



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

**REQUEST FOR STANDING OFFER
DEMANDE D'OFFRES À COMMANDES**

**RETURN OFFERS TO:
RETOURNER LES OFFRES À:**

National Defence Headquarters
101 Colonel By Drive
Ottawa ON
K1A 0K2
Attn: Austin Sanford
Austin.Sanford@forces.gc.ca

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale Canada

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

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

At – à : 19 June, 2023

On - le: 1400hrs / 14h00 EST

Title/Titre:	Solicitation No – N° de l'invitation
Precision Driver Training	W6399-23-LN17/A
Date of Solicitation – Date de l'invitation 18 May, 2023	
Address Enquiries to – Adresser toutes questions à Austin.Sanford@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No – N° de fax
613-993-6864	N / A
Destination Specified Herein Précisé dans les présentes	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/1 excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 This Request for Standing Offer (RFSO) is for a qualified service provider with resources, instructor and personnel to support the provision of Precision Driver Training to enable CAF personnel to practice and maintain the necessary skills and to safely function on a day-to-day basis.

The Identified user is the Department of National Defence (DND) DLP 8 personnel.

1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA). "

1.2.3 The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the requirement detailed in the RFSO, 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 to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.3 Security Requirements

There is no security requirement applicable to this Request for Proposal.

Non-Disclosure Agreement

The Non-Disclosure Agreement contained in Annex "D" must be signed by all personnel that will be performing any work related to the Standing Offer

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.
- c) Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:

Send its bid only to the address specified in the bid solicitation.
- d) Section 06, Late Bids, Is deleted in its entirety;
- e) The text under Section 07, Delayed Bids, is deleted in its entirety and replaced with the following:

It is the Offeror's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- f) Subsection 1 of Section 08, Transmission by Facsimile, is deleted in its entirety.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Electronic Submission of Offers

- a) Offers must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the Offer solicitation. Offers must be received electronically as noted in subparagraph b).
- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Offeror or Contracting Authority.** Larger Offers may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Offeror's responsibility to ensure that the Contracting Authority has received the entire submission. Offerors should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Offerors are

requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to the DND 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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror 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, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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.

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 soft copy),

Section II: Financial Offer (1 soft copy),

Section III: Certifications and Additional Information (1 soft copy)

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

Offerors may use Attachment 1 to Part 3 to indicate their prices. If Offerors choose to use Attachment 1 to Part 3 to indicate their prices, Offerors must include Attachment 1 to Part 3 in their financial Offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their Offer:

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial Offer as follows:

Offerors must submit their financial offer in accordance with Annex C, "Basis of Payment and the Pricing Schedule Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

Offerors must submit firm prices, Delivered Duty Paid (DDP) at Offeror's Facility Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Unless the offer solicitation specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the offer solicitation closing date, or on another date specified in the offer solicitation, will be applied as a conversion factor to the offers submitted in foreign currency.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to part 3 of the request for standing offers - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to part 3 of the request for standing offers - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex "B" – Evaluation Plan – Mandatory Technical Criteria

4.1.2 Financial Evaluation

- 4.1.2.1 The price of the offer will be evaluated in Canadian dollars, Delivery Duty Paid (DDP) at the offerors' facility. Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest total evaluated price in the Pricing Schedule detailed Attachment 1 to Part 3 will be recommended for award of a Standing Offer. Total Evaluated Offer Price = SUM
A+B+C+D+E+F+G+H

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with 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 Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Offer" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Offer" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up 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 Offer](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with

a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.2.2 Non-Disclosure Agreement

The Non-Disclosure Agreement contained in Annex "D" must be signed by all personnel that will be performing any work related to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2005](#) (2022-12-01) - General Conditions – Standing Offers – Goods or Services, apply to and form part of the Standing Offer, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that Minister.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchased done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements details below. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up number for each call-up, including amendments;
- v. the client department;
- vi. the Standing Offer Authority;
- vii. the date of the call-up;
- viii. the call-up period;
- ix. the line items acquired/services provided;
- x. the value of the call-up, Goods and Services Tax / Harmonized Sales Tax included, as applicable.

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is three (3) years from date of award.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional one (1) year period, under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Shipping Instructions

Services will be delivered at the location specified in the Statement of Work.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Austin Sanford
Title: DLP 8-3-1
Department of National Defence
Directorate: DLP 8
Address: 101 Colonel By Drive, Ottawa, ON, K1A 0K2

Telephone: 613-993-6864
E-mail address: Austin.Sanford@forces.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Technical Authority

<to be identified at Standing Offer Award>

The Technical Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

<to be completed by Offeror>

The Offeror's Representative for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND) DLP 8 personnel.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, "Attachment 1 to part 6".

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$____ (INSERT AT SOA AWARD) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-12-01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010B](#) (2022-12-01), General Conditions – Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex C, Basis of Payment;
- g) Annex D, Non-Disclosure Agreement;
- h) the Offeror's offer dated _____ (*insert date of offer*),

6.11 Certifications and Additional Information

6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.11.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Offer](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

a. Definition of Minister is modified as follows:

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

6.3 Term of Contract

6.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6.4 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: 2019-01 of the Treasury Board Secretariat of Canada.

