

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada**  
**Pacific Region**  
**800 Burrard Street, 12th Floor**  
**800, rue Burrard, 12e étage**  
**Vancouver, B. C.**  
**V6Z 2V8**  
**Bid Fax: (604) 775-7526**

**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**

<b>Title - Sujet</b> Construction Escort - Mission	
<b>Solicitation No. - N° de l'invitation</b> EZ899-130735/A	<b>Date</b> 2012-08-03
<b>Client Reference No. - N° de référence du client</b> EZ899-130735	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$XSB-005-6758	
<b>File No. - N° de dossier</b> XSB-2-35132 (005)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-08-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Armstrong, Wendy	<b>Buyer Id - Id de l'acheteur</b> xsb005
<b>Telephone No. - N° de téléphone</b> (604) 775-7691 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA MISSION INSTITUTION 8751 STAVE LAKE ST., PO BOX 60 MISSION British Columbia V2V4L8 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 2V8

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

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

- 1.1. Introduction
- 1.2. Summary
- 1.3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws
- 2.5. Improvement of Requirement During Solicitation Period

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1. Code of Conduct Certifications - Consent to a Criminal Record Verification
- 5.2. Certifications Precedent to Contract Award

### **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

- 6.1. Security Requirement

### **PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Security Requirement
- 7.4. Term of Contract
- 7.5. Authorities
- 7.6. Payment
- 7.7. Invoicing Instructions
- 7.8. Certifications
- 7.9. Replacement of Personnel
- 7.10. Applicable Laws
- 7.11. Priority of Documents
- 7.12. Insurance

#### **List of Annexes:**

- Annex "A" Statement of Work
- Annex "B" Basis of Payment
- Annex "C" Additional Details
- Annex "D" Security Requirements Check List
- Annex "E" Form PWGSC-TPSGC 572 Task Authorization

## **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: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Additional Details, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 572

### **1.2. Summary**

To provide construction site escort services for the monitoring of construction safety and security measures basis at Mission and Ferndale B.C. Correctional Institution.

The period of the contract is 3 years from start date.

### **1.3. Debriefings**

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## 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 (<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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2. Submission of Bids

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

### 2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4. Applicable Laws

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

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

### 2.5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (  6   hard copies)

Section II: Financial Bid (  1   hard copy)

Section III: Certifications (  1   hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance in Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **Section III: Certifications**

Bidders must submit the certifications 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.

#### 4.1.1 Technical Evaluation

#### 4.1.2 Point Rated Technical Criteria

The following criteria will be used in evaluating the technical proposals.

##### Criteria

Criteria	Maximum Points
a) Education/training	10 points
b) Related Experience of Proposed Individual(s)	60 points
c) Demonstrated understanding of the scope and objective	10 points
d) Assurance of minimal staff turnover	20 points

##### Total

**100 points**

#### Technical Proposal:

##### a) Education/training

Include resume and background information on all the proposed personnel. The information should only include applicable educational and training activities and **that are directly related to construction safety and security measures**. Indicate if the person will be acting as the "Senior" or "Intermediate" Escort Officer.

##### b) Related Experience of all Proposed Individual(s)

Detail the applicable experience that the proposed personnel have related to the work detailed in the Statement of Work.

Note: It should be understood that the bidder must propose a minimum 5 individuals who are available for work. Proposals which indicated will "staff" the positions will not be considered. "Available" means that they must have (or attain) Correctional Services of Canada security clearance. If they are determined to have a criminal record, they would not be "available for work". For all personnel, we require FULL NAME (all names), PLACE OF BIRTH & DATE OF BIRTH.

It is up to the bidder as to what additional information they may wish to include, and the particular format to be used, in its technical proposal. All information should be detailed enough so as to allow a complete evaluation. The information must clearly address the criteria but which it will be evaluated. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

##### c) Demonstrated understanding of the scope and objectives:

Include a brief narrative on your understanding and objectives of the work.

