

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet Deployed Logistics-Des services log	
Solicitation No. - N° de l'invitation W010A-12G001/A	Date 2013-05-16
Client Reference No. - N° de référence du client W010A-12-G001	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-503-8994
File No. - N° de dossier HAL-2-69386 (503)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-11	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée SEE HEREIN	
Address Enquiries to: - Adresser toutes questions à: Forward (HAL), LeeAnne	Buyer Id - Id de l'acheteur hal503
Telephone No. - N° de téléphone (902)496-5070 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE AS REFLECTED IN 942 CALL-UP Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation

W010A-12G001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal503

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

W010A-12-G001

File No. - N° du dossier

HAL-2-69386

CCC No./N° CCC - FMS No/ N° VME

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NOTICE

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Lee Anne Forward by facsimile 902-496-5016 or by e-mail to: leeanne.forward@pwgsc-tpsgc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site :<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven 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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

 7B, 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; Annex A - Statement of Work (Appendix A1 - Vessel Classes, Appendix A2 - Pricing Request Form, Appendix A3 - Water Taxi Checklist), Annex B - Basis of Payment, Annex C - Security Requirements Check List, Annex D - Quarterly Usage Report.

The Attachments include; Attachment 1 - Financial Proposal, Attachment 2 - Evaluation, Attachment 3 - Evaluation Criteria

2. Summary

To provide deployed logistics support services to IROQUOIS, HALIFAX, PROTECTEUR, KINGSTON, VICTORIA and miscellaneous classes of naval vessels assigned to Maritime Forces Atlantic, Maritime Forces Pacific, and assigned support staff, deployed within the geographical areas described below. Services are to be provided on an as and when required basis.

Logistical Support Services shall be provided to support the purchase of goods and services on behalf of the Royal Canadian Navy (RCN) when deployed in the following areas defined as Zones 1- 4;

Zone 1:

Eastern and northern Canada and surrounding areas, defined as ports within the eastern and northern seaboard of Canada, including New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador, Quebec, Ontario, Manitoba, northern Canada to the Canada/Alaskan border, the St. Lawrence River; all ports along the Great Lakes; Greenland; and, the islands St. Pierre and Miquelon.

Zone 2:

Eastern coasts of USA / Mexico / Central America / South America and surrounding areas, defined as ports within the eastern seaboard of the United States from the Canada/Maine border to the Texas / Mexico border; Puerto Rico; eastern seaboard of Mexico; eastern seaboard of Central America; islands of the Caribbean and Bermuda; the eastern seaboard of South America to the border between Argentina and Chile; the Falkland Islands; and, other islands within the surrounding areas.

Zone 3:

Europe and surrounding areas, defined as ports within the European coastal areas north of Cabo de Sao Vincent, Portugal, to Russia at longitude 44 Deg E and includes islands such as Ireland, Iceland, and other islands within the surrounding areas.

Zone 4:

Mediterranean / Red Seas, Africa and the Middle East and surrounding areas, defined as ports along the southern coastal border of Portugal, starting at Cabo de Sao Vincent, including Gibraltar, the coastal areas of the Mediterranean Sea and all adjoining bodies of water (ie, Adriatic and Black Seas); the Red Sea; coastal areas of the Gulf of Aden; Persian Gulf; Gulf of Oman; Arabian Sea and Indian Ocean to Cape Comorin, India; Sri Lanka; the coast of Africa;

and, all adjacent islands such as the Azores, Madeira, Canary Islands, Cape Verde Islands, Madagascar, Seychelles, Maldives, and other islands within the surrounding areas.

The period of this Standing Offer will be from date of issuance for a one year period anticipated to be July 01, 2013 to June 30, 2014. There are 2 option periods of 1 year each.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors 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 Departmental Standard Procurement Documents Web site.

Offerors must submit a complete list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006, of all individuals who are currently directors of the Offeror.

For services requirements, Suppliers in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

This procurement is subject to the Nunavut Land Claims Agreement for Zone 1 ports falling in those geographical areas subject to the Agreement.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

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

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

1.1 SACC Manual Clauses

M0019T	Firm Price and/or Rates	2007-05-25
M0220T	Evaluation of Price	2007-05-25

2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or email to PWGSC will not be accepted.