6.5 Payment

6.5.1 Basis of Payment

The Basis of Payment table - Annex C is as described below:

In consideration of the Contractor satisfactorily completing all of its obligations under the specified Call-Up, the Contractor will be paid *firm unit price(s)*, as specified in Annex C for a total cost as noted in the authorized specified Call-up, Customs duties are *included* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.5.1.1 Direct Fuel Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

6.5.1.2 Taxes - Foreign

SACC Manual Clause [C2000C](#) (2007-11-30) – Taxes – Foreign-based Contractor.

6.5.2 Multiple Payments

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

6.5.3 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only);

6.6 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ [<to be inserted at Standing Offer Award>](#). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7 Invoicing Instructions

Invoices must be distributed as follows:

- a. Email to: Austin.Sanford@forces.gc.ca

6.8 Insurance

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

6.9 Defence Contract

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

6.10 Foreign Nationals

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

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

ANNEX "A" - STATEMENT OF WORK - PRECISION DRIVER TRAINING

1.0 SCOPE

1.1 Purpose

The Department of National Defence (DND) has a requirement for a Contractor to provide training to a minimum of six (6) and up to 21 Canadian Armed Forces (CAF) members with precision driver training, to enable CAF personnel to practice and maintain the necessary skills and to safely function on a day-to-day basis.

1.2 Background

DND requires a qualified Contractor with the facilities, capacity, resources, and licensed instructors with the Canadian Association of Rally Sport (or equivalent such as National Auto Sport Association (NASA)) to accommodate high risk, fast-paced, and precise driver training levels from beginner to advanced. The Contractor must deliver training on an "as and when requested basis". This training will also allow for qualified CAF driver to continue to develop in order to maintain their qualifications and skill sets.

1.3 Acronyms, Definitions and Applicable Documents

Acronyms

4WD (4X4)	Four Wheel Drive
ASN	Autorité Sportive Nationale du Canada
AWD	All Wheel Drive
CAF	Canadian Armed Forces
CARS	Canadian Association of Rally Sport
DND	Department of National Defence
FIA	Fédération Internationale de l'Automobile
FWD	Front Wheel Drive
NASA	National Auto Sport Association
OEM	Original Equipment Manufacturer
OSO	Overall Safety Officer
POC	Point of Contact
RWD	Rear Wheel Drive
SUV	Sport Utility Vehicle
TA	Technical Authority

CARS License – A CARS-issued license. CARS is the official sanctioning body for rally driving as recognized by both ASN and FIA.

High Speed - High speed is defined as driving beyond limits in relation to road conditions.

Marshal – A person responsible for the safety of students.

Mixed surfaces – A given stretch of road that transitions between a minimum of two different types of surface such as gravel, dirt, snow, ice, water, tarmac, etc.

Precision Driver – A driver with the ability to carry out any vehicular maneuvers in a safe and precise manner, while keeping speed above average.

Reconnaissance Visit (Recce) – A physical site assessment or visit to identify training prerequisites prior to training at every new location.

Safety Infraction – An action taken by a driver that could cause injury to himself or another driver.

Student Evaluations - A final assessment of practical skills must be delivered at the end of each course for each student. A basic assessment and an advanced assessment will be issued based on the training and should include, at a minimum, the following:

Basic Assessment. A basic assessment includes written feedback from the Instructor(s) on the student's overall performance as well as their performance during the final exercise. This assessment will be provided to the student, TA, and the DND POC, at the end of the final exercise.

Advanced Assessment. An advanced assessment includes the components of a basic assessment as well as written recommendations outlining areas for the student's improvement. This assessment will be provided to the student, and the DND POC, at the end of the final exercise

Applicable documents

The following documents form part of this Statement of Work (SOW) to the extent specified herein, and are supportive of this SOW. Any other documents are to be considered supplemental information only. Unless otherwise specified, all documents referenced herein, including any related amendments, must be those in effect as of the date of contract award. In the event of a conflict between the supporting documents and the contents of this SOW, the SOW will take precedence.

- a) Canadian Association of Rallysport (CARS) Rules and Regulations (<https://carsrally.ca/cars-info/rules/>)
- b) Rally America Rules and Regulations (<http://rally-america.com/rules/>)
- c) Autorité Sportive Nationale du Canada (<http://www.asncanada.com/>)
- d) Fédération Internationale de l'Automobile (<https://www.fia.com/>)
- e) National Auto Sport Association (<https://www.nasaproracing.com/>)

2.0 REQUIREMENTS

2.1 General

In order to meet their operational mandate, DND requires the flexibility to train at two (2) locations as described below. The location will be identified at time of individual call-up. The Contractor must provide a facility at location 2 only.

2.1.1 Location 1 – Located at CFB Petawawa, Ontario.

2.1.2 Location 2 – Located at a facility that meets the following criteria:
A facility within a two (2) hour drive time of a commercial airport located in the Eastern Daylight Time (EDT) zone.