##### d) Assurance of minimal staff turnover:

It has to be clearly understood that in order to attract and maintain good, qualified personnel to perform the work, the potential for excessive turnover will be evaluated. The bidder is to provide at a minimum the following information for this assessment. The Senior Escort Officer should not change for the duration of the contract. Intermediate Escort Officers should not change within the duration of a construction contract.

- gross hourly salary to be paid to the personnel (the bidder will be bound to this hourly rate in any contract);

- benefit package;
- number of years the individual has been with the firm;
- any additional incentives that the bidder has which will attract and keep staff.

#### 4.1.3 Point-Rated Criteria:

Each responsive bid will be rated by assigning a score to the rated requirements, which are identified in the RFP by the word "rated" or by reference to a score. Bidders who fail to submit complete offers with all the information requested by this RFP will be rated accordingly.

#### 4.1.4 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

#### 4.2. Basis of Selection

**4.2.1** The selection of the contractor will be based on best value as determined by a ratio of 60% vs. 40% of the technical score and price, respectively. The highest technical score will receive the maximum points of 60 and the others prorated accordingly. The lowest priced proposal (must be technically acceptable) will receive the maximum points of 40 and the other proposals prorated. The highest total score when adding the technical points and the price points will be considered as representing best value.

i.e.) Example of Best Value Determination

Assuming three valid bids are received (each meets the minimum required technical score - and mandatory requirements, where applicable), and maximum technical score is 100 points.

Using a ratio of 60% technical vs. 40% price:

Details:

	Bid #1	Bid #2	Bid #3
Technical:	88 points	82 points	76 points
Price	\$60K	\$55K	\$50K

Calculation:

Bidder	Technical Points	Price Points	Total Points
Bid #1	$\frac{88}{88} \times 60 = 60.00$	$\frac{50}{55} \times 40 = 33.33$	93.33 points
Bid #2	$\frac{82}{88} \times 60 = 55.91$	$\frac{50}{55} \times 40 = 36.36$	92.27 points
Bid #3	$\frac{76}{88} \times 60 = 51.82$	$\frac{50}{50} \times 40 = 40$	91.82 points

\* Highest technical score.

\*\* Lowest price proposal

Award to Bid #1 (Highest total score taking into consideration technical and price)

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 5.1. Code of Conduct Certifications - Consent to a Criminal Record Verification

**5.1.1** Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form (PWGSC-TPSGC 229), for each individual named in the list.

### 5.2. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, 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.

#### 5.2.1 Federal Contractors Program - Certification

##### **Federal Contractors Program for Employment Equity - \$200,000 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows:  
\_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

## 5.2.2 Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

### 5.2.2.1 Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made up 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 Public Service.

"pension" means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36 as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.

### 5.2.2.2 Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

### 5.2.2.3 Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

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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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

#### **5.2.2.4 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

#### **5.2.2.5 Certification**

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

#### **5.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

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 site(s) must meet the security requirement 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 consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Web site.

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## 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

See attached Annex A

#### 7.1.2 Task Authorization

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

##### 7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the " Task Authorization Form" for non-DND clients attached at Annex D.

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Project 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.

##### 7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$400,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

##### 7.1.2.3 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%.

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.

#### **7.1.2.4 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: 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 Contracting Authority no later than 10 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, GST or HST extra;
- (iv) the total amount, GST or HST extra, 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 (GST or HST extra) 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, GST or HST extra, expended to date against all authorized Task.

#### **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 Acquisitions Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

##### **7.2.1 General Conditions**

2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.3 Security Requirement**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - (b) Industrial Security Manual (Latest Edition).

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

3 years starting from date of award of the agreement.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Wendy Armstrong , Supply Specialist  
 Public Works and Government Services Canada  
 12th Floor - 800 Burrard St.  
 Vancouver, B.C. V6Z 2V8  
 Tel: (604) 775-7691  
 Fax: (604) 775-7526  
 E-Mail: wendy.armstrong@pwgsc.gc.ca

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

**7.5.2 Project Authority**

The Project Authority for the Contract is:

Name: (to be inserted at time of award)  
 Tel: (604) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

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

**7.5.3 Contractor's Representative**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

**7.6 Payment****7.6.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex "B" for Work performed pursuant to this Contract.