3. Former Public Servant

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

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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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 ()

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 fees 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.

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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 Nova Scotia.

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

1. Offer Preparation Instructions

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

Section I: Technical Offer - 2 hard copies
Section II: Financial Offer - 1 hard copy / 1 copy on Cd
Section III: Certifications -1 hard copies

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

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 in accordance with Attachment 1, Financial Proposal. The total amount of Applicable Taxes must be shown separately.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.
The following credit card(s) are accepted:
VISA _____
Master Card _____
- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Offeror must provide the required information below, on the Offeror's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Mandatory technical criteria can be found in Appendix 3 - Evaluation Criteria.

1.1.2 Point Rated Technical Criteria

Point rated technical criteria can be found in Appendix 3 - Evaluation Criteria.

1.2 Financial Evaluation

- 1.2.1** The financial evaluation to be submitted is the attached Excel spreadsheet Attachment 1 - Financial Proposal.

2. Basis of Selection

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 50 percent for each and every one of the point rated criteria and a minimum of 70 percent of the points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 1300 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

-
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Technical Merit Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Pricing Score			
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification

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 the issuance of a standing offer. If the Offeror, or, if the Offeror 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 issuance of a standing offer.

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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror 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 Offeror 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 Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror 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 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.

2.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror'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 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
 - (d) the Offeror's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (e) the Offeror must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors 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 Departmental Standard Procurement Documents Web site.

2. Financial Capability

M9033T Financial Capability (2011-05-16)

1. Financial Capability Requirement: The Offeror must have the financial capability to fulfill this requirement. To determine the Offeror's financial capability, the Standing Offer Authority may, by written notice to the Offeror, require the submission of some or all of the financial information detailed below during the evaluation of offers. The Offeror must provide the following information to the Standing Offer Authority within fifteen (15) working days of the request or as specified by the Standing Offer Authority in the notice:

- a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Offeror's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Offeror's last three fiscal years, or for the years that the Offeror has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Standing Offer Authority, the Offeror must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Standing Offer Authority requests this information.
 - c. If the Offeror has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Standing Offer Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Offeror that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Offeror outlining the total of lines of credit granted to the Offeror and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Standing Offer Authority requests this information.
2. If the Offeror is a joint venture, the financial information required by the Standing Offer Authority must be provided by each member of the joint venture.
 3. If the Offeror is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Standing Offer Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Offeror, and the financial capability of a parent cannot be substituted for the financial capability of the Offeror itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
 4. Financial Information Already Provided to PWGSC: The Offeror is not required to resubmit any financial information requested by the Standing Offer Authority that is already on

file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:

a. the Offeror identifies to the Standing Offer Authority in writing the specific information that is on file and the requirement for which this information was provided; and

b. the Offeror authorizes the use of the information for this requirement.

It is the Offeror's responsibility to confirm with the Standing Offer Authority that this information is still on file with PWGSC.

5. Other Information: Canada reserves the right to request from the Offeror any other information that Canada requires to conduct a complete financial capability assessment of the Offeror.

6. Confidentiality: If the Offeror provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).

7. Security: In determining the Offeror's financial capability to fulfill this requirement, Canada may consider any security the Offeror is capable of providing, at the Offeror's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

3. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Part 7, Article 6.1 Insurance.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfil the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of CONFIDENTIAL, with approved Document Safeguarding at the level of CONFIDENTIAL, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of CONFIDENTIAL, granted or approved by the CISD, PWGSC.

3. The Contractor/Offeror personnel requiring access to FOREIGN CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of CONFIDENTIAL, granted or approved by the CISD, PWGSC.

4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of CONFIDENTIAL.

5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

6. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

2.2 Offeror's Site or Premises Requiring Safeguard Measures

The Offeror must diligently maintain up-to-date, the information related to the Offeror's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

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

3.1 General Conditions

The following General Conditions apply to and form part of the Standing Offer;

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services

2010A (2012-11-19) General Conditions - Goods - Medium Complexity

2010C (2012-11-19) General Conditions - Services - Medium Complexity

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

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

The quarterly reporting 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;
4th quarter: January 1 to March 31.

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is one year from date of issuance, anticipated to be July 01, 2013 to June 30, 2014.