2.2 The Contractor must provide training on the following skills:

- a) High-speed and High-risk cornering;
- b) Skid pad control;
- c) High speed emergency reaction control on narrow and other various road conditions, i.e.; wide, open, close, short, long, off camber, blind, deceptive);

- d) Slalom exercises with various driving platforms;
 - e) High speed tarmac control and handling, including emergency reaction exercises;
 - f) High speed and High risk driving under pressure on narrow road conditions with obstacles (i.e.; pedestrians) and little visibility;
 - g) Ability to read natural terrain in order to process upcoming obstacles and react accordingly;
 - h) High speed and High risk ABS and no ABS runs on narrow road conditions; and
 - i) High speed and High risk threshold braking on narrow road conditions.
- 2.3 The Contractor must provide all training in English for a minimum of six (6) up to 21 students per course. Each course includes the following fundamental and practical skills on an as-and-when-requested basis:
- a) Manual Transmission Introduction;
 - b) Basic Driver Training;
 - c) Standardized Fundamentals Training;
 - d) Continuous Development Training; and
 - e) Refresher Training.
- 2.4 The Contractor must have up to date experience, as required under section 6.0 - Experience and it must be reflected in the curriculum of the most up to date driving techniques showcased at the top levels of international motorsports (Formula 1 and World Rally Car). This experience must also be demonstrated through training and evaluation to ensure students can function in unison during dangerous operations. Instruction must comprise of the following courses:
- 2.4.1 Manual Transmission Introduction (1 day):
- The Contractor must provide a one (1) day Manual Transmission Introduction Training. One (1) day is defined as a maximum of six (6) hours driving time broken down into two three (3) hour blocks. These 3 hour blocks can fall during the morning, afternoon or evening;
- Three Hour Block 1
- (i) The training must be designed for students with nil to minimum experience operating a manual transmission vehicle; and
 - (ii) The training must provide simulation of city traffic (e.g. honking drivers and sudden changes of traffic lights).
- Three Hour Block 2
- (iii) The training must occur on public roads to provide experience in high density traffic areas, including parking lots.

2.4.2 Basic Driver Training

The Contractor must provide a four (4) days Basic Driver Training. The training must not be more than ten (10) hours daytime driving per day and no more than four (4) hours night time driving per night. The Basic Driver Training must target the following skills:

- a) Vehicle set-up;
- b) Hand-over-hand technique;
- c) Left foot braking technique;
- d) Understeer / Oversteer;
- e) E-brake;
- f) Automatic transmissions;
- g) Low light conditions;
- h) Convoy driving introduction;
- i) Reversing;
- j) Optimal vehicle placement on narrow twisty roads of all surfaces;
- k) Freestyle and marked slalom drift recovery; and
- l) The cumulative skillset identified through the execution of (a) through (k) above will be validated during a Final timed exercise with penalty combination.

2.4.2.1 During the four (4) training days, the Contractor must provide the students the following practical training time on vehicle types below:

- a) 80% of the time driving an AWD vehicle;
- b) 15% of the time driving a FWD vehicle;
- c) 5% of the time driving a RWD vehicle; and
- d) 100% of the time driving an automatic transmission vehicle.

2.4.2.2 A basic assessment of each student is required, as defined in section 1.3.

2.4.2.3 At the end of the Basic Driver Training, the Contractor must consolidate all instructed material performed over the training period to ensure that the techniques instructed to students are practically demonstrated through a demo ride in a 4 x 4 pick-up truck driven by the lead instructor with the student(s) riding as passengers.

2.4.3 Standardized Fundamentals Training

The Contractor must provide a five (5) day and two (2) night-time Standardized Fundamentals Training. The training must not be more than ten (10) hours daytime driving per day and no more than four (4) hours night time driving per night. The Standardized Fundamentals Training must target the following skills:

- a) Accelerated precision driving exercises resulting in more runs undertaken in the allocated time period;
- b) Advanced night driving conditions training, from using headlights up to using only night vision goggles (i.e. no headlights);
- c) "Preserving" asset education (i.e. vehicle capability vs. individual skillsets); and
- d) Provide a 60 minute lecture on methodology of training and an introduction to driving techniques that will be taught. Lecture material will be defined with the TA.

2.4.3.1 The Contractor must provide the students the following practical training time on vehicle types below:

- a) 80% of the time driving an AWD vehicle;
- b) 15% of the time driving a FWD vehicle;

- c) 5% of the time driving a RWD vehicle;
- d) 90% of the time driving an automatic transmission vehicle; and
- e) 10% of the time driving a manual transmission vehicle.

2.4.3.2 Within 24 hours from completion of training, an advanced assessment of each student must be provided to the DND Technical Authority, as defined in section 1.3.

2.4.3.3 At the end of the Standardized Fundamentals Training, the Contractor must consolidate all instructed material performed over the training period to ensure that the techniques instructed to students are practically demonstrated through a demo ride in a 4 x 4 pick-up truck driven by the lead instructor with the student(s) riding as passengers

2.4.4 Continuous Development Training

The Contractor must provide a three (3) days and two (2) nights Continuous Development Training. Training must not be more than ten (10) hours daytime driving per day and no more than four (4) hours night time driving per night. The Continuous Development Training must target the following skills:

- a) Refresher on left foot braking and steering handling (1 day);
- b) Urban driving at regular speed;
- c) Driving psychology class and practical;
- d) Night vision driving with goggles;
- e) Low light vision driving;
- f) Close proximity chase;
- g) Off-road;
- h) Convoy;
- i) Freestyle and marked slalom drift recovery;
- j) Road positioning;
- k) Reversing;
- l) Troubleshooting of basic mechanical issues and possible bypasses to keep vehicle operable; and
- m) The cumulative skillset identified through the execution of (a) through (l) above will be validated during a Final timed exercise with penalty combination.

2.4.4.1 The Contractor must provide the students the following practical training time on vehicle types below:

- a) 80% of the time driving an AWD vehicle;
- b) 10% of the time driving a FWD vehicle;
- c) 5% of the time driving a RWD vehicle;
- d) 5% of the time driving a 4WD (4X4) vehicle;
- e) 90% of the time driving an automatic transmission vehicle; and
- f) 10% of the time driving a manual transmission vehicle.

