 - Instructional Design Support;

1.4 Estimated Volume

Refer to Appendix 1 to Annex A - Estimated Volume

2.0 List of Acronyms

Refer to Appendix 3 to Annex A - List of Acronyms

3.0 Language Requirement

The work will be conducted in either or both of Canada's two official languages (English and French), as identified on the Task Authorization Form (TAF). As a result, all contracted resources must be able to communicate effectively, both orally and in writing, in the designated language(s) identified on the TAF. Other language skills are not required.

4.0 Applicable Documents

All contracted resources work must be done at all times in accordance with the following:

Canada Labour Code: <http://www.labour.gc.ca/eng/home.shtml>
Local Base Standing Orders: To be provided upon issuance of a TA.
Local Standing Operating Procedures: To be provided upon issuance of a TA.
CFITES - Canadian Forces Individual Training and Education System

5.0 Availability of Contracted Resources

Contracted resources must be available on an "as-and-when-requested" basis throughout the duration of the Contract. The Contractor must have the resource(s) available within thirty (30) calendar days of an approved TAF.

6.0 Work Environment

- 6.1 Tasks will be performed within an office, classroom setting, temporary shelters (i.e. tents), and the outdoors. Contracted resources will typically be required for a period of 7.5 hours each day. Normal required hours will fall between 0700 -1800 each day, Monday through Friday. There may be on a requirement for resources to work on weekend. Work outside of normal required hours and statutory holidays may be required depending on the training schedule.
- 6.2 Resources under Stream 4 (Courseware Development Support) the CAF/DND client may be authorized to work from an alternate location, however, the resource(s) must provide their own equipment (i.e. telephone, computer/laptop and basic software). The resource(s) must be available to attend meetings through teleconference/video conferencing or in person. Permission to work from an alternate location must be granted, in writing, by the CAF/DND client or the Technical Authority.
- 6.3 During field exercises at Farnham Training Centre, and possibly other locations, workers may be exposed to Lyme-disease-carrying ticks. DND has an obligation, according to the Canada Labour Code, to provide every person granted access to the work place by the DND with prescribed safety materials, equipment, devices and clothing. As a result, clothing maybe required to be treated with a product such as "Permethrin" to avoid being invaded by ticks.

7.0 Detailed Description of Services

For all the resource categories listed below, the work to be performed and produced on an "as and when requested" basis includes any or all of the following:

7.1 STREAM 1: ADMINISTRATIVE SUPPORT

7.1.1 TRAINING SUPPORT OFFICE CLERK

7.1.1.1 Tasks may include but are not limited to the following:

- a) Providing general administration, office services, and related clerical skills in support of student training. Resources are not to be tasked to support staff (civilian and/or military);
- b) Receiving, registering, compiling and distributing documents, correspondence, and fax and electronic mail;
- c) Providing support for arrival and departure routine for students;
- d) Using word processing, spreadsheet, database software (MS Office Suite) and Guardian applications;
- e) Maintaining and updating student records;
- f) Maintaining a database for course listing and scheduling and responding to related inquiries;
- g) Assisting with course set up including generating schedules, creating student files, obtaining course resources, and booking course resources;
- h) Processing travel claims and responding to claims inquiries from students and using the claims management system (ClaimsX) and General Allowance Claims (CF52s);

7.1.1.2 Mandatory Requirement of TAF

- a) A resume of the proposed resource(s) must be submitted prior to approval of the TAF.

7.1.1.3 Occupational Minimum Mandatory Requirements (M) of TAF

No.	Description of Criteria
M.1	Must have a minimum of two (2) years' experience providing administrative support within the last five (5) years from date of issuance of draft TAF.
M.2	Experience in Guardian and/or Human Resources Management System (HRMS). Must have a minimum of six (6) months' experience in using Guardian/HRMS within the last five (5) years from date of issuance of draft TAF.

7.1.1.4 Physical Standards

The Contractor must ensure that each proposed resource must be physically capable of doing the following:

- a) Unassisted by mechanical or other means, vertically lift a minimum weight of 10 kg to a minimum height of 90 cm;
- b) Unassisted by mechanical or other means, manually carry a minimum weight of 10 kg over a level surface for a minimum distance of 3 meters;
- c) Endure periods of standing or sitting in excess of one hour; and
- d) Work in interior environmental conditions that may be subject to limited climate control.

7.2 STREAM 2: TRAINING SUPPORT

7.2.1 ROLE-PLAYER

7.2.1.1 Tasks may include but are not limited to the following:

- a) Enacting scripted scenarios, often in costume, pertaining to human distress, safety, security or other factors intended to prompt an appropriate response from Canadian Forces (CF) trainees as directed by Military staff;
- b) Operating a standard commercial vehicle not exceeding a three-ton load capacity;
- c) Communicating with portable communication devices (DND will provide necessary instruction);
- d) Providing specified labour tasks such as set up and dismantling equipment for scenarios and cleaning weapons and costumes related to scenarios;
- e) Operating and carrying pyrotechnics, noisemakers, and other simulations (DND will provide the necessary instruction);
- f) Operating and carrying replica firearms; and
- g) Providing immediate first aid to students and unit personnel in the event of emergency.

7.2.1.2 Mandatory Requirement of TAF

- a) A resume of the proposed resource(s) must be submitted prior to approval of the TAF.

7.2.1.3 Occupational Minimum Mandatory Requirements of TAF

No.	Description of Criteria
M.3	Completed WHMIS training within the past two years from date of issuance of draft TAF.
M.4	Hold a valid Standard First Aid certification.
M.5	Where the service calls for operating a motor vehicle: Must hold a valid provincial license for the vehicle to be operated.

7.2.1.4 Contractor Responsibilities

The Contractor's resource(s) must:

- a) Supply their own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- b) Provide costumes, make-up and other resources required to support the role within the given scenarios as defined in the TA. Simulated or real military equipment will be provided by DND.

7.2.1.5 Work Environment

Work outside in all seasons and all weather conditions typical of the region are required. The work will be conducted 24 hours a day, five days a week, Monday through Friday. There maybe a requirement for resources to work on a weekend. Normal required hours will be 8 to 10 hours during a 24 hour period. The required hours may be during the day, evening or night-time depending on the training schedule.

Role-players will be primarily involved in exercises in support of basic military training and primary leadership qualification training. They will be expected to perform a broad spectrum of roles to include: casualties, civilians in the battle space (CIB), partisans, suspicious persons, hostages, prisoners of war, friendly combatants, or enemy combatants. The nature of the work requires contracted resources to set hostile scenes to evoke particular actions on the part of trainees. All scenes will be controlled by DND staff. There are often loud noises and a high level of physically demand activity for a short period of time that resembles realistic military activity. Safety is of primacy and no violent contact (striking or hitting) is permitted. Role-players can expect that they may be:

- a) Required to use exercise munitions;
- b) Required to carry and use exercise weapons with blank ammunition;
- c) Handcuffed or bound;
- d) Required to lay or sit on the ground for an extended period of time (approximate average period of time is 1 hour);
- e) Staged in a crowd within a confined area;
- f) Handled roughly;
- g) Aimed at through an inert weapon system (i.e. rifle with blank ammunition);
- h) Ordered about;
- i) Exposed to simulated verbal abuse or foul language; and
- j) Required to wear chemically treated clothing to ward against Lyme-Carrying-Ticks.

DND will provide the required direction, training, and safety supervision for all scenarios.

7.2.2 TRAINING SUPPORT SUPERVISOR

7.2.2.1 Tasks may include but are not limited to the following:

- a) Supervising other contracted resources role-player activities (listed under Role-Player tasks);
- b) Developing and maintaining a training support schedule;
- c) Managing equipment resources for training support;
- d) Communicating with portable communication devices (DND will provide necessary instruction);
- e) Using word processing, spreadsheet, and database software (MS Office Suite);
- f) Providing specified administrative tasks including completing work reports, drafting memoranda related to training support activities and scheduling work teams;
- g) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency; and
- h) Operating a standard commercial vehicle not exceeding a three-ton load capacity.

7.2.2.2 Mandatory Requirement of TAF

- a) A resume of the proposed resource(s) must be submitted prior to approval of TAF.

7.2.2.3 Occupational Minimum Mandatory Requirements of TAF

No.	Description of Criteria
M.6	Minimum one (1) year experience providing direct or general supervision of training support services within the last three (3) years from date of issuance of draft TAF.
M.7	Hold a valid Standard First Aid certification.

M.8	Completed WHMIS training within the past two (2) years from date of issuance of draft TAF.
M.9	Where the service calls for operating a motor vehicle: Must hold a valid provincial license for the vehicle to be operated.

7.2.2.4 Contractor Responsibilities

The Contractor's resource(s) must:

- Provide reports and feedback to military authorities on tasks identified in a TAF as per section 11.0 - Reporting;
- Wear regulated safety equipment as mandated by provincial law;
- Supply own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- Ensure each resource can meet the physical requirements prior to proposing a resource.

7.2.3 Physical Standards for Role Player and Training Support Supervisor

The Contractor must ensure that each proposed resource must be physically capable of doing the following:

- Unassisted by mechanical or other means, vertically lift a minimum weight of 23 kg to a minimum height of 90 cm;
- Unassisted by mechanical or other means, manually carry a minimum weight of 23 kg over a level surface for a minimum distance of 3 meters;
- Endure long periods of standing, laying or sitting in excess of one hour;
- Participate in continuous moderately strenuous activity for a period of 45 minutes at a time, 5 to 6 times a day;
- Walk over rough, uneven terrain and through thickly forested areas during both day or in twilight hours;
- Run 100 metres over level ground without a break carrying up to 15 kg of properly slung military equipment; and
- Work in all exterior environmental conditions associated with that region.