**7.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

6.2.1 1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (Tas), inclusive of all revisions, must not exceed \$TBA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

increase Canada's

Provision of such information by the Contractor does not

liability.

**7.6.3 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

**7.6.4 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

### 7.7. Invoicing Instructions

The Contractor must submit Invoices in accordance with the information required in section 12, Invoice Submission, of the 2035 General Conditions - Higher Complexity - Services.

### 7.8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 7.9 Replacement of Personnel

- .1 Should the Escort Services Contractor, at any time, be unable to provide the named employees assigned to the Contract site and construction project, the Escort Services Contractor will provide \_\_\_\_\_ replacements of equal ability and experience and be acceptable to the Project Authority.
- .2 In such cases, notify in writing the Project Authority and provide:
  1. the reason for the removal of the named employee(s) from the Work;
  2. the name of the proposed replacement(s);
  3. An outline of the qualifications and experience of the candidate(s) and
  4. accepted security clearance certification(s), as applicable.
- .3 Where possible, submit notice in advance of the date on which any replacement is to commence work for replacement of Construction Escorts
  1. Senior Construction Escort: thirty (30) days advance notice.
  2. Construction Escort: ten (10) days advance notice.
- .4 Notwithstanding the foregoing, the Escort Services Contractor is required to perform the Work and provide the services in accordance with the terms of this 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 British Columbia.

### 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) 2035 (2012-07-16), General Conditions - Higher Complexity - Services,
- (c) Annex A, Statement of Work
- (d) Annex B - Basis of Payment
- (e) Annex C, Additional Detail
- (f) the Contractor's bid dated \_\_\_\_\_

Solicitation No. - N° de l'invitation

EZ899-130735/A

Amd. No. - N° de la modif.

File No. - N° du dossier

XSB-2-35132

Buyer ID - Id de l'acheteur

xsb005

Client Ref. No. - N° de réf. du client

EZ899-130735

CCC No./N° CCC - FMS No/ N° VME

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## 7.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## ANNEX "A" STATEMENT OF WORK

### STATEMENT OF WORK:

Provide construction site escort services for the monitoring of construction safety and security measures on an "as and when requested" basis at Mission and Ferndale Correctional Institution including the following:

- .1 Familiarity with each construction contract with reference to schedule start and completion date, in order to co-ordinate construction timing with Institution security.
- .2 Coordinate the access of outside contractors with the institutional staff, monitor the progress of one or multiple job sites, facilitate and enhance the communication between PWGSC Project Officers, CSC Correctional Operations, CSC Chief of Maintenance and the Contractors working within the Institution.
- .3 Observing actions and activities of construction site personnel and inmates and reporting any suspicious or unusual behaviour to the CSC Corrections Operations.
- .4 Control of assigned keys for operating manual gates, doors and barriers to maintain security of Institution.
- .5 Observing and inspecting integral area of work for fire, construction and material handling safety hazards and enforcing safety and security measures by reporting any violations to the PWGSC Project Officer.
- .6 Escorting construction vehicles and personnel to and at various construction sites.
- .7 Providing equipment, e.g.. hard-hats, steel toe boots etc for construction escorts.
- .8 Conformance with Institution Security Requirements at each Institution site and as noted herein.
- .9 Completing daily field reports in a daily diary as directed the Engineer. All communication must be clear and legible.
- .10 The Construction Site Escort is to remain with the assigned Contractor while he is on site. Lunch and breaks are to be taken on site with the Contractor or as directed by the Engineer.
- .11 See Appendix "A" for a more complete list of Construction Site Escort duties .

### Hours of Work

Normal working hours of each Institution may vary, Monday through Friday, except holidays and weekends. Work may be required on weekends and holidays, as directed by the Engineer. The Escort's 8 hour day may be any 8 hour period in a 24 hour period depending on the institutional and contractual requirements.

### Codes and Standards

Perform the work in accordance with the requirements of Labour Canada, Workers Compensation Board of B.C. and any other code of provincial or local application provided that any case of conflict or discrepancy, the more stringent requirements shall apply.