2.4.4.2 An advanced assessment of each student is required, as defined in section 1.3.

2.4.4.3 At the end of the Continuous Development Training, the Contractor must consolidate all instructed material performed over the training period to ensure that the techniques instructed to students are practically demonstrated through a demo ride in a 4 x 4 pick-up truck driven by the lead instructor with the student(s) riding as passengers

2.4.5 Refresher Training

The Contractor must provide a one (1) day refresher training. One (1) day is defined as 10 hours driving time. The refresher training must target the following skills:

2.4.5.1 Targeted skills include 'control over speed class' topics, such as:

- a) Sitting and hand positioning (i.e. 9-and-3 o'clock);
- b) Smooth steering input; and
- c) Vision.

2.4.5.2 Refresher exercises must include:

- a) Sitting and hand position;
- b) Steering inputs;
- c) Vision (three (3) places);
- d) Smooth throttle application;
- e) Open and closed road (must do some training on public type roads) ;
- f) Increase of speed;
- g) Road reading (i.e. deceptive roads, line reading, seeing grip, camber and off-camber, crown, various hazards, etc.);
- h) The cumulative skillset identified through the execution of (a) through (g) above will be validated during a Final timed exercise with penalty combination;
- i) Additional lapping if time allows; and
- j) At the end of the training day, the Lead Instructor must evaluate each student based on daily performance by providing details on specific areas to improve.

2.4.5.3 During each course, students must be given the opportunity to spend the following amount of practical training time, on each of the following vehicle types:

- a) 90% of the time driving an AWD vehicle;
- b) 10% of the time driving a FWD vehicle;
- c) 90% of the time driving an automatic transmission vehicle; and
- d) 10% of the time driving a manual transmission vehicle.

3.0 DELIVERABLES

3.1 Facility

3.1.1 Classroom (fixed or mobile)

The Contractor must provide a climate-controlled, indoor training facility (i.e. a classroom) at any of the locations with the following provisions:

- a) Isolation from all non-DND members, dedicated for DND use only;
- b) Availability at any time for the duration of each training;
- c) Readily accessible from the training area(s) so as not to cause a delay in the training (i.e. a driving time with a maximum of 5 minutes).
- d) Tables and seating for up to 21 students;
- e) Access to at least one (1) audio/visual (AV) station, must be able to support High Definition (HD) video display;
- f) Support of computer-generated presentations (e.g. videos, PowerPoint), with input for laptop computers (e.g. HDMI);
- g) Whiteboard with whiteboard markers and eraser;
- h) Training aids (steering wheel on table mount, diagrams, students take-away notes).

3.1.2 Services

The Contractor must provide the following services at each location for the duration of all training:

- a) Safety markings to secure the training area(s);
- b) An electrical generator must be available for when grid-power is not readily available;
- c) Weather-protected shelter co-located with track(s) large enough to accommodate all students and instructors;
- d) On-site readily available serviceable washroom facilities to support up to 21 students;
- e) On-site potable water on hand to support up to 21 students. If there is no drinking fountain available for the students, water bottles to support up to 21 students is a must ;
- f) Refrigerator space of at least one (1) cubic foot per student;
- g) A lockable 8 foot x 20 foot storage room designated for DND use only, which must not have any alternate accesses; and
- h) On-site parking a maximum of 500 meters away from the designated training classrooms available for up to 10 Sport Utility Vehicles (SUV's) for DND while training.

3.2 Personnel

The Contractor must provide:

3.2.1 Instructors at a ratio of 1:3 instructors-to-students to teach and assess students for all levels of training, as required.

3.2.2 A Lead Instructor to that meets the experience stated in para 6.2.

3.2.2.1 The Lead Instructor's responsibilities include but are not limited to:

- a) Must attend all training and act as an instructor;
- b) Must take part in every site recce;
- c) Must take part in all course preparation;
- d) Must generate basic or advanced assessments of candidates accordingly to course requirements;
- e) Must enroll at least once every 2 years (as a trainee) in advanced driver training where the training is conducted by instructors / drivers, who have competed as drivers in one of the following disciplines within five (5) years:
 - (1) World Rally Championship (WRC) in 4WD class;
 - (2) Formula 1;
 - (3) 24 Hours of Le Mans; or
 - (4) Deutch Tourenwagen Masters (DTM)

3.2.3 Safety personnel which includes at least one Overall Safety Officer (OSO) for both Location 1 and 2, a minimum of 2 experienced Track Marshals for location 1 and as many experienced Track Marshals as required based on safety considerations for location 2, throughout all practical training. The number of OSO and Track Marshalls required will be determined at the time of the Task Authorisation (TA)

3.2.3.1 A Overall safety officer (OSO) that meets the experience stated in para 6.3.

3.2.3.2 The OSO's responsibilities include but are not limited to:

- a) Must be physically present for every course;
- b) Must ensure overall safety conduct of every course;

- c) Must take part in every site recce;
- d) Must take part in all course preparation; and
- e) Must generate basic safety brief and incident action procedures to his marshals on every course.