7.3 STREAM 3: INSTRUCTIONAL SUPPORT

7.3.1 MILITARY OCCUPATION INSTRUCTOR

7.3.1.1 Tasks may include but are not limited to the following:

- Providing instruction in the knowledge and skills needed to perform the duties of a specified military occupation; e.g., supply clerk, driver, or administrative clerk;
- Using word processing, spreadsheet, and database software (MS Office Suite);
- Preparing lesson plans;
- Operate training simulators, tools, and/or other equipment used in the occupation being instructed or by the institution providing the training;
- Assisting other instructors in training activities requiring more than one instructor;

- f) Counselling students on their progress;
- g) Maintaining and updating student files;
- h) Performing student assessments;
- i) Assisting DND by making recommendations and changes to existing curriculum; and
- j) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency.

7.3.1.2 Occupational Minimum Mandatory Requirements of TAF

A. Junior Military Occupation Instructor

- a) A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criteria
M.10	Minimum one (1) year experience instructing in the content area related to the task from the date of draft TAF issuance
M.11	Minimum two (2) years' experience working (not as an instructor) in the content area as indicated on the TAF from the date of draft TAF issuance.
M.12	Hold a valid Standard First Aid certification
M.13	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

B. Senior Military Occupation Instructor

- a) A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.14	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.15	Minimum five (5) years' experience working (not as an instructor) in the content area related to the task from the date of draft TAF issuance.
M.16	Hold a valid Standard First Aid certification
M.17	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

7.3.2 INSTRUCTOR - GENERAL SUBJECTS

- 7.3.2.1** Tasks may include but are not limited to the following:

- a) Providing instruction as indicated in the TA in the knowledge and/or skills needed to effectively perform duties of a CF member;
- b) Using word processing, spreadsheet, and database software (MS Office Suite);
- c) Preparing lesson plans;
- d) Assisting other instructors in training activities requiring more than one instructor;
- e) Counselling students on their progress;
- f) Maintaining and updating student files;

- g) Performing student assessments;
- h) Assisting DND by making recommendations and changes to the existing curriculum; and
- i) Providing safety support by administering immediate first aid to students and unit personnel in the event of emergency.

7.3.2.2 Occupational Minimum Mandatory Requirements of TAF

A. Junior Instructor – General Subjects

- a) Example subjects (but not limited to):
 - i. First aid;
 - ii. Basic firefighting techniques; or
 - iii. General safety.

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.18	Minimum one (1) year experience instructing in the content area related to the task from the date of draft TAF issuance.
M.19	Minimum of two (2) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.20	Hold a valid Standard First Aid certification
M.21	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

B. Senior Instructor – General Subjects

- a) Example subjects (but not limited to):
 - i. Basic Military History, Heritage and Traditions;
 - ii. Chemical, Biological, Radiological and Nuclear Defence;
 - iii. General Military Training – Instructional Techniques

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.22	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.23	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.24	Hold a valid Standard First Aid certification
M.25	Where the service calls for operating a motor vehicle: Must hold a valid provincial license. Must be able to qualify for a DND 404 driver's licence.

C. Specialist Instructor– Professional Subjects/Programmes

Example subjects (but not limited to):

- i. Training Development;
- ii. Finance and Accounting;
- iii. Human Resource Management;
- iv. Logistics Management;
- v. Executive Leadership Programme;
- vi. Canadian Security Studies Programme; and vii. Aboriginal Awareness Course (AAC) & Northern Aboriginal Awareness Course (NAAC).
- vii. Conduct After Capture Instructor (CACI)

C. a) Specialist Instructor – Junior

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.26	Minimum of high school/certified designation in the content area related to the task from the date of draft TAF issuance.
M.27	Minimum of 6 (six) months' experience instructing in the content area to the task from date of draft TAF issuance.
M.28	Minimum of two (2) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.29	Hold a valid Standard First Aid certification.

Conduct After Capture Specialist Instructor - Junior (exclusive) - Resource(s) must meet mandatory categories M.26 – M29 as well as mandatory category M.30& M.31 to be deemed qualified.

1. The tasks required of a CACI include:
 - a. Delivering Level B and C CAC Academics;
 - b. Delivering Level C practical CAC instruction;
 - c. Instruct on the CAC Instructor Course;
 - d. Role plays;
 - e. Debriefing students' performance in writing and verbally;
 - f. Attend Working Groups, conferences etc. on behalf of CAC TC;
 - g. Curriculum development.

No.	Description of Criterion
M. 30	Must hold the Conduct After Capture Instructor qualification (AJRW) or a similarly recognized qualification, such as those delivered via our allies (FVEY nations) from date of draft TAF issuance.
M.31	Minimum of two Level C courses instructed or equivalent training events.

C. b) Specialist Instructor – Intermediate

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.32	Minimum of a Bachelor's degree OR post graduate diploma/certificate in the content area related to the task from the date of draft TAF issuance.
M.33	Minimum two (2) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.34	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.35	Hold a valid Standard First Aid certification.

Or

No.	Description of Criterion
M.36	Minimum of a university degree OR college diploma/certificate in the content area related to the task from the date of draft TAF issuance.
M.37	Minimum three (3) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.38	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.39	Hold a valid Standard First Aid certification.

Or

No.	Description of Criterion
M.40	Minimum of a secondary school graduate diploma/certificate.
M.41	Minimum four (4) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.42	Minimum of five (5) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.43	Hold a valid Standard First Aid certification.

C. c) Specialist Instructor – Senior

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.44	Minimum of a university degree/PhD in the content area related to the task from the date of draft TAF issuance.
M.45	Minimum of three (3) years' experience instructing in the content area related to the task from the date of draft TAF issuance.
M.46	Minimum of seven (7) years' experience working in (not as an instructor) the content area related to the task from the date of draft TAF issuance.
M.47	Hold a valid Standard First Aid certification.

7.3.3 EXAM/TEST INVIGILATOR

7.3.3.1 Tasks may include but are not limited to the following:

- a) Performing exam/test invigilator tasks in accordance with the CAF testing policy (provided by DND);
- b) Conducting tests and exams;
- c) Correcting standard exams, using marking guides provided by the DND. No content knowledge is required;
- d) Maintaining and updating student files; and
- e) Documenting and reporting issues raised by the students during testing or about the test to the Technical Authority.

7.3.3.2 Occupational Minimum Mandatory Requirements of TAF

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.48	Minimum of six (6) months' experience from the date of draft TAF issuance. Experience must be a combination of one (1) or more of the following: <ol style="list-style-type: none">a) development and/or delivery of trainingb) maintaining and/or updating files/recordsc) correcting exams/tests using marking guidelinesd) conducting and/or evaluating exams/test

7.3.4 SUBJECT MATTER EXPERTS

7.3.4.1 Tasks and Deliverables may include but are not limited to the following:

- a) work with instructors to review course material and standards;
- b) assist in the delivery of material;
- c) provide mentorship to students; and
- d) guest-speaker on content area.

7.3.4.2 Occupational Minimum Mandatory Requirements of TAF

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.49	Must have minimum one (1) year experience in content area from the date of draft TAF issuance.

7.3.5 Physical Standards for all Resources in Stream 3

Contracted resources must be considered physically capable of:

- a) Endure periods of standing or sitting in excess of one hour.

7.3.6 Contractor Responsibilities for all Resources in Stream 3

The Contractor's resource(s) must:

- a) Provide reports and feedback to military authorities on tasks identified in a TA as per section 11.0 – Reporting;
- b) Wear regulated safety equipment as mandated by Range Safety Regulations;
- c) Supply own clothing appropriate to the work environment taking into consideration the potential for inclement weather; and
- d) Ensure contracted resources meet the physical standard.

7.3.7 Work Environment for all Resources in Stream 3

Tasks will be performed within a classroom or similar setting. Typically contracted resources will be required for a period of 7.5 hours each day. Normal required hours will fall between 0700 -1800 each day, Monday through Friday. Work outside normal required hours may be required depending on the training schedule.

Contracted exam/test invigilators instructors will be employed in support of basic military training.

7.4 STREAM 4: COURSEWARE DEVELOPMENT SUPPORT

7.4.1 INSTRUCTIONAL DESIGNER

7.4.1.1 Tasks and Deliverables may include, but are not limited to, the following:

- a) Conducting needs assessments in order to examine human performance issues in accordance with (IAW) CFITES Vol 2 or equivalent systems approach to training (i.e. Analysis, Design Development, Implementation, Evaluation (ADDIE model));
- b) Assisting in specifying the required training and education outcomes in terms of essential on-job performance IAW CFITES Vol 3 or equivalent systems approach to training (i.e. ADDIE model);
- c) Describing and/or selecting an instructional program IAW CFITES Vol 4 and 7 and Defence Learning Network Courseware Development Guidelines or equivalent systems approach to training (i.e. ADDIE model and Learning Management Systems such as Moodle);
- d) Producing effective Learning instructional materials IAW CFITES Vol 5, and Defence Learning Network Courseware Development Guidelines or equivalent systems approach to training (i.e. ADDIE model and Learning Management Systems such as Moodle);
- e) Evaluating instructional material for possibility of conversion to eLearning in whole or in part IAW Defence Learning Network Courseware Development Guidelines;
- f) Provide training to the instructing body;
- g) Needs assessment reports;
- h) Qualification Standard;
- i) Training Plan (TP) or curriculum;
- j) Design Guidance Document;

- k) Final Scripted storyboards;
- l) Style guides;
- m) Learning instructional materials; and
- n) Evaluation reports.