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 an additional 1 year period anticipated to be from July 1, 2014 to June 30, 2015 and from July 1, 2015 to June 30, 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula 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 five (5) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lee Anne Forward
Title: Supply Specialist, Public Works and Government Services Canada
Address: 1713 Bedford Row, Halifax, NS B3J 1T3
Telephone: (902)496-5070
Facsimile: (902)496-5016
E-mail address: leanne.forward@pwgsc-tpsgc.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.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

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

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

Authority for Department of National Defence elements to utilize this standing offer must be obtained from the office of the Senior Staff Officer Contract Policies and Inspections Division prior to its use. Authority may be obtained via phone or e-mail at - 902-427-6249 or +FLog DLSSSO@CFB Halifax FLog CPI@Halifax

8. Call-up Procedures

1. When goods and/or services are required, a DND Site Authority will provide a Pricing Request Form, Appendix A2, to the Project Coordinator, no less than five days (120 hours) prior to an anticipated port visit when possible. The Project Coordinator is to obtain and provide detailed costing information, including multiple quotes, to the DND Site Authority using this same Pricing Request Form. This costing information is to be provided by the Project Coordinator to the DND Site Authority no less than 48 hours after receipt. The DND Site Authority shall review the quotes provided by the Project Coordinator for all requested goods and services to ensure pricing is in accordance with Annex B Basis of Payment or, if not a firm-priced requirement, is fair and reasonable. Items that are not considered fair and reasonable are either to be removed or substituted based on agreement between the DND Site Authority and the Project Coordinator. Once the DND Site Authority is satisfied with the pricing information offered, a call-up, PWGSC-TPSGC 942 Call-up Against a Standing Offer form, will be issued against the Standing Offer by a DND Site Authority. Further conditions applicable to call-ups including amendments and cancellations can be found in Annex A - Statement of Work.

STEP ONE	STEP TWO	STEP THREE	STEP FOUR
120 hours prior to port arrival	72 hours prior to port arrival	48 hours prior to port arrival	Upon receipt of required goods / services
DND Site Authority submits Pricing Request Form to Project Coordinator.	Project Coordinator provides quotes and pricing to DND Site Authority. Any pricing issues are to be resolved at this time, ie, removal or substitution of item.	DND Site Authority issues PWGSC-TPSGC 942 Call-Up Against a Standing Offer form to Project Coordinator.	DND Site Authority or designated representative reviews commodities received against PWGSC-TPSGC 942 Call-Up Against a Standing Offer.

9. 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.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$ (*to be completed at issuance of standing offer*) (Goods and Services Tax or Harmonized Sales Tax excluded) 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 four (4) 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.

12. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 General Conditions - Standing Offers - Goods or Services 2012-11-19,
- d) the general conditions 2010C General Conditions - Services (Medium Complexity) 2013-03-21;
- e) the general conditions 2010A General Conditions - Goods (Medium Complexity) 2013-03-21;
- e) Annex A, Statement of Work and associated appendices;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Checklist
- h) the Offeror's offer dated, _____ .

13. Certifications

13.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its

offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

14. 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 Nova Scotia.

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.

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

2010C (2013-04-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of 2010C General Conditions - Services (Medium Complexity) 2013-03-21 will not apply to payments made by credit cards at point of sale.

3. Term of Contract

3.1 Delivery Date

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

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: 2012-2 of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment

The vendor will be paid in accordance with Annex B, Basis of Payment.

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **(to be inserted at issuance of Standing Offer)**. Customs duties are excluded 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. Provision of such information by the Contractor does not increase Canada's liability.

5.3 SACC Manual Clauses

H1001C	Multiple Payments	2008-05-12
A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C2000C	Taxes - Foreign-based Contractor	2007-11-30
C2605C	Canadian Customs Duties and Sales Tax	2008-05-12

5.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

All invoices from the Project Coordinator or designated representative for goods and services procured in support of a vessel or support staff are to be provided to the Site Authority or designated representative prior to departure from each port.

All invoices are to be submitted in duplicate and must be completed on the Project Coordinator's company form, reflecting the daily rates as well as the exchange rates applicable to the invoices.