3.2.3.3 A Track Marshall that meets the experience stated in para 6.3.

3.2.3.4 The Track Marshall's responsibilities include but are not limited to:

- c) Must be physically present for every course;
- d) Must ensure to cover safety related to the specific guidance of the OSO during every course;
- c) Must take part in all course preparation; and
- e) Must understand and apply guidance related to the basic safety brief provided by the OSO.

3.2.4 Protective helmets for all instructors. The helmets must have a plastic shell with high-cut design to facilitate verbal communications exchange throughout training.

3.3 Medical Plan (Location 2 only)

The Contractor must provide:

3.3.1 As an integral part of the training facility capability, an incident medical response plan must be provided prior to any training session at location 2 in case of any training incidents. Such as, an in-place emergency response plan (911 or equivalent) for transportation of the injured student to a trauma level hospital.

3.4 Audio/Visual Recording

The Contractor must provide recording services for the purpose of education and analysis of students' performance(s). The following conditions apply to the use of video recordings:

3.4.1 All video recording to be mutually agreed upon between the Contractor and DND POC before being conducted.

3.4.2 Recordings must be made available every day and used on an "as and when required basis" during training, as dictated by the DND POC.

3.4.3 The recording process must include the extraction of any notable incidents while using the Contractor's vehicles. This will be provided to the students as "lessons learned" on a daily basis.

3.4.4 Recordings must provide split-screen views of any notable incident. Views must include; eyes, steering wheel, road, and feet.

3.5 Vehicle Quantities

3.5.1 The ratio of primary training vehicles to instructors and students is 1:1:3 (e.g. 21 students require seven (7) instructors and seven (7) primary training vehicles).

3.6 Vehicles Types

The Contractor must provide and transport vehicles to location 1 or 2 with the following specifications in order to meet requirements for all training specified above in section 2.4:

3.6.1 Include AWD (vehicles where the power is delivered to both axles at all times), as well as 4WD (4X4) pickup trucks for demonstrations and exercises, FWD, and RWD models;

- 3.6.2 Not be older than 2002;
- 3.6.3 Have seating for a minimum of four (4) passengers per vehicle;
- 3.6.4 Have turbo-powered vehicles;
- 3.6.5 Have adjustable suspension;
- 3.6.6 Have ABS disabling switches;
- 3.6.7 Have both manual and automatic transmission vehicles;
- 3.6.8 Have tires to simulate various surface conditions (e.g. stiff, low-grip tires to simulate icy, slippery surfaces) such as gravel, snow, and ice.
- 3.6.9 Meet the minimum standards and specifications for safety and eligibility as defined by Canadian Rally Cross rules and regulations. (<https://carsrally.ca/cars-info/rules/>)

3.7 Vehicle Replacements and 'Stop-Training' Thresholds

- 3.7.1 The Contractor must make spare vehicles available immediately upon loss of a primary vehicle, and must maintain the variety of vehicles listed above.
- 3.7.2 For each course, the number of vehicles that can be damaged beyond serviceability by the students during practical training is presented in the following chart. The chart explains in specific details, based on number of trainees, the ratio of instructors, primary vehicles and amount of vehicles damages to stop training.

# of Trainees	# of Instructors	# of primary vehicles	# of spare vehicles	# of vehicles damaged to stop training
6	2	2	1	2
9	3	3	1	2
12	4	4	2	2
15	5	5	2	2
18	6	6	3	2
21	7	7	3	3

- 3.7.3 Training will typically cease after the thresholds have been reached, however the decision to continue training rests with the DND POC, with the understanding that DND will reimburse the Contractor for the pre-training fair market value, as identified in the Canadian Black Book, of any additional vehicles damaged beyond the pre-determined thresholds.

3.8 The Contractor must provide:

- a) At the beginning of every course, a general safety briefs specific for the location and package being used;
 - (ii) Detailed descriptions of in-place medical plans instituted to mitigate high speed related injuries and fatalities, including the identification of a recovery vehicle and driver;
- b) Long Range encrypted communication systems in all vehicles (car mounted or integrated); and
- c) Racing helmet with integrated communications enabling student and instructor to communicate during final timed exercises.

4.0 CONSTRAINTS

4.1 All trainings must be available to DND year-round.

4.2 The Contractor must ensure that non DND participants are not trained with DND participants.

4.3 Booking

The Contractor must allow for DND to book training for up to 10 consecutive calendar days per call-up for location 1 and up to 20 consecutive calendar days per call-up for location 2. DND will provide the Contractor with a minimum of 30 day notice to book training.

4.4 Weather

Training provided must take place in all weather conditions in which a road vehicle (various vehicle platforms) can reasonably be expected to function and precision driver skills can reasonably be expected to be applied.

4.5 Flexible hours of operation

Training will occur at a minimum of 10 hours per day (start and end time must be mutually agreed upon between the Contractor and the designated DND POC). Most training will occur during normal business hours, however portions of the training are required to be conducted during the night (to a maximum of four (4) hours) and during low light conditions.

5.0 LANGUAGE

5.1 All training and assessments must be delivered in English.

6.0 EXPERIENCE

6.1 Instructors

The contractor must ensure that all instructors use the same instructional terminology, and demonstrate uniformity in driving skills, psychology, and methodology to ensure consistent instruction throughout training techniques. A Lead Instructor must be provided and present at all times while training is being delivered, who has the experience (as stipulated from 6.2.2 to 6.2.6). to supervise and facilitate the standardization and uniformity of the skillsets to be instructed to students.