7.4.1.2 Occupational Minimum Mandatory Requirements of TAF

A. Junior Instructional Designer

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.50	Must have an undergraduate university degree (in any field) from the date of draft TAF issuance.
M.51	Must have a minimum of one (1) year experience in instructional design from the date of draft TAF issuance.
M.52	If eLearning is part of the requirement, must have a minimum of six (6) months' experience in the instructional design of eLearning product(s) from the date of draft TAF issuance.

Or

No.	Description of Criterion
M.53	Must have a college degree (in any field) from the date of draft TAF issuance.
M.54	Must have a minimum of three (3) years' experience in instructional design from the date of draft TAF issuance.
M.55	If eLearning is part of the requirement, must have a minimum of six (6) months' experience in the instructional design of eLearning product(s) from the date of draft TAF issuance.

B. Senior Instructional Designer

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.56	Must have an undergraduate university degree with a Major in one of the following: Education, Adult Learning, Distance Learning or eLearning from the date of draft TAF issuance.
M.57	Must have a minimum of one (1) year experience in instructional design from the date of draft TAF issuance.

Or

No.	Description of Criterion
M.58	Must have a college diploma (in any field) or university degree (in any field) from the date of draft TAF issuance.
M.59	Must have a minimum of three (3) years' experience in instructional design from the date of draft TAF issuance.

7.4.2 E-LEARNING DEVELOPER

7.4.2.1 Tasks and Deliverables may include, but are not limited to, the following:

- a) Creating multimedia animation using images, sound and video, implementation and evaluation of eLearning courseware;
- b) Using authoring software to assemble eLearning content and publish the course in accordance with the Instructional Design Documents;
- c) Designing and creating interactions that are packaged in rapid eLearning software;
- d) Troubleshooting and resolving online course interactions that are not publishing correctly or reporting correctly to a Learning Management System such as Moodle;
- e) Working with instructional designers to develop the content based on storyboards;
- f) Providing advice on the suitable interaction and also on the limits of certain applications;
- g) Creating reusable online content and other learning resources such as Podcasts and visual products as part of a learning plan); and
- h) Providing maintenance guide(s) that provide detailed information on maintenance and modifications of eLearning products.

7.4.2.2 Occupational Minimum Mandatory Requirements of TAF

A. Junior eLearning Product Programmer

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.60	Must have a minimum of Secondary School Diploma from the date of draft TAF issuance.
M.61	Must have at least three (3) years' experience in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Captivate, Articulate Storyline, dominKnow Flow/Claro, Lectora Publisher, or equivalent software based in HTML and CSS; and/or web development applications using Java, C language or script language, and secondary programs (file structure) and/or databases; from the date of draft TAF issuance.

OR

No.	Description of Criterion
M.62	Must have a University degree or College diploma (within a related field of computer sciences, such as computer programming, information technology, information

	management, multimedia, gaming, animation or similar specialization) from the date of draft TAF issuance.
M.63	Must have at least one (1) year of experience in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Captivate, Articulate Storyline, dominKnow Flow/Claro, Lectora Publisher, or equivalent software based in HTML and CSS; and/or web development applications using Java, C language or script language, and secondary programs (file structure) and/or databases; from the date of draft TAF issuance.

OR

No.	Description of Criterion
M.64	Must have a University degree or College diploma (within a related field of computer sciences, such as computer programming, information technology, information management, multimedia, gaming, animation or similar specialization) from the date of draft TAF issuance.
M.65	Must have experience in at least three (3) projects in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Captivate, Articulate Storyline, dominKnow Flow/Claro, Lectora Publisher, or equivalent software based in HTML and CSS; and/or web development applications using Java, C language or script language, and secondary programs (file structure) and/or databases; from the date of draft TAF issuance.

B. Senior eLearning Product Programmer

A resume of the proposed resource(s) must be submitted prior to approval of TAF.

No.	Description of Criterion
M.66	Must have a University degree or College diploma (in any field) from the date of draft TAF issuance.
M.67	Must have at least three (3) years' experience in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Captivate, Articulate Storyline, dominKnow Flow/Claro, Lectora Publisher, or equivalent software based in HTML and CSS; and/or web development applications using Java, C language or script language, and secondary programs (file structure) and/or databases; from the date of draft TAF issuance.

OR

No.	Description of Criterion
M.68	Must have a University degree or College diploma (within a related field of computer sciences, such as computer programming, information technology, information management, multimedia, gaming, animation or similar specialization) from the date of draft TAF issuance.

M.69	Must have at least two (2) years' experience in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Captivate, Articulate Storyline, dominKnow Flow/Claro, Lectora Publisher, or equivalent software based in HTML and CSS; and/or web development applications using Java, C language or script language, and secondary programs (file structure) and/or databases; from the date of draft TAF issuance.
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OR

No.	Description of Criterion
M.70	Must have a University degree or College diploma (within a related field of computer sciences, such as computer programming, information technology, information management, multimedia, gaming, animation or similar specialization) from the date of draft TAF issuance.
M.71	Must have experience in at least five (5) projects in developing eLearning Shareable Content Object Reference Model courses using rapid eLearning tools such as Adobe Captivate, Articulate Storyline, dominKnow Flow/Claro, Lectora Publisher, or equivalent software based in HTML and CSS; and/or web development applications using Java, C language or script language, and secondary programs (file structure) and/or databases; from the date of draft TAF issuance.

7.4.3 STANDARDS SUPPORT DESIGNER

7.4.3.1 Tasks and Deliverables may include, but are not limited to, the following:

- a) Preparing and maintaining Training Plans (TPs) by: holding the Master Copy; recommending changes; liaising with instructors; and rewriting, amending and updating the information as indicated;
- b) Reviewing productive hours and instructor calculations submitted by training Squadrons to ensure conformity with current TPs and School Work Instructions;
- c) Writing multiple choice items and maintain question banks to create Supporting Knowledge Exams (SKE);
- d) Developing assessment plans for SKEs;
- e) Generating examinations from assessment plans;
- f) Generating Performance Checks (PCs) from the Job Based Occupational Specification (JBOS) and Qualification Standard;
- g) Invigilating SKEs & PCs;
- h) Correcting and scoring examinations and having examination analysis worksheets completed.
- i) Analyzing examinations and provide feedback from SKEs/PCs to training staff and trainees;

- j) Performing statistical and item analyses to determine and/or validate SKEs/PCs;
- k) Monitoring PCs to confirm standard set in TP is being realistically achieved;
- l) Generating and maintaining student study manuals; and
- m) Actioning feedback for continuous improvement of the implementation of training and/or development of ideas for training/learning aids.

7.4.3.2 Occupational Minimum Mandatory Requirements of TAF

A. Junior Standards Support Designer

A resume of the proposed resource(s) must be submitted prior to approval of TAF

No.	Description of Criterion
M.72	Must have a minimum of five (5) years' experience in the conduct of training and education evaluation (both student and programme evaluation) from the date of draft TAF issuance.

B. Senior Standards Support Designer

A resume of the proposed resource(s) must be submitted prior to approval of TAF

No.	Description of Criterion
M.73	Must have a minimum undergraduate degree in these areas: Education, Adult Learning, Distance Learning, or eLearning from the date of draft TAF issuance.
M.74	Must have a minimum of five (5) years' experience in the conduct of training and education evaluation (both student and programme evaluation) from the date of draft TAF issuance.

7.4.4 Contractor Responsibilities

The Contractor's resource(s) must:

- a) Provide reports and feedback to military authorities on tasks identified in a TA as per section 11.0 - Reporting;
- b) Ensure contracted resources meet the physical standard;
- c) When contracted resource(s) are authorized to work from alternate location (i.e. resources' residence) their own IT equipment/software will be required (unless specific software to DND).

7.4.5 Physical Standards (for all categories in Stream 4)

The Contractor must ensure that each proposed resource must be physically capable of doing the following:

- a) Endure periods of standing or sitting in excess of one hour;
- b) Endure long periods looking computer screen; and

- c) Work in interior environmental conditions that may be subject to limited climate control.

7.4.6 Work Environment (for all categories in Stream 4)

Tasks will be performed within an office type setting. Typically contracted resources will be required for a period of 7.5 hours each day. Normal required hours will fall between 07:30 -1700 each day, Monday through Friday.