The Construction site Escort must be familiar with the following Safety Measures in order to observe and report any infractions:

- .1 Construction Safety measures required by Worker's Compensation Board of B.C. Authorities.
- .2 Fire Safety: the requirements of "Standard for Construction Operations", FC No 301, June 1992 and "Standards for Welding and Cutting", FC No 302, June 1982.
- .3 WHMIS : Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Human Resources and Social Development.
- .4 Fall Protection: Canada Labour Code, Occupational Safety and Health Regulations, part 12.
- .5 Confined Space: Canada Labour Code, Occupational Safety and Health Regulations, part 11.
- .6 First Aid: Canada Labour Code, Occupational Safety and Health Regulations, part 16.

#### **Construction Escort Services**

Personnel providing construction escort services to comply with the following:

- .1 Must communicate with the Project Authority and others in clear written and spoken English and follow standard procedures.
- .2 Be familiar with tools and material used by skilled workers at construction sites.
- .3 Be familiar with construction sites and safety measures as detailed herein.
- .4 Experienced working in an Institutional environment.
- .5 must meet Security Requirements detailed herein.
- .6 be mature and responsible.
- .7 to perform other activities such as opening and closing of large gates, lifting and/or carrying heavy tools and materials, continual standing, reaching and bending.
- .8 Have up-to-date basic first-aid and CPR training.
- .9 Refer to Appendix 'A' for additional requirements.

#### **Construction Escorts to ensure:**

- .1 That construction sites are not unreasonably encumbered with materials or equipment. All tools and flammable material are locked in a secure lock box in a secure area or removed from the site after each work shift.
- .2 Interference or disturbance to operations is minimized to staff and contractors.
- .3 Temporary barricades and warning signs are in locations where work is adjacent to areas used by inmates and government staff, before work proceeds.

.4 The construction contractors are security cleared and gate passes are in place prior to entering Institution.

.5 Washroom facilities are available on site for contractor's use as directed by the Engineer.

#### **Construction Escorts:**

.1 To pass security clearance at each institution and/or confirm enhanced reliability clearance.

.2 To be provided with CSC Contractor photo ID Cards digitally integrated with Institution security records.

.3 The Institution Head has the right to refuse any person permission to enter Federal property and the Institution, if he considers such person may be a security risk.

#### **Disorderly conduct**

Contractors on the Institution site who acts in a disorderly manner will be reported to CSC operations for their action.

#### **Contraband**

The Contractor is responsible for ensuring that all persons employed directly and indirectly upon the project are familiar with Correctional Service Canada Policies and Acts prohibiting and with respect to the introduction of contraband or unauthorized items into Institutions, searching of visitors and vehicles and access to the Institution. Particular attention should be paid to the Corrections and Conditional Release Act (C.C.R.A ) Section 2 Interpretation and Section 45 Summary Conviction Offences as noted below:

.1 Definitions:

(1) In this Part, "contraband" means

- (a) an intoxicant,
- (b) a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
- (c) an explosive or a bomb or a component thereof,
- (d) currency over any applicable prescribed limit, when possessed without prior authorization, and
- (e) any item not described in paragraphs (a) to (d) that could jeopardize the security of a penitentiary or the safety of persons, when that item is possessed without prior authorization

(2) Summary Conviction Offences:

Every person commits a summary conviction offence who

- a) is in possession of contraband beyond the visitor control point in a penitentiary;
- b) is in possession of anything referred to in paragraph (b) or (c) of the definition "contraband" in section 2 before the visitor control point at a penitentiary;
- (c) delivers contraband to, or receives contraband from, an inmate;
- (d) without prior authorization, delivers jewellery to, or receives jewellery from, an inmate; or
- (e) trespasses at a penitentiary.

#### **Inmates**

Solicitation No. - N° de l'invitation

EZ899-130735/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

xsb005

Client Ref. No. - N° de réf. du client

EZ899-130735

File No. - N° du dossier

XSB-2-35132

CCC No./N° CCC - FMS No/ N° VME

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Contact between contractors and inmates shall be kept to a minimum. Contraband items, money or information are not to be exchanged between contractors and inmates.