6.1.1 Minimum required qualifications of the instructors

Each proposed instructor must have the following qualifications:

6.1.1.1 Valid civilian driver licencing and training in accordance with national standards.

6.1.1.2 A resume/CV of the instructor may be requested by DND at time of training to confirm the experience of the instructor(s). The PA will maintain the resume/CV on file once the TA has reviewed and accepted. The resume/CV must show background experience in the instructors' motorsports activities performed over their career as well as substantiate experience listed in 6.1.1.3.

6.1.1.3 Proof of having competed in a sanctioned motorsport event within five (5) years of date of call-up.

6.2 Lead Instructor

6.2.1 A résumé/CV of the Lead Instructor must be provided to the DND TA for review and approval.

The proposed Lead Instructor must have the following experience:

6.2.2 Experience instructing precision driver training to military organizations at a rate of no less than one (1) training per year for each of the past three (3) years.

6.2.3 Experience driving in European and North American motorsport competitions within five (5) years of call-up which must include one (1) of the following disciplines:

- (1) World Rally Championship (WRC) in 4WD class;
- (2) Formula 1;
- (3) 24 Hours of Le Mans; or
- (4) Deutch Tourenwagen Masters (DTM).

6.2.4 Experience in delivering a minimum of one (1) practical demonstrations of the Basic, Standardized and Continuous training topics with a ¾ ton 4WD (4X4) pickup truck..

6.2.5 Experience in delivering a minimum of one (1) precision driver training, day and night, on surfaces/conditions of ice, snow, gravel, tarmac, and rain.

6.2.6 Experience in instructing a minimum of one (1) precision driver training on public roads with minimum of 200 meters of elevation on mixed-surfaces.

6.2.7 Experience in providing advanced assessment of students at the end of each course.

6.3 Safety Staff

Every Safety Officer and subordinate Track Marshal must meet the CARS standards or equivalent for safety staff. A résumé/CV of core staff must be provided for evaluation at time of Offer Evaluation. A résumé/CV of any new staff must be provided for evaluation prior to the commencement of every new course.

7.0 RECORDS

7.1 Upon completion of each course, the Contractor must provide to the DND POC all records and documentation (including, but not limited to, written documentation, photographs, and video recordings, electronic or otherwise) related to the nature of this training and the identities of all DND personnel involved. The Contractor must not retain, publish, print, or otherwise distribute records and/or copies of any of the above.

8.0 DND SUPPORT TO TRAINING

8.1 Point of Contact. DND will provide a POC for each call-up. The POC will escort the Contractor's staff while on DND property, as required.

8.2 Reconnaissance (Recce). A recce day must be scheduled for the Contractor and the DND POC prior to every course, as initiated by DND TA and mutually agreed upon by both the Contractor and the DND TA, in order to meet and prepare for specific location and package requirements. When using DND facilities, the POC will coordinate with the Contractor one (1) day before and one (1) day after each course

8.3 DND will provide night vision goggles for all Instructors.

ANNEX “B” EVALUATION PLAN

MANDATORY TECHNICAL CRITERIA

1. Evaluation Methodology – The evaluation will be conducted by representatives of Canada on the criteria provided only. Mandatory requirements are identified by the word “must.” All mandatory criteria must be met or the Offer submission will be deemed non-compliant. Failure to provide sufficient detail in the Offer submission to evaluate the proposal against the mandatory criteria will also deem the Offer non-compliant.
2. All submissions should be typed, preferably on company letterhead.
3. To avoid duplication and delays, Offerors should refer to different sections of their Offers by identifying the specific paragraph and page number where the subject topic has already been addressed.
4. Canada reserves the right to validate the information provided.

		<i>Offerors to complete</i>	<i>DND Evaluation Team to complete</i>	
	Mandatory Evaluation Criteria	Instruction to Offerors	Met/Not Met	Comments
MT.1	<p>Offerors Experience: See Annex A, para 2.3, 2.4</p> <p>The Offerder must have experience instructing precision driver training as per courses listed in Annex A – Section 2.3 and 2.4 to military organizations at a rate of no less than one (1) training per year for each of the past three (3) years preceding the Offer solicitation posting date:</p>	<p>The Offerder must demonstrate compliance by providing the following for each of the courses:</p> <ol style="list-style-type: none"> 1. Description of the experience, including tasks and responsibilities; 2. Start and end date of each course delivered; 3. Title of each course delivered 4. Location of the training; 5. Quantity of students for each course delivered; 6. A legible pamphlet, course package documentation, drawing, map, with detailed photographs, along with a schematic that clearly defines the training facility and syllabuses of each specified 		

		course.		
MT.2	<p>Offerors Infrastructure: See Annex A, para 2.1.2</p> <p>The Offerder must show capacity to provide a training facility as per Annex A 2.1.2 (Location 2)</p>	<p>The Offerder must demonstrate compliance by providing the following:</p> <p>The Offeror must clearly demonstrate compliance through use of a legible map with a scale of distance that clearly shows the address of the airport intended for use from the location and the address of the training facility, and the driving distance in kilometers or miles between the two.</p>		
MT.3	<p>Offerors Infrastructure: See Annex A, para 3.1, 3.3</p> <p>The Offerder must show capacity to provide a Classroom and Medical Plan.</p>	<p>The Offerder must demonstrate compliance by providing the following:</p> <p>1. Classroom: a). Photos or a pamphlet and attestation that clearly demonstrates Offerder can meet the requirement as stated in para 3.1.1 of the SOW. b). Provide descriptions of compliance with the list if items in para 3.1.2 of the SOW.</p> <p>2. Medical Plan: Provide a legible plan (should be on company letterhead) that clearly states the process/ emergency response plan in the event medical services are required.</p> <p>This emergency response plan must address para 3.3.1 of the SOW, and include a contingency plan for a no cellphone coverage area (Satellite phone is an option). It must also</p>		