8.0 General Requirements/Client Support

- 8.1** The following requirements, information, materials, and assistance apply to all work streams/ resource categories:

a) **DND 404 Licensing:** All contracted resources required to drive DND vehicles in the performance of their tasks must have a DND 404 license. Prior to being eligible for the DND 404 license, contracted resources must have a valid provincial license for the type of vehicle to be driven. DND will provide DND 404 training as required. Training will consume 2 to 20 days depending on the work requirement and level of experience. **OR**

The Contractor's resources may use a rental vehicle(s) where they are required to drive a vehicle in the performance of their tasks, provided the resources have a valid provincial license for the vehicle to be driven.

b) **Transportation:** All contracted resources will be responsible for ensuring that they report to the required worksite at the designated time. Transportation to the work site is not a DND responsibility. Transportation for contracted resources participating in exercises or DND related activities where civilian vehicles are prohibited will be a DND responsibility.

c) **Meals & Accommodations:** Contracted resources are responsible for their own meals and accommodations. The exception is that when contracted resources are required to work in the field or in an exercise environment, they will be provided meals by DND which are aligned with the meals provided to DND staff. If the work is extended well beyond the normal work period in a given day while contracted resources are in the field or exercise environment, DND will make suitable arrangements for accommodations that will be similar to that provided for DND staff.

d) **Equipment, Information Technology (IT), Supplies, and Facilities:** Subject to the approval of the Technical Authority, arrangements will be made for contracted resources to use specific DND IT software/hardware, office equipment and supplies in the performance of their tasks within designated DND facilities. Supplies and equipment used by the Contractor for the purposes of the Contractor's business are to be supplied by the Contractor. Storage of Contractor-owned equipment and supplies is the responsibility of the Contractor.

e) **Communications Training:** DND will provide training for portable radio communications devices as required. This training will consume one 7.5 hour period.

f) **Personal Protective Equipment (PPE) (Safety Equipment) and Special Costumes:** Normal personal protective equipment (e.g. work boots, gloves, hard hats, ear defenders, protective eye wear) will be noted in the TA and is to be provided by the Contractor at no cost to DND. Where required, PPE must be in accordance with provincial regulations.

Where special costumes or make up are required to role-playing functions, it will be identified in the TAF and coordinated by DND with the Contractor 60 days prior to the date

of TAF. Such costumes and/or makeup are to be arranged by the Contractor at a direct cost to DND. Should there be a requirement to procure costumes, they will remain the property of DND and may be disposed of at the discretion of DND.

g) **Direct Expenses:** Specific military PPE will be provided by DND where required. Where there is a special requirement for safety equipment that is not normally required in the performance of the work but is commercially available (e.g. ballistic eyewear), the Contractor is responsible to provide the equipment at direct cost to DND. This requirement will be identified in the TAF and coordinated by DND with the Contractor 30 days prior to the date of TAF. The Contractor will be reimbursed its direct expenses reasonably and properly incurred in the performance of the Work, for providing specific PPE and special clothing identified in a TAF in accordance with the Statement of Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipts. The procured items will remain the property of DND and may be disposed of at the discretion of DND.

The Contractor must get a minimum of 3 quotes from companies and select the company that provided the "lowest cost". These quotes must be submitted along with the receipt vouchers in the statement above.

h) **Clothing:** All contracted resources must be dressed appropriately. Clothing is to be clean and in good repair throughout the duration of the contract. All contracted resources are required to wear a top or other uniform means of identifying the individual as contracted status (i.e. such as a shirt or t-shirt with the company logo) during the performance of the work. The exception is for role-players who will be required to wear various types of clothing to support their roles. This will normally involve using general civilian attire. Nothing in this requirement precludes the wearing of personal environmental outerwear suitable to the conditions.

i) **Training:** DND will provide all formal training mentioned in Article 8.1 a) and f) for the initial contracted resources provided for each TAF and training time will be billable time. Additional training provided by DND for replacement resources or training failures will be considered as non-billable time. Orientation, and on-site training required, which is a normal part of becoming familiar with the environment, will be represented as billable time.

j) **Statutory Holidays:** In some cases, the training schedule will require that contracted resources work during statutory holidays. This will be specifically identified in the TAF.

8.2 All instructional services will be subject to evaluation. A copy of the form is attached as Appendix 4 to Annex "A". This form is purely to evaluate the quality of instruction provided to ensure that it meets the CF standard and is part of CF Training and Education Evaluation. The evaluation will be conducted by either the Chief Standards Officer or the Chief Instructor or a delegated representative. Instructors subject to evaluation will be required to provide a lesson plan for the lesson to be evaluated.

8.3 The Contractor will be provided the evaluation results and must immediately follow up with the instructors as part of ongoing quality assurance process. Instructors must satisfy the requirements identified in the form. The Technical Authority has the right to refuse any instructor who receives an unsatisfactory rating on two successive evaluations. The Contractor must immediately replace the instructor upon request.

9.0 Management of the Contract

- 9.1 The Contractor will be required to appoint one (1) Primary Client Manager and two (2) Regional Client Managers (Ontario & Quebec).

9.2 The Primary Client Manager will be required to actively participate in the overall management of all activities related to this SOW, including the following responsibilities:

- Primary point of contact for overall management of contract between the Contractor and the Department of National Defence Representative and Public Service & Procurement Canada representative.
- Primary point of contact to receive task authorizations (including amendments);
- Ability to resolve human resources issues that cannot be resolved by Regional Client Manager;
- Participate in meetings as required;
- Strong communication skills (verbally and in writing);
- Monitor compliance of contract (i.e. invoicing and timesheets)

9.3 Regional Client Managers are required for the following two (2) regions:

- (1) Quebec Region - RMC St Jean (includes Osside Institute), CFLS, & CFLRS
- (2) Ontario Region – CDA/MPG Kingston, RMCC Kingston, CFC Toronto, CFB Borden (includes MPGTG (includes TE (such as CFLTC, CFTDC, CACTC, CFMLC)

The Regional Client Manager is the 1st point of contact for issues that might arise (i.e. conflicts between tasked resource and students, identifying if task/deliverable is within scope of contract, advise Training Establishment (TE) if resource is unable to fulfill task, provide advice on new requirements), must participate in meetings, and is responsible to review timesheets.

9.4 The Regional Client Manager for the Quebec Region must have a level of proficiency in the use of French language that would meet a minimum BBB language profile in written comprehension, written expression and oral proficiency as prescribed by the Public Service Commission. While the Regional Client Manager is not required to hold a BBB level granted by the Public Service Commission, if the Regional Client Manager were to be language tested they would be required to meet the equivalent of BBB as identified in the following link:

<http://www.tbs-sct.gc.ca/psm-fpfm/staffing-dotation/rqs-qcr/oqs-anq-eng.asp>

10.0 Meetings

10.1 The Client Manager must attend all meetings and be available to address any problems identified by the Technical Authority (TA). The Client Regional Representatives must participate in meetings (either in person or via virtual presence) as required.

10.2 The Contractor will not be reimbursed for any costs incurred by the Contractor for these activities.

10.3 Kick-off Meeting

- (a) A Kick-off meeting chaired by the Contracting Authority (CA) will be held at CDA HQ Kingston, Ontario with the Contractor, or via virtual presence, within approximately ten (10) days from the date of Contract award. The time and location of the kick-off meeting will be provided upon contract award.

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- (b) The purpose of the kick-off meeting will be as a minimum to:
- i. Review the contractual requirements;
 - ii. Review and clarify, if required, the respective roles and responsibilities of the Contracting Authority (CA), the Technical Authority, and the Contractor, to ensure common understanding.

10.4 Progress Review Meeting

- (a) A progress review meeting (PRM) may be held at least once per year. The Technical Authority's office will be considered as the prime location for PRM's, however, meetings may be held at other locations as mutually agreed. The purpose of the meeting will be to:
- i. Review present and future resource requirements;
 - ii. Review the progress made to date;
 - iii. Discuss, as applicable, problem areas and issues, and how to resolve and or address any problems/issues.
- (b) The Technical Authority will be responsible for the co-ordination of the Progress Review meeting between DND, the Contracting Authority, and the Contractor.
- (c) The Contractor must develop an agenda in collaboration with the Technical Authority. The proposed agenda must be submitted within fifteen (15) calendar days before the review meeting.
- (d) The Contractor must prepare and submit the minutes of the meeting within fifteen (15) calendar days to the Technical Authority for concurrence and or approval. The minutes of the meeting will provide the names of all attendees, a record of discussions and decisions made. Any required changes will be discussed between the Technical Authority and the Contractor.
- (e) The Technical Authority will distribute the approved minutes to all parties.
- (f) Additional Progress review meetings (PRM) may be requested at any time by the Contracting Authority, Technical Authority or the Contractor, as and when required, to discuss operational, administrative, or contractual problems.
- i. Agendas for these meetings will vary according to the reason for the meeting and will be made available by the requestor of the meeting (to all parties), at least seven (7) calendar days before the meeting;
 - ii. The time and location of the PRM will be determined and mutually agreed upon by all parties;
 - iii. The Contractor must prepare and submit the minutes of the meeting within seven (7) calendar days to the Technical Authority for concurrence/approval. The minutes of the meeting will provide the names of all attendees, a record of discussions and decisions

made. Any required changes will be discussed between the Technical Authority and the Contractor.

- iv. The Technical Authority will distribute the approved minutes to all parties.

10.5 Meetings - Contracted Resources

Contracted Resources must make all necessary preparations in order to actively participate in any meeting convened by the Technical Authority.

11.0 Reporting

- 11.1 The Contractor must prepare monthly progress reports of the work performed tasked by the Technical Authority (TA) to be attached to each Invoice. As a minimum, monthly progress reports must include the following information:

- a) Activities performed by each resource under each task during the period covered by the invoice;
- b) Status of all action/decision items originating from each task, as well as a list of outstanding activities;
- c) A description of any problems encountered which are likely to require attention by the Technical Authority;
- d) Any recommendations relating to the conduct of the work;
- e) Total number of days charged against each task for each resource during the covered period;
- f) Provide additional information with respect to direct cost and/or travel; and
- g) Cumulative number of days charged against each task for each resource category since approved task authorization awarded

Note: Monthly reports are not required for any month in which services were not provided.