### **Inmates Hobbies**

Inmate hobbies manufactured inside the Institution are not be purchased directly from inmates. Persons wishing to purchase inmate hobbies must make proper arrangements with the Institutional Authority having jurisdiction.

### **Meals**

Contractors are not allowed to purchase meals inside the Institution. The kitchen/dining area is not for contractor use.

### **ESTIMATED LEVEL OF EFFORT/PERSON HOURS:**

The estimated number of persons hours required, for the 3 year period is 6,000 hours per year per institute. It is estimated that the Escort Services Contractor would require access to a minimum of 5 qualified persons, per site, to fulfil the requirement.

## Annex B BASIS OF PAYMENT

The bidders must submit their price proposal in the following manner. Failure to do so will result in your proposal being considered non-responsive and not considered for award. Prices must be quoted in **FIRM** Canadian funds, HST extra and PST exempt (005521).

### Mission and Ferndale Institution:

1.) For the services of one Senior Escort Officer at a Firm Hourly Rate of \$\_\_\_\_\_ (HST Extra)

The Senior Escort Officer is estimated to provide approx. 2000 hours per year.

2.) For the services of four Intermediate Escort Officer at a Firm Hourly Rate of \$\_\_\_\_\_ /each (HST Extra)

Each Intermediate Escort Officer is estimated to provide approx. 1000 hours per year per Institution.

No travel costs will be chargeable against any resulting contract. If travel costs are expected to be incurred by the bidder than this estimated cost must be incorporated in to the rate(s) above.

Overtime (if approved in advance by the Project Authority) will be reimbursed based on the Provincial Government Legislation. Overtime is regulated by provincial government legislation and not federal government collective agreements. Overtime in the province of British Columbia means time worked in excess of 8 hours in any day or 40 hours in any week or time worked in any week by the employee during the 32 hour period the employee would otherwise be entitled to have free from work.

Note: The Firm Hourly Rate identified must be firm for the 3 year contract period.

The Goods and Services Tax (GST), or Harmonized Sales Tax (HST) , as appropriate, is to be extra to the price(s)/rate(s) quoted. All prices and amounts of money in the Contract will be exclusive of GST unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Revenue Canada any amounts of GST and HST paid or due.

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**Annex "C" - Additional Details**

1. Be prompt, properly dressed for construction site, and capable of work each day as required by PWGSC. Uniforms will not be worn on Institution sites.
2. Capable of receiving and understanding orders or instructions given by PWGSC or CSC.
3. Be responsible for any equipment/keys assigned to you by PWGSC or CSC staff.
4. Able to retain information, speak and write clearly in order to avoid any misunderstandings that could cause a serious security issue.
5. Escort contractors vehicles and equipment ( including cement trucks, backhoes, excavators, etc. ) to and from the job site with particular attention to institutional security procedures.
6. Ability to communicate effectively and deal with people is essential, including contractors, staff and inmates.
7. Be available to work overtime with 8 hour notice which may include a weekend.
8. Maintain a written daily diary containing all information pertaining to the particular project you are assigned.
9. Able to operate a hand held radio and be familiar with proper radio procedures and protocols and being alert to incoming calls. Able to react quickly and efficiently in an emergency situation.
10. Able to originate calls and pass messages from time to time to institutional personnel.
11. Be aware of institutional procedures regarding all vehicles and contractor movements during such times as inmate count, lock downs, lunch, etc.
12. Be aware of institutional regulations regarding contractors tools, their vehicles, cellular phones, pagers, dress code, clearances and access to restricted areas.
13. Be aware of all exits and entrances to your job site before arrival of your contractors in order to avoid delays.
14. Know what keys you might need before arrival of your contractors and where to obtain them.
15. Maintain surveillance of contractors, their tools, vehicles, area of work site, and inmate movement within the work site.
16. Able to identify and report any unusual behaviour of contractors or inmates to CSC staff.
17. This work requires initiative and judgement in co-ordinating and directing security and safety activities on a construction site.
18. Escort radios are for CSC and PWGSC transmissions only and not for the convenience of contractors in relaying of messages except in the event of an emergency affecting CSC.