		show an internal movement plan to either meet at an access point with ambulance, or show a dedicated means of transport to nearest hospital.		
MT.4	<p>Instructors Experience: See Annex A, para. 7.1</p> <p>The Offerder must provide seven (7) instructors who have entered and passed driver training courses as a driver with one-on-one coaching with the Lead Instructor. Total contact training time must be no less than 20 hours in the last 5 years.</p>	<p>The Offerder must demonstrate compliance by providing the following for each of the instructors:</p> <ol style="list-style-type: none"> 1. Description of the resources experience instructing/delivering precision driver training, including tasks and responsibilities; 2. Valid civilian driver licensing and training in accordance with national standards; 3. A resume/CV of the instructor may be requested by DND at time of training to confirm the experience of the instructor(s). 		
MT.5	<p>Lead Instructor Experience: See Annex A, para 7.2</p> <p>The Offerder must provide a lead instructor with the following experience;</p> <ol style="list-style-type: none"> a) Experience in instructing precision driver training to military organizations at a rate of no less than one (1) course per year for each of the past three (3) years. b) Experience in delivering a minimum of one (1) precision driver training, day and night, on surfaces/conditions of ice, snow, gravel, tarmac, and rain. c) Experience in instructing a minimum of one (1) precision driver training on public roads with minimum of 200 meters of elevation on mixed- 	<p>The Offerder must demonstrate compliance by providing the following for the lead instructor</p> <ol style="list-style-type: none"> 1. Description of the resources experience instructing/delivering precision driver training, including tasks and responsibilities; 2. Valid civilian driver licensing and training in accordance with national standards; 3. Proof of experience driving in competitions as per MT.5 d). 4. A resume/CV of the instructor may be requested by DND at time of training to confirm the experience of the instructor(s). 		

	<p>surfaces.</p> <p>d) One (1) year experience within the last seven (7) years driving in European and North American competitions which must include one (1) of the following disciplines:</p> <p>(i) WRC (World Rally Championship), (ii) Formula 1, (iii) 24 Hours of Le Mans, (iv) DTM (Deutch Tourenwagen Masters)</p>			
<p>MT.6</p>	<p>Safety Staff (see Annex A, para 7.3 for details):</p> <p>The Offerder must show capacity to provide the following resources who meet the CARS standards or equivalent for safety staff:</p> <ul style="list-style-type: none"> - 1 Overall Safety Officer (OSO) - 2 Track Marshals 	<p>The Offerder must demonstrate compliance by providing the following for the Safety Staff</p> <ol style="list-style-type: none"> 1. A resume/CV of the instructor may be requested by DND at time of training to confirm the experience of the instructor(s). 2. Proof of each member meeting the CARS standards or equivalent for safety staff, or an attestation from the Offerder that the staff members meet this standard. 		

ANNEX "C"

BASIS OF PAYMENT

Precision Driver Training – W6399-23-LN17/A					
Location 1					
Item	Course	All-Inclusive Firm Price per Student per Course (CAD)			
		Firm Year 1	Firm Year 2	Firm Year 3	Option Year 1
1	Manual Transmission Introduction (1 day)				
2	Basic Driver Training (4 days)				
3	Standardized Fundamentals Training (5 days + 2 nights)				
4	Continuous Development (3 days + 2 Nights)				
5	Skills Refresher (1 day)				

*** **Direct Fuel Expenses** - The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Precision Driver Training – W6399-23-LN17/A					
Location 2					
Item	Course	All-Inclusive Firm Price per Student per Course (CAD)			
		Firm Year 1	Firm Year 2	Firm Year 3	Option Year 1
1	Manual Transmission Introduction (1 day)				
2	Basic Driver Training (4 days)				
3	Standardized Fundamentals Training (5 days + 2 nights)				
4	Continuous Development (3 days + 2 Nights)				
5	Skills Refresher (1 day)				

*** **Direct Fuel Expenses** - The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Offerder must complete the pricing schedule(s) and include it in its financial Offer once completed. As a minimum, the Offerder must respond to this pricing schedule(s) by including in its financial Offer it's quoted all-inclusive firm daily rate per student (in Can \$) for each course for each period identified.

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

Precision Driver Training – W6399-23-LN17/A - FIRM YEAR 1 – Location 1						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses – X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	6	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
3	Standardized Fundamentals Training (5 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	0	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	5	\$	\$
A = TOTAL OFFER PRICE for Firm Year 1 – Location 1 (= Sum of Column Z)						\$

Precision Driver Training – W6399-23-LN17/A - FIRM YEAR 1 – Location 2						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses – X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	6	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
3	Standardized Fundamentals Training (5 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	0	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	5	\$	\$
B = TOTAL OFFER PRICE for Firm Year 1 – Location 2 (= Sum of Column Z)						\$

Precision Driver Training – W6399-23-LN17/A - FIRM YEAR 2 – Location 1						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses – X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	6	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
3	Standardized Fundamentals Training (5 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	6	\$	\$
C = TOTAL OFFER PRICE for Firm Year 2 – Location 1 (= Sum of Column Z)						\$