12.0 Travel and Living Expenses

Whereas it is not possible to provide on-line training there may be a requirement for resources to travel outside the TE geographical location to instruct. In such circumstances the following will apply:

- 12.1 Canada will only accept any travel and living expenses when, after a comprehensive recruiting process has been conducted, the Contractor has identified that there are no qualified and/or available resource(s) in the location of the tasking.
- 12.2 Canada will not accept any travel and living expenses incurred by the Contractor for resources living within 100km of the tasking location. When the travel exceeds 100km the Contractor will utilize DND's relocation policy (<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/relocation-directive/2018/chapter-6.html#art-06-03>)

with respect to amount of travel time authorized. When travelling via private motor vehicle or commercial travel (rental car). One calendar day will be authorized:

- a. for trips of 500 km or less;
- b. for each 500 km traveled; and
- c. when travel on the last day is in excess of 500 km but less than 600 km.

- 12.3 For further explanation (including examples) on travel and living please refer to Annex B – Basis of Payment

13.0 Limitations and Constraints

(a) All documents and procedures developed and (or) updated by the contracted resources must be submitted for review, approval, and signature (where required) by the Technical Authority.

(b) The Contractor must ensure that its personnel do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner may lead others to perceive Contractor personnel as being an employee of Canada.

14.0 Task Authorizations Process

The DND 626 Task Authorization Form is the only form that may be used for this purpose.

Once assembled, the draft DND 626 TAF will be forwarded to the Client Manager to determine if resource(s) are available.

Client Manager to provide DND upon acceptance of the draft TA the following:

-Resume(s) of resource(s)

-Certificates such as but not limited to: first aid, hazardous material, education (College/University diploma), provincial driver's license, WHMIS, or security clearance.

Physical Standard

-Certification that resource meets physical standard

Security clearances

-Verify individual resource(s) hold appropriate security clearances

Appendix 1 to Annex A, Estimated Resource Volume

The volume of resources required is estimated to be the below, for a one year period of the Contract. Canada reserves the right to request additional resources through Task Authorizations in all categories throughout the period of the contract, even if no estimates are provided at the time of RFP.

Region 1 – Quebec

Primary Locations: RMCSJ (includes Osside Institute) and CFLRS St. Jean, QC.

Secondary Locations: Quebec City, and Gatineau, Quebec

Core Services – Resource Categories	Estimated Number of Resources per Year	Estimated Level of Effort (days) per year (all resources)
CLERICAL TRAINING SUPPORT		
Stream 1 - General Office Clerk - Junior	7	1680
TRAINING SUPPORT		
Stream 2 - Role-Player	12	2400
Stream 2 - Training Support Supervisor	2	676
INSTRUCTIONAL SUPPORT		
Stream 3 - Junior Instructor General Subjects	2	440
Stream 3 - Senior Instructor General Subjects	2	440
Stream 3 - Junior Military Occupation Instructor	11	2640
Stream 3 - Senior Military Occupation Instructor	2	440
Stream 3 - Specialist Instructor - Junior	5	1200
Stream 3 - Specialist Instructor - Intermediate	1	220
Stream 3 - Specialist Instructor - Senior	3	660
Stream 3 - Subject Matter Expert	3	660
Stream 3 - Exam / Test Invigilator	1	220
COURSEWARE DEVELOPMENT SUPPORT		
Stream 4 - Junior Instructional Designer	3	720
Stream 4 - Senior Instructional Designer	2	440
Stream 4 - Junior E-Learning Developer	2	440
Stream 4 - Senior E-Learning Developer	2	440
Stream 4 - Junior Standards Support Designer	2	440
Stream 4 - Senior Standards Support Designer	2	440

Region 2 (A)– Toronto (CFC)

Estimated Number of Resources per Contract Term	Estimated Number of Resources per Year	Estimated Level of Effort (days) per Year (all resources)
CLERICAL TRAINING SUPPORT		
Stream 1 – Training Support Office Clerk - Junior	1	220
TRAINING SUPPORT		
Stream 2 – Role-Player	0	0
Stream 2 – Training Support Supervisor	0	0
INSTRUCTIONAL SUPPORT		
Stream 3 - Junior Instructor General Subjects	0	
Stream 3 - Senior Instructor General Subjects	89	1437
Stream 3 – Junior Military Occupation Instructor	0	0
Stream 3 – Senior Military Occupation Instructor	0	0
Stream 3 - Specialist Instructor - Junior	0	0
Stream 3 – Specialist Instructor - Intermediate	43	1096
Stream 3 – Specialist Instructor - Senior	22	312
Stream 3 - Subject Matter Expert	5	33
Stream 3 – Exam / Test Invigilator	2	20
COURSEWARE DEVELOPMENT SUPPORT		
Stream 4- Junior Instructional Developer	1	220
Stream 4 - Senior Instructional Developer	1	80
Stream 4 - Junior E-Learning Developer	0	0
Stream 4 - Senior E-Learning Developer	2	201
Stream 4 - Junior Standards Support Designer	0	0
Stream 4 - Senior Standards Support Designer	1	80

Region 2 (B) – Borden, ON (CFLTC, CFFCA, CFTDC, MPGTG) & all other locations (excluding Region 1 and other locations specifically identified in Region 2)

– Resource Categories	Estimated Number of Resources per Year	Estimated Level of Effort (days) per Contract Year
CLERICAL TRAINING SUPPORT		
Stream 1 – Training Support Office Clerk	4	1352
TRAINING SUPPORT		
Stream 2 – Role Player	12	1620
Stream 2 – Training Support Supervisor	2	440
INSTRUCTIONAL SUPPORT		
Stream 3 – Junior Instructor General Subjects		
Stream 3 – Senior Instructor General Subjects	12	3840
Stream 3 – Junior Military Occupation Instructor	23	5774
Stream 3 - Senior Military Occupation Instructor	18	4448
Stream 3 – Specialist Instructor - Junior	1	220
Stream 3 – Specialist Instructor - Intermediate		
Stream 3 – Specialist Instructor - Senior	2	156
Stream 3 - Subject Matter Expert		
Stream 3 - Exam/Test Invigilator	1	220
COURSEWARE DEVELOPMENT SUPPORT		
Stream 4- Junior Instructional Developer	2	440
Stream 4- Senior Instructional Developer	4	880
Stream 4 - Junior E-Learning Developer	6	1320
Stream 4 - Senior E-Learning Developer		
Stream 4 - Junior Standards Support		
Stream 4 - Senior Standards Support		

Solicitation No. - N° de l'invitation
W4938-21246S/A
Client Ref. No. - N° de réf. du client
W4938-21-246S

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56065

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

Region 2 (C)– Kingston, ON (RMC, CFMLC, MPG HQ, CACTC)

– Resource Categories	Estimated Number of Resources per Year	Estimated Level of Effort (days) per Contract Term Year
CLERICAL TRAINING SUPPORT		
Stream 1 – Training Support Office Clerk	3	660
TRAINING SUPPORT		
Stream 2 – Role-Player	2	210
Stream 2 – Training Support Supervisor		
INSTRUCTIONAL SUPPORT		
Stream 3 - Junior Instructor General Subjects	2	110
Stream 3 – Senior Instructor General Subjects	3	115
Stream 3 - Junior Military Occupation Instructor		
Stream 3 - Senior Military Occupation Instructor		
Stream 3 - Specialist Instructor - Junior	3	10
Stream 3 – Specialist Instructor - Intermediate	2	10
Stream 3 – Specialist Instructor - Senior	2	10
Stream 3 - Subject Matter Expert	4	120
Stream 3 – Exam/Test Invigilator		
COURSEWARE DEVELOPMENT SUPPORT		
Stream 4- Junior Instructional Developer	5	600
Stream 4 - Senior Instructional Developer	7	1119
Stream 4 - Junior E-Learning Developer	3	660
Stream 4 - Senior E-Learning Developer	6	1342
Stream 4 - Junior Standards Support Designer	1	30
Stream 4 - Senior Standards Support	2	60

Appendix 2 to Annex A, Courses that the Resources may be required for during the Contract

Link to Military Personnel Generation Training Establishments and examples of some courses that may be required during the contract.

Note: Most of this training will take place as per the following description, but should there be an increased demand to conduct training as a result of increased recruitment, there may be a requirement to utilize organizations located in Esquimalt, BC and/or Halifax, NS, to deliver training.

Training in Esquimalt, BC and Halifax, NS will be charged in accordance with "Region 2 – Ontario and Other" Pricing Basis.

At this time, there is no estimated number of resources or level of effort available for these locations.

MILITARY PERSONNEL GENERATION TRAINING GROUP

<http://www.forces.gc.ca/en/training-establishments/index.page>

Canadian Forces Fire and CBRN Academy (CFFCA)

Responsible to train personnel from the following occupations: Fire Fighter, CBRN (Chemical, Biological, Radiological and Nuclear warfare) Operator, CBRN Common. CFFCA conducts 23 unique courses.

- CBRN Defence Advisor
- Advanced CBRN Defence Officer
- Unit CBRN Defence Officer
- QL3, QL 6, QL6A & B Fire Fighter Training
- Operator Vehicles

Canadian Forces Chaplain School and Centre (CFCSC)

Responsible to train personnel as Military Chaplains. CFCSC conducts 12 unique courses.