All invoices must be accompanied by the following documentation:

- a) a copy of the time sheets to support the time claimed;
- b) a copy of the invoices, receipts and vouchers to support all travel and living expenses;
- c) **copies of supporting quotes for goods and services;**
- d) original copies of sub-contractor invoices;
- e) item descriptions, quantities and unit of issue;
- f) taxes, if applicable.

1. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

(a) 2 copies of the invoice must be provided to the Site Authority or designated representative prior to departure from each port.

(b) **Within 30 days of departure, one (1) copy must be forwarded to the following address for payment;**

**Senior Staff Officer Contract Policies and Inspections
Building D155, room 208
Base Logistics, CFB Halifax
PO Box 99000, Stn Forces
Halifax, NS B3K 5X5**

7. Insurance

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must

apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- f) **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g) **Employees and, if applicable, Volunteers** must be included as Additional Insured.
- h) **Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i) **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l) **Owners' or Contractors' Protective Liability:** Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m) **Non-Owned Automobile Liability - Coverage** for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) **Advertising Injury:** While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o) **All Risks Tenants Legal Liability -** to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p) **Amendment to the Watercraft Exclusion** to extend to incidental repair operations on board watercraft.
- q) **Sudden and Accidental Pollution Liability (minimum 120 hours):** To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r) **Litigation Rights:** Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to

agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

8. SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
A9068C	Government Site Regulations	2010-01-11
C0711C	Time Verification	2008-05-12
D5328C	Inspection and Acceptance	2007-11-30
B7500C	Excess Goods	2006-06-16

Solicitation No. - N° de l'invitation

W010A-12G001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69386

Buyer ID - Id de l'acheteur

hal503

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

W010A-12-G001

CCC No./N° CCC - FMS No/ N° VME

ANNEX A
STATEMENT OF WORK
(see attached Document)

**APPENDIX A1
VESSEL CLASSES**

Class of Vessel	Draft (mt)	Length (mt)	Beam (mt)	Displacement (tonnes)	Crew
1 - PROTECTEUR	10.1	171.9	23.2	24,700	365
2 - HALIFAX	7.5	134.1	16.4	4,770	225
3 - IROQUOIS	7.4	129.8	15.2	5,100	280
4 - VICTORIA	7.6	70.25	7.60	2,241	59
5 - KINGSTON	3.4	55.3	11.3	970	47
6 - QUEST	4.9	77.1	12.8	2,200	24

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APPENDIX A2
PRICING REQUEST FORM
(see attached Excel Document)

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APPENDIX A3 WATER TAXI CHECKLIST

CRAFT NAME: _____

OWNER: _____

OFFICIAL NUMBER: _____

LENGTH: _____ BEAM: _____ DEPTH: _____

TONS: _____ CREW: _____ PAX: _____

CERTIFICATE #: _____ ISSUED: _____ EXP: _____

ISSUING AUTHORITY: _____

VENDOR'S AGENT: _____

CAPTAIN'S NAME: _____

CAPTAIN'S LICENSE NO: _____ EXP: _____

NOTES: _____

CHECK ONE: ☐ APPROVED ☐ DISAPPROVED

APPROVING OFFICIAL'S NAME AND TITLE

DATE

APPENDIX A4 TYPICAL PORTS VISITED

Eastern and Northern Canada and Surrounding Areas

Saint John, New Brunswick
Sydney, Nova Scotia
Charlottetown, PEI
St. John's, Newfoundland
Quebec City, Quebec
Montreal, Quebec
Toronto, Ontario
Windsor, Ontario
Churchill, Manitoba
Iqaluit, Nunavut
St. Pierre and Miquelon, France
Groennedal, Greenland
Nuuk, Greenland

Eastern United States / Mexico / Central America / South America and Surrounding Areas

Boston, Massachusetts
New York City, New York
Norfolk, Virginia
Charleston, South Carolina
Savannah, Georgia
Mayport, Florida
Port Everglades, Florida
Key West, Florida
Puerto Cortes, Honduras
Colon, Panama
Nassau, Bahamas
Kingston, Jamaica
Port of Spain, Trinidad and Tobago
Cartagena, Colombia
Puerto La Cruz, Venezuela
Buenos Aires, Argentina