Precision Driver Training – W6399-23-LN17/A - FIRM YEAR 2 – Location 2						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses – X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	6	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
3	Standardized Fundamentals Training (5 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	6	\$	\$
D = TOTAL OFFER PRICE for Firm Year 2 – Location 2 (= Sum of Column Z)						\$

Precision Driver Training – W6399-23-LN17/A - FIRM YEAR 3 – Location 1						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses – X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	6	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
3	Standardized Fundamentals Training (5 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	6	\$	\$
E = TOTAL OFFER PRICE for Firm Year 3 – Location 1 (= Sum of Column Z)						\$

Precision Driver Training – W6399-23-LN17/A - FIRM YEAR 3 – Location 2						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses – X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	6	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
3	Standardized Fundamentals Training (5 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	6	\$	\$
F = TOTAL OFFER PRICE for Firm Year 3 – Location 2 (= Sum of Column Z)						\$

Precision Driver Training – W6399-23-LN17/A - OPTION YEAR 1 – Location 1						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses – X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	6	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
3	Standardized Fundamentals Training (5 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	6	\$	\$
G = TOTAL OFFER PRICE for Option Year 1 – Location 1 (= Sum of Column Z)						\$

Precision Driver Training – W6399-23-LN17/A - OPTION YEAR 1 – Location 2						
Item	Course (For 6-21 Students)	SOW Section	Estimated # of Students - W	Estimated # of Courses – X	Firm Price per Student/Course - Y	Total Z Z= (W*X *Y)
1	Manual Transmission Introduction (1 day)	2.4.1, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	6	2	\$	\$
2	Basic Driver Training (4 days)	2.4.2, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
3	Standardized Fundamentals Training (5 days + 2 nights)	2.4.3, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	2	\$	\$
4	Continuous Development (3 days) + 2 Nights	2.4.4, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	1	\$	\$
5	Skills Refresher (1 day)	2.4.5, 3.1.1, 3.1.2, 3.2.1, 3.2.4, 3.4, 3.5, 3.6,	21	6	\$	\$
H = TOTAL OFFER PRICE for Option Year 1 – Location 2 (= Sum of Column Z)						\$

Precision Driver Training – W6399-23-LN17		
TOTAL EVALUATED OFFER PRICE = A + B + C + D + E + F + G + H		
A	TOTAL OFFER PRICE FOR FIRM YEAR 1 – Location 1	\$
B	TOTAL OFFER PRICE FOR FIRM YEAR 1 – Location 2	\$
C	TOTAL OFFER PRICE FOR FIRM YEAR 2 – Location 1	\$
D	TOTAL OFFER PRICE FOR FIRM YEAR 2 – Location 2	\$
E	TOTAL OFFER PRICE FOR FIRM YEAR 3 – Location 1	\$
F	TOTAL OFFER PRICE FOR FIRM YEAR 3 – Location 2	\$
G	TOTAL OFFER PRICE FOR OPTION YEAR 1 – Location 1	\$
H	TOTAL OFFER PRICE FOR OPTION YEAR 1 – Location 2	\$
TOTAL EVALUATED OFFER PRICE = SUM A+B+C+D+E+F+G+H		\$

ANNEX "D" NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W6399-23-LN17 between His Majesty the King in right of Canada, represented by the Minister of the Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W6399-23-LL63

Signature

Date

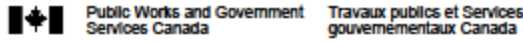
ATTACHMENT 2 to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- Direct Deposit (Domestic and International);
- Wire Transfer (International Only);

ATTACHMENT 1 to PART 6 - PWGSC-TPSGC 942



**Call-up Against a Standing Offer
Commande subséquente à une offre à commandes**

Ship to - Expédier à

Supplier - Fournisseur

To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

Security: The call-up includes security provisions.
Sécurité: La demande comprend des exigences en matière de sécurité.

NO	YES	If YES, attach a SRCL to the call-up
NON	OUI	Si OUI, joindre une LVERS à la demande

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :

The detailed Instructions in the standing offer Les instructions détaillées dans l'offre à commandes	The address shown in the "Ship to" block L'adresse indiquée dans la case « Expédier à »	Special Instructions below Les instructions particulières ci-dessous
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Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.
Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Standing Offer No. - N° de l'offre à commandes	Requisition No. - N° de demande Order. Off. - Bur. dem. YY-AA	Serial No. - N° de série	Client Reference No. (optional) N° de référence du client (facultatif)
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The representative of the identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.
Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Amendment No. N° de modification	Previous Value (\$) Valeur précédente (\$)	Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)	Total estimated expenditures or revised Total des dépenses estimatives ou révisées			
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of L. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)	

Special Instructions - Instructions particulières

Total

For further information, call - Pour renseignements supplémentaires, contactez		Delivery required by - Livraison requise le	
Name - Nom	Telephone No. - N° de téléphone	(YYYY-MM-DD)	(AAAA-MM-JJ)
For internal purposes only - Pour usage interne seulement		Approved for the Minister - Approuvé pour le Ministre	
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.			
Signature (Mandatory - Obligatoire)	Date (YYYY-MM-DD - AAAA-MM-JJ)	Signature (Mandatory - Obligatoire)	Date (YYYY-MM-DD - AAAA-MM-JJ)