- Basic Military Officer Qualification – Chaplain (BMOQ-Ch)
- Chaplain – Basic Occupation Qualification (Ch-BOQ)
- Ethics
- Intermediate Pastoral Counselling

Canadian Forces Logistics Training Centre (CFLTC) Headquarters

Responsible to train personnel from the following occupations: Music, Musician, Logistics, Cook, Postal Clerk, Supply Technician, Ammunition Officer, Traffic Technician, Mobile Support Equipment Operator, Resource Management Clerk. CFLTC conducts 98 unique courses.

- QL3
- QL5
- QL6 (Supply, Administration/Finance, Traffic Technician, Cook, Ammunition Technician Course)
- Cashier Services Course
- Non-Public Funds Administrator Course
- Compliance Inspection Course, Quartermaster Course

Canadian Forces Training Development Centre (CFTDC)

Responsible to train personnel from the following occupations: Personnel Selection, Training Development, Recruiting, IT&E Courses, and Fitness Related. CFTDC conducts 47 unique courses.

-
- Training Development Officer (TDO) Basic Qualification Course (BQC)
 - Personnel Selection Officer Basic Qualification Course (PSEL BQC)

Conduct After Capture Training Centre (CACTC)

The Conduct After Capture Training Centre provides CAF members with captivity survival Courses during which candidates are exposed to increasing stress, and evaluated on their ability to accomplish specific Military objectives. The courses assist candidates to develop unique skills that are a benefit to CAF Operations.

CANADIAN FORCES BASE KINGSTON

Canadian Armed Forces Military Law Centre

Responsible to Military Legal Officers. CFMLC conducts 3 unique courses.

- Canadian Forces Military Law Centre (CFMLC) Legal Officer Qualification Course (LOQC)
- Canadian Forces Military Law Centre (CFMLC) Presiding Officer Certification Training (POCT)

Royal Military College of Canada

The Royal Military College of Canada Degrees Act, 1959," passed by the 25th Ontario Legislature and given Royal Assent on March 26, 1959, empowers the College to confer degrees to Canadian Armed Forces members, Foreign Military (through an exchange program) in Arts, Science, and Engineering. RMC now Bids a wide variety of programmes in these three areas, at both the undergraduate and graduate levels Bided both on site through traditional studies and by distance learning through the Division of Continuing Studies (DCS).

<http://www.rmcc-cmrc.ca/en>

ST JEAN, QUEBEC

Canadian Forces Leadership and Recruit School (CFLRS)

<http://www.forces.gc.ca/en/training-establishments/recruit-school.page>

Canadian Forces Leadership and Recruit School (CFLRS) – Responsible to provide basic training for all individuals joining the Canadian Armed Forces (CAF). CFLRS conducts 13 unique courses.

- Basic Military Qualifications (BMQ)
- Basic Military Officer Qualification (BMOQ)
- Primary Leadership Qualifications Distance Learning (PLQ DL)
- Canadian Armed Forces Junior Officer Development Program (CAFJOD)
- Canadian Forces Aboriginal Entry Program (CFAEP)
- General Military Training Instructor (GMTI)
- First Aid
- Canadian Armed Forces Safety Policies

Collège militaire royal de saint jean/Royal Military College, Saint Jean (including Osside)

Prepares officer cadets for entry into the Royal Military College by providing college-level and first-year university programs in Science and Social Studies. Each program is Bided in the first official language of the candidate and includes the Preparatory Year and First Year.

The CAF generally provides training using military personnel as instructors, training support, and most administrative support. There are insufficient military or expert resources for the MPG to adequately fill all the roles necessary to conduct basic military qualification (BMQ) primary leadership qualification (PLQ) training, occupational, specialty and operational training.

www.cmrsj-rmcsi.forces.gc.ca/di-b/di-b-eng.asp

Chief Warrant Officer Robert Osside Institute

The Osside Institute offers four professional development programmes to senior non-commissioned members who are called upon to take institutional responsibility. These first-rate programmes allow them to develop their knowledge and leadership at key moments in their career.

TORONTO, ONTARIO

Canadian Forces College

Created as the Royal Canadian Air Force War Staff College in 1943, the Canadian Forces College (CFC) has undergone several stages of reorganization that reflect the evolution of the professional development of military officers. Today, the College is undeniably the cornerstone in the development of the Canadian Forces' senior officer cadre. <http://www.cfc.forces.gc.ca/200-eng.html>

- Joint Command and Staff Programme (JCSP)
- National Security Programmed (NSP)
- Joint Command and Staff Programme Distance Learning (JCSP DL)
- Joint Staff Operations Programme (JSOP)
- Canadian Security Studies Programme (CSSP)
- Executive Leaders' Programme (ELP)

Appendix 3 to Annex A, List of Acronyms

BMQ	-	Basic Military Qualification
CA	-	Contract Authority
CACTC	-	Conduct After Capture Training Centre
CAF	-	Canadian Armed Forces
CBRN	-	Chemical, Biological, Radiological and Nuclear
CDA	-	Canadian Defence Academy
CFB	-	Canadian Forces Base
CFC	-	Canadian Forces College
CFChSc	-	Canadian Forces Chaplain School and Centre
CFFCA	-	Canadian Forces Fire and CBRN Academy
CFITES	-	Canadian Forces Individual Training & Education System
CFLRS	-	Canadian Forces Leadership and Recruit School
CFLS	-	Canadian Forces Language School
CFLTTC	-	Canadian Forces Logistics Training Centre
CFMLC	-	Canadian Forces Military Law Centre
CFRG	-	Canadian Forces Recruit Centre
CFSTG	-	Canadian Forces Support and Training Group
CFTDC	-	Canadian Forces Training and Development Centre
DCS	-	Division of Continuing Studies (DCS).
DND	-	Department of National Defence
FTE	-	Full Time Equivalent
FY	-	Fiscal Year
IT	-	Information Technology
IT&E	-	Individual Training & Education
MPG	-	Military Personnel Generation
MPG TG	-	Military Personnel Generation Training Group
NCR	-	National Capital Region
PLQ	-	Primary Leadership Qualification
PPE	-	Personnel Protection Equipment
RMCC	-	Royal Military College of Canada
SKE	-	Supporting Knowledge Exams
TA	-	Technical Authority
TAF	-	Task Authorization Form
TP	-	Training Plan

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Appendix 4 to Annex A, Instructor Evaluation Forms

CAF Instructor Development Program (IDP)
CAF IDP Level 1 Instructor Appraisal Form

Level 1 (L1) Instructor Candidate's rank and name:	Evaluator's rank and name:		
L1 Candidate's SN:	Evaluator's SN:		
	IS <input type="checkbox"/>	L3 IDP Certified <input type="checkbox"/>	TDO <input type="checkbox"/>
Unit (Name & UIC):	Unit (Name & UIC):		
Course/Lesson Title:			
Date:			
<p>Evaluators must meet one of the following criteria:</p> <ol style="list-style-type: none"> 1. Instructional Supervisor (IS) Qualified; 2. Level 3 IDP Certified; or 3. Training Development Officer (TDO) Qualified. <p>Purpose</p> <ol style="list-style-type: none"> 1. It provides concrete feedback to the L1 Instructor candidate on their instructional competencies and ways to improve; and 2. It is used to confirm that the instructor candidate has achieved L1. <p>Application:</p> <ol style="list-style-type: none"> 1. L1 Instructor candidate is observed delivering a period of instruction by an IS, Level 3 (L3) evaluator, or TDO; 2. Evaluator must use this checklist to assess the period of instruction and the debrief form attached to debrief candidate's performance; 3. Each criterion in the Sat category is worth one point; 4. Points outlined in the Unsat category are examples of instances when the Sat performance criteria are not met, and the point cannot be achieved; 5. In order to be successful, the L1 Instructor candidate must achieve a rating of 16 or greater overall and score a min of 1 point for each competency; and 6. After L1 Instructor candidate has, on two separate occasions, delivered a lesson, been successful in achieving the performance standard, and been debriefed, the following documents shall be forwarded and/or retained as per local training establishment / training authority instructions: <ol style="list-style-type: none"> a. CAF IDP Level 1 Instructor Appraisal Form x 2; and b. CAF IDP Instructor Progress Confirmation Level 1 Form. 			