- 
19. Escorts to notify contractors before entering institution to provide a tool list.
  20. Escorts to report abusive language by either escort, inmates or contractor to CSC security.
  21. Escorts to ensure all contractors obtain ID and wear at all times and follow institutional regulations regarding proper dress code.
  22. Escorts to ensure that all institutional keys and assigned ID tags are returned to the Main Communication Control Post (MCCP)/ principal entrance.
  23. Escorts to brief senior escort officer of any mishaps, discrepancies, changes in procedures or anything that might otherwise jeopardize the security and safety of the institution or personnel.
  24. In addition to the above the senior escort officer will provide the following duties:
    - a) organizing and scheduling escorts for each construction contract, and communicating that schedule to the contractor.
    - b) maintaining and updating catalogue of security clearances from contractors and submitting requests for clearances to the institutional security intelligence officer.
    - c) direct liaison with institution in regards to security problems, changes in procedure, lock downs and other issues relating to institution security.
    - d) other duties: includes, processing and sending out minutes of meetings and other correspondence, maintaining and organizing office files, maintaining office supplies, photography at construction sites including organizing albums, running errands and other miscellaneous duties.

Solicitation No. - N° de l'invitation

EZ899-130735/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

xsb005

Client Ref. No. - N° de réf. du client

EZ899-130735

File No. - N° du dossier

XSB-2-35132

CCC No./N° CCC - FMS No/ N° VME

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**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

**Bid Receiving  
Public Works & Government Services Canada  
12TH FLOOR - 800 BURRARD STREET  
VANCOUVER BC V6Z 2V8**

**Solicitation No. :** \_\_\_\_\_

**Solicitation Closes at :** 2:00 PM PT

**on :** \_\_\_\_\_



Contract Number / Numéro du contrat <b>EZ 899 130 735</b>
Security Classification / Classification de sécurité

**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 <b>PW 630</b>	2. Branch or Directorate / Direction générale ou Direction <b>RPS / PTS</b>
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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  
**Construction Escort Services**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  
 No / Non     Yes / Oui

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?  
 No / Non     Yes / Oui

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 / Non     Yes / Oui

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.  
 No / Non     Yes / Oui

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 commerciales sans entreposage de nuit?  
 No / Non     Yes / Oui

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 : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input 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 / NATO CONFIDENTIEL <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 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"/>

Security Classification / Classification de sécurité



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat <b>E2 899-130735</b>
Security Classification / Classification de sécurité

**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non  Yes / Oui

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 / Non  Yes / 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
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : ACCESS TO CRITICAL AREAS TO OPERATIONS

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 / Non  Yes / Oui

If Yes, will unscreened personnel be escorted:  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui

Security Classification / Classification de sécurité



Contract Number / Numéro du contrat <b>E2 999-130735</b>
Security Classification / Classification de sécurité

**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				COMSFC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Restreint	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

11. 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.

12. b) Will the document 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat E2899-130735
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone 604 730-4094	Facsimile - Télécopieur 604 775-6640	E-mail address - Adresse courriel stuart.Lewis@pwysc.gc.ca	Date 2012-07-17
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Michael Black		Title - Titre Regional Departmental Security Officer (PAC)	Signature
Telephone no. - N° de téléphone 604 870-6136	Facsimile - Télécopieur 604 870-2650	E-mail address - Adresse courriel Michael.A.Black@Csc-scc.gc.ca	Date 2012-07-26
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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Wendy Armstrong NG		Title - Titre Supply Specialist	Signature
Telephone no. - N° de téléphone 604 775-7691	Facsimile - Télécopieur 604 775-7692	E-mail address - Adresse courriel Wendy.armstrong@pssc.gc.ca	Date Aug 2/12
<b>17. Contracting Security Authority / Autorisé contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone ( ) -	Facsimile - Télécopieur ( ) -	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

**2. Authorization(s) - Autorisation(s)**

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. Contractor's Signature - Signature de l'entrepreneur**

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date