CAF Instructor Development Program (IDP)
CAF IDP Level 1 Instructor Appraisal Form

Prepares for lesson delivery						
Unsat	Sat (one point per criterion)	0	1	2	3	
Preventable tech malfunction	Tech and classroom layout checks conducted in advance of lesson					
Training aids unserviceable or inadequate supply (due to poor planning)	Training and learning aids available, serviceable and in sufficient numbers					
No evidence of questions to class (QTC) or verbal support; comparison, reason, example, statistics and testimonies (CREST) in MLP	QTC and CREST built into MLP, speaker's notes, PowerPoints, etc.					
Demonstrates Subject Matter Knowledge						
Unsat	Sat	0	1	2	3	
One or more CREST is not relevant to lesson objectives and the performance on course	Each CREST is relevant to lesson objectives and the performance on course					
Lesson objectives are either not articulated, or the relevance not specified	Lesson objectives and relevance of lesson objectives articulated					
One or more questions not relevant to content	All questions relevant to content and answers given are IAW lesson content					
Demonstrates Professional Conduct						
Unsat	Sat	0	1	2	3	
Profanity or gender biased language used	Language is free of profanity and gender inclusive					
Dress and deportment is not IAW CAF policies	Dress and deportment is IAW CAF policies					
Discourse is negative toward the subject	Discourse is positive toward the subject					
Maintains Student Interest and Motivation						
Unsat	Sat	0	1	2	3	
Asks primarily closed ended questions, or does not ask questions	Asks open ended questions to introduce the majority of teaching points					
Does not attempt to rephrase content to support understanding, i.e.) repeats the original explanation	Clarifies content to the group as required by individual student questions or hesitations					
Does not apply *APPLE model to most questions	APPLE model applied					
*Ask, Pause, Pick, Listen, Evaluate						
Coaches Students and Provides Feedback						
Unsat	Sat	0	1	2	3	
Feedback not relevant to achievement of standard	Feedback is focused on achievement of desired outcome/standard					
Feedback does not reflect learner performance	Feedback accurately reflects learner performance					

CAF Instructor Development Program (IDP)

CAF IDP Level 1 Instructor Appraisal Form

Feedback not provided to correct performance deficiency	Identifies students who require extra support based on student response and engagement				
Demonstrates Effective Verbal and Listening Skills					
Unsat	Sat	0	1	2	3
Voice clarity and volume negatively affects student engagement Voice inflection and tone negatively affects student engagement (monotone, sarcastic, or reflects negative attitude toward content) Does not allow learner to complete question/comment prior to answering	Voice is audible and clear to all Inflection and tone is used to support student engagement Ensures understanding of student questions before providing an answer i.e.) by paraphrasing or summarizing				
Uses instructional methods and activities for achieving lesson objectives					
Unsat	Sat	0	1	2	3
Timing is not IAW MLP (+/- 10%) Learning is not separated or broken up in segments which align with topic/content Instructor does not follow a sequence of instruction and activities IAW MLP	Timing is IAW MLP (+/- 10%) Instructor divides learning into segments (stages) of learning (use 8-14 mins as a guide). Instructor follows a sequence of instruction and activities IAW MLP				
Ensures transfer of skills/learning					
Unsat	Sat	0	1	2	3
No attempt is made to connect classroom learning to job/occupational contexts Confirmation of lesson objectives not IAW approved MLP, or not conducted Does not provide results of confirmation activity in MLP or re-teach weak points	Instructor uses examples from job/occupational contexts to help students understand Confirm achievement of lesson objectives IAW approved lesson Provides results of confirmation activity in lesson and re-teaches weak points				
Total Score		/24			
Overall Appraisal					
<input type="checkbox"/> Met standard (Min one point per competency and total min score of 16)		<input type="checkbox"/> Did not meet the standard			
Instructor: I have been debriefed on the result of this competency appraisal					
Instructor's name	Signature	Date			
Evaluator's name	Signature	Date			

CAF Instructor Development Program (IDP)
CAF IDP Level 1 Instructor Appraisal Form

Instructor Debrief

Notes:

1. This debrief page is based on the principles taught in the Instructional Supervisor (IS) course. The evaluator must have the IS qualification in order to conduct IDP appraisals and certifications.
2. The evaluator will use the checklist above to assess the candidate for Level 1, and the Instructor debrief form below for the completion of the certification.
3. As per the IS course, implications are linked to the principles of instruction (ICEPAC) which are: Interest, Comprehension, Emphasis, Participation, Accomplishment, Confirmation.

Strengths		Implications
1.		
2.		
3.		
Areas for Improvement		
Fact 1		
Reason		
Implications		
Solution		
Fact 2		
Reason		
Implications		
Solution		
Fact 3		
Reason		
Implications		
Solution		

CAF Instructor Development Program (IDP)
CAF IDP Level 1 Instructor Appraisal Form

General Comments:

Action Plan		
	Area for Improvement	Action to be taken by instructor
1		
2		
3		

Instructor: I have been debriefed on the result of this competency appraisal		
Instructor's name	Signature	Date
Evaluator's name	Signature	Date

ANNEX "B"

BASIS OF PAYMENT

1.0 Pricing

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) and Travel/Living Expenses are extra, if applicable.

2.0 Pricing Periods *[Note to Bidders – Canada will insert information at time of Contract Award]*

Year 1: Contract Award to One Year Later

Year 2: 1 Calendar Year following Year 1

Year 3 (Option): 1 Calendar Year following Year 2

Year 4 (Option): 1 Calendar Year following Year 3

3.0 Time Worked

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked.

3.1 Definition of a Day - Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{applicable firm per diem rate}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

3.2 Travel Time

Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem by 7.5.

4.0 Travel and Living Expenses – National Joint Council Travel Directive

- 4.1 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/or administrative overhead, in accordance with the meal, and private vehicle allowances specified 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". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

- 4.2 Canada will only accept travel and living expenses when, after a comprehensive recruiting process has been conducted, the Contractor has identified that there are no qualified and/or available resource(s) in the location of the tasking.

Example # 1: Tasking location is CFC Toronto and the only qualified proposed resource's place of residence is located in Halifax, Nova Scotia. Canada will authorize return travel from primary place of residence to CFC Toronto and accommodations in accordance with National Joint Council Travel Directives.

Example # 2: Tasking is generated from MPGTG Borden for a Specialist Instructor to instruct on the Aboriginal Awareness Course in Valcartier, Quebec. Contractor has identified the only available resource in close proximity is Val des Mont, Quebec. Canada will authorize return travel from place of residence to Valcartier, Quebec in accordance with National Joint Council Travel Directive.

Example # 3: Tasking is generated from MPGTG Borden for a Subject Matter Expert for an Elder for the Aboriginal Awareness Course in Gagetown, New Brunswick. Contractor has identified the only available resource in close proximity is in Kings Clear, New Brunswick. Canada will not authorize travel in accordance with National Joint Council Travel Directive.

- 4.3 Canada will accept travel and living expenses when the requirement is for the resource(s) to travel to a location within Canada to conduct the training (i.e. Hazardous Material, Traffic Technician Course, CFC NSP Exercises) which otherwise would have been conducted at the TE.

Example # 1: Tasking identifies that the resource must be in location at CFC Toronto for 2 days orientation prior to a 5 day Exercise being conducted in Kemptville, Ontario. Contractor has identified a qualified resource in the Ottawa area. Canada will authorize travel expenses from place of residence in Kemptville to Toronto. During the 5 day Exercise in Ottawa there is no entitlement for travel and living expenses.

Example # 2 Tasking identified that a TE in CFB Borden requires a Military Occupational Instructor for a 6 week Traffic Technician QL5 course located at CFB Borden, however the Training Plan identifies that the instructor must accompany the students to 8WG Trenton for a period of 4 days. If military transportation is provided to the students it is expected that the instructor will accompany the students on bus. If students are instructed to make their own arrangements to 8 WG Trenton the contracted resource will be authorized return travel from place of residence (i.e. Angus, Ontario) to 8 WG Trenton.

- 4.4 Canada will not accept any travel and living expenses incurred by the Contractor for resources living within 100 km of the tasking location.
- 4.5 Contractor is responsible for making all commercial travel and living arrangements.
- 4.6 Canada will make every effort to offer DND quarters (if available). Cost of accommodations and rations will be included to the overall cost of the task authorization.
- 4.7 Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of the Contract.
- 4.8 All travel must have the prior authorization of the Technical Authority.
- 4.9 All payments are subject to government audit.

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5.0 Disbursements

Any requirements and costs for subcontractors, laboratory testing, materials, supplies, or rental of equipment must be identified and pre-approved in the signed Task Authorization Form. These must be claimed at actual cost to Contractor with no mark-up or overhead for Contractor. The Contractor must not mark up their actual costs in any way. The invoices for the disbursements must be provided with the Contractor's invoice.

Unless authorized by the Technical Authority on the DND 626 form, the Contractor must tender (to at least 3 qualified bidders) all requirements for goods or services that exceed \$1,000.00 and select the lowest bidder.

6.0 Pricing Basis

The Contractor will be paid a firm all-inclusive price per diem in accordance with the following tables:

6.1 Region 1 – Quebec (Includes RMCSJ (including Osside) and CFLRS St. Jean, QC, Quebec City, QC, and Gatineau, QC)

Core Services – Resource Categories	Estimated Number of Resources per Contract Period Term	Estimated Level of Effort (days) per Year	Year 1 Per diem rate	Year 2 Per diem rate	Year 3 (Option) Per diem rate	Year 4 (Option) Per diem rate
CLERICAL TRAINING SUPPORT						
Stream 1 - General Office Clerk - Junior	7	1680	/day	/day	/day	/day
TRAINING SUPPORT						
Stream 2 - Role-Player	12	2400	/day	/day	/day	/day
Stream 2 - Training Support Supervisor	2	676	/day	/day	/day	/day
INSTRUCTIONAL SUPPORT						
Stream 3 - Junior Instructor General Subjects	2	440	/day	/day	/day	/day
Stream 3 - Senior Instructor General Subjects	2	440	/day	/day	/day	/day
Stream 3 - Junior Military Occupation	11	2640	/day	/day	/day	/day
Stream 3 - Senior Military Occupation Instructor	2	440	/day	/day	/day	/day
Stream 3 - Specialist Instructor - Junior	5	1200	/day	/day	/day	/day
Stream 3 - Specialist Instructor - Intermediate	1	220	/day	/day	/day	/day
Stream 3 - Specialist Instructor - Senior	3	660	/day	/day	/day	/day
Stream 3 - Subject Matter Expert	3	660	/day	/day	/day	/day
Stream 3 - Exam / Test Invigilator	1	220	/day	/day	/day	/day
COURSEWARE DEVELOPMENT SUPPORT						
Stream 4 - Junior Instructional Designer	3	720	/day	/day	/day	/day
Stream 4 - Senior Instructional Designer	2	440	/day	/day	/day	/day
Stream 4 - Junior E-Learning Developer	2	440	/day	/day	/day	/day
Stream 4 - Senior E-Learning Developer	2	440	/day	/day	/day	/day
Stream 4 - Junior Standards Support Designer	2	440	/day	/day	/day	/day
Stream 4 - Senior Standards Support Designer	2	440	/day	/day	/day	/day

6.2 Region 2 (A,B & C) – Ontario and Other (Borden, Kingston, Toronto, and all other locations not covered under Region 1)

Core Services – Resource Categories	Estimated Number of Resources per Contract Period Term	Estimated Level of Effort (days) per Year	Year 1 Per diem rate	Year 2 Per diem rate	Year 3 (Option) Per diem rate	Year 4 (Option) Per diem rate
CLERICAL TRAINING SUPPORT						
Stream 1 - General Office Clerk - Junior	8	2232	/day	/day	/day	/day
TRAINING SUPPORT						
Stream 2 - Role-Player	14	1830	/day	/day	/day	/day
Stream 2 - Training Support Supervisor	2	440	/day	/day	/day	/day
INSTRUCTIONAL SUPPORT						
Stream 3 - Junior Instructor General Subjects	2	110	/day	/day	/day	/day
Stream 3 - Senior Instructor General Subjects	104	5277	/day	/day	/day	/day
Stream 3 - Junior Military Occupation	23	5774	/day	/day	/day	/day
Stream 3 - Senior Military Occupation Instructor	18	4448	/day	/day	/day	/day
Stream 3 - Specialist Instructor - Junior	4	230	/day	/day	/day	/day
Stream 3 - Specialist Instructor - Intermediate	45	1106	/day	/day	/day	/day
Stream 3 - Specialist Instructor - Senior	26	478	/day	/day	/day	/day
Stream 3 - Subject Matter Expert	9	153	/day	/day	/day	/day
Stream 3 - Exam / Test Invigilator	3	240	/day	/day	/day	/day
COURSEWARE DEVELOPMENT SUPPORT						
Stream 4 - Junior Instructional Designer	8	1260	/day	/day	/day	/day
Stream 4 - Senior Instructional Designer	12	2079	/day	/day	/day	/day
Stream 4 - Junior E-Learning Developer	9	1980	/day	/day	/day	/day
Stream 4 - Senior E-Learning Developer	8	1543	/day	/day	/day	/day
Stream 4 - Junior Standards Support Designer	1	30	/day	/day	/day	/day
Stream 4 - Senior Standards Support Designer	3	140	/day	/day	/day	/day

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ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST

(See attached)

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Government
of Canada
Gouvernement
du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction CDA/MPG	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Requirement is for a single service provider to support CAF Training Establishments with resources in categories such as Administration, Role Players, Instructors and Courseware Development as per SOW and Appendix A			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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kin615
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non ☐ Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non ☐ Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis



RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

See attached Appendix

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non ☐ Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non ☐ Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non ☐ Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non ☐ Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non ☐ Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÉS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÉS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Margaret Tebbutt		Title - Titre A/J4 Logistics	
Signature TEBBUTT, MARGARET 964		Digitally signed by TEBBUTT, MARGARET 964 Date: 2021.06.14 08:33:05 -04'00'	
Telephone No. - N° de téléphone 613-541-5010x3964	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel margaret.tebbutt@forces.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic		Title - Titre Senior security analyst	
Signature MEDJOVIC SASHA 234		Digitally signed by MEDJOVIC SASHA 234 Date: 2021.06.14 08:33:05 -04'00'	
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No <input type="checkbox"/> Non		<input type="checkbox"/> Yes <input type="checkbox"/> Oui	
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Margaret Tebbutt		Title - Titre Supervisor, Material Management & Acquisition Support Specialist	
Signature TEBBUTT, MARGARET 964		Digitally signed by TEBBUTT, MARGARET 964 Date: 2021.06.14 08:33:52 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Emmanuel Conduah Contract Security Officer Emmanuel.Conduah@pwgsc-tpsgc.gc.ca		Title - Titre	
Signature <i>Emmanuel Conduah</i>		Digitally signed by Conduah, Emmanuel Date: 2021.07.15 13:39:38 -04'00'	
Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

Appendix 1 to Annex C, Security Requirements, Security Classification Guide

Security Requirements for all training establishments in Region 1 and 2 (except CACTC)

Core Services – Resource Categories	Security Requirement
CLERICAL TRAINING SUPPORT	
Stream 1 - General Office Clerk - Junior	Enhanced Reliability
TRAINING SUPPORT	
Stream 2 - Role-Player	Enhanced Reliability
Stream 2 - Training Support Supervisor	Enhanced Reliability
INSTRUCTIONAL SUPPORT	
Stream 3 - Junior Instructor General Subjects	Enhanced Reliability
Stream 3 - Senior Instructor General Subjects	Enhanced Reliability
Stream 3 - Junior Military Occupation Instructor	Enhanced Reliability
Stream 3 - Senior Military Occupation Instructor	Up to Secret
Stream 3 - Specialist Instructor - Junior	Enhanced Reliability
Stream 3 - Specialist Instructor - Intermediate	Enhanced Reliability
Stream 3 - Specialist Instructor - Senior	Enhanced Reliability
Stream 3 - Subject Matter Expert	Enhanced Reliability
Stream 3 - Exam / Test Invigilator	Enhanced Reliability
COURSEWARE DEVELOPMENT SUPPORT	
Stream 4 - Junior Instructional Designer	Enhanced Reliability
Stream 4 - Senior Instructional Designer	Enhanced Reliability
Stream 4 - Junior E-Learning Developer	Enhanced Reliability
Stream 4 - Senior E-Learning Developer	Enhanced Reliability
Stream 4 - Junior Standards Support Designer	Enhanced Reliability
Stream 4 - Senior Standards Support Designer	Enhanced Reliability

Security Requirements for Conduct After Capture Training Centre

Core Services – Resource Categories	Security Requirement
CLERICAL TRAINING SUPPORT	
Stream 1 - General Office Clerk - Junior	N/A
TRAINING SUPPORT	
Stream 2 - Role-Player	Secret
Stream 2 - Training Support Supervisor	N/A
INSTRUCTIONAL SUPPORT	
Stream 3 - Junior Instructor General Subjects	Secret
Stream 3 - Senior Instructor General Subjects	Secret
Stream 3 - Junior Military Occupation Instructor	N/A
Stream 3 - Senior Military Occupation Instructor	N/A
Stream 3 - Specialist Instructor - Junior	N/A
Stream 3 - Specialist Instructor - Intermediate	N/A
Stream 3 - Specialist Instructor - Senior	N/A
Stream 3 - Subject Matter Expert	Secret
Stream 3 - Exam / Test Invigilator	N/A
COURSEWARE DEVELOPMENT SUPPORT	
Stream 4 - Junior Instructional Designer	N/A
Stream 4 - Senior Instructional Designer	N/A
Stream 4 - Junior E-Learning Developer	N/A
Stream 4 - Senior E-Learning Developer	N/A
Stream 4 - Junior Standards Support Designer	N/A
Stream 4 - Senior Standards Support Designer	N/A

ANNEX "D"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- I. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles
- m. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
 - f. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
 - g. OPCF/SEF/NBEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles

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ANNEX "E"

DND 626 TASK AUTHORIZATION FORM

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

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Instructions for completing DND 626 - Task Authorization	Instructions pour compléter le formulaire DND 626 - Autorisation des tâches
Contract no. Enter the PWGSC contract number in full.	N° du contrat Inscrivez le numéro du contrat de TPSGC en entier.
Task no. Enter the sequential Task number.	N° de la tâche Inscrivez le numéro de tâche séquentiel.
Amendment no. Enter the amendment number when the original Task is amended to change the scope or the value.	N° de la modification Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.
Increase/Decrease Enter the increase or decrease total dollar amount including taxes.	Augmentation/Réduction Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.
Previous value Enter the previous total dollar amount including taxes.	Valeur précédente Inscrivez le montant total précédent, y compris les taxes.
To Name of the contractor.	A Nom de l'entrepreneur.
Delivery location Location where the work will be completed, if other than the contractor's location.	Expédié à Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.
Delivery/Completion date Completion date for the task.	Date de livraison/d'achèvement Date d'achèvement de la tâche.
for the Department of National Defence Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.	pour le ministère de la Défense nationale Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). Nota : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.
Services Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/costing price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.	Services Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celles/ceux qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.
Cost The cost of the Task broken out into the individual costed items in Services.	Prix Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.
GST/HST The GST/HST cost as appropriate.	TPS/TVH Mentionnez le montant de la TPS/TVH, s'il y a lieu.
Total The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.	Total Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.
Applicable only to PWGSC contracts This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.	Ne s'applique qu'aux contrats de TPSGC Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.
Note: Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold, and by both DND and PWGSC for those tasks over the DND threshold.	Nota : Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX "F" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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

Solicitation No. - N° de l'invitation
W4938-21246S/A
Client Ref. No. - N° de réf. du client
W4938-21-246S

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56065

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

ANNEX "G" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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