Europe and Surrounding Areas

Reykjavik, Iceland
Belfast, Ireland
Dublin, Ireland
Glasgow, Scotland
Faslane, England
Greenoch, England
Plymouth, England
Portsmouth, England
Lisbon, Portugal
Brest, France
Antwerp, Belgium
Zeebrugge, Belgium
Amsterdam, Netherlands
Den Helder, Netherlands
Hamburg, Germany
Kiel, Germany
Aarhus, Denmark
Copenhagen, Denmark
Gdynia, Poland
Klaipeda, Lithuania
Tallin, Estonia
Helsinki, Finland
Stockholm, Sweden
Bergen, Norway
Haakonsvern, Norway
Trondheim, Norway

Mediterranean / Red Seas, Africa, Middle East and Surrounding Areas

Ponta Delgada, Azores
Funchal, Madeira
Las Palmas de Gran Canaria, Island of Gran Canaria
Gibraltar, UK
Cartagena, Spain
Malaga, Spain
Palma De Majorca, Spain
Rota, Spain
Toulon, France
Augusta Bay, Italy
Civitavecchia, Italy
Naples, Italy

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CCC No./N° CCC - FMS No/ N° VME

W010A-12-G001

HAL-2-69386

Cagliari, Sardinia
Catania, Sicily
Valletta, Malta
Souda Bay, Crete
Istanbul, Turkey
Aksaz, Turkey
Limassol, Cyprus
Acaba, Jordan
Haifa, Israel
Suez Canal, Egypt
Alexandra, Egypt
Port Said, Egypt
Djibouti, Djibouti
Muscat, Oman
Salalah, Oman
Dubai, United Arab Emirates
Jebel Ali, United Arab Emirates
Doha, Qatar
Manama, Bahrain
Kuwait City, Kuwait
Mumbai, India
Mombasa, Kenya
Simons Town, Cape Town, South Africa
Casablanca, Morocco

Solicitation No. - N° de l'invitation

W010A-12G001/A

Amd. No. - N° de la modif.

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

W010A-12-G001

CCC No./N° CCC - FMS No/ N° VME

ANNEX B
BASIS OF PAYMENT
(to be completed by PWGSC upon issuance of Standing Offer)

ANNEX C
SECURITY REQUIREMENTS CHECKLIST
(see attached Document)

ANNEX D
QUARTERLY USAGE REPORT
(see attached Document)

ATTACHMENT 1

FINANCIAL PROPOSAL

All pricing to perform the work as described in the Statement of Work at Annex A, is to be included and accounted for within the pages of this attachment, and is to be submitted as your financial proposal at the time of bid closing. The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.

The Estimated Expenditure must be in Canadian currency and must not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) as may be applicable.

The Offeror's total price is for evaluation purposes only and is to be calculated as follows:

The per diem rate is to include the furnishing of all necessary or proper inputs for the completion of the work, except as may be otherwise expressly provided in the Request for Standing Offer. All costs for overhead, profit, financing, general requirements, contingencies, etc. are to be included in the Standing Offer Amounts.

Please refer to the attached Excel file, Attachment 1 Financial Proposal, to complete your offer. The file is password protected to maintain the integrity of the proposal and you do not require the password to complete your financial proposal.

Do not copy, reformat or recreate the attached Excel file.

ATTACHMENT 2

EVALUATION

OVERVIEW

1.1 General

This Evaluation Plan details the method and procedures that will be employed in the evaluation of the Offerors' response to the Request for Standing Offer (RFSO) for the Deployed Logistics Support Services (DLSS).

1.2 Objective

The Evaluation Objective is to prepare a recommendation for the issuance of the standing offer for this requirement.

1.3 Evaluation of Bids

The evaluation will be conducted in six distinct stages.

Stage 1 - Evaluation of Mandatory Requirements

Offers must meet the mandatory requirements of the Request for Standing Offer. An Offeror's compliance will be based entirely on the submission of the material presented in the Offeror's Offer and is a pass/fail methodology with no points being assigned.

Offerors should be cautious where mandatory requirements are concerned. It is the responsibility of each Offeror to ensure that all mandatory requirements are fully met, explained, and verified or substantiated as appropriate. Failure to meet any mandatory requirement will deem the offer non-responsive and it will be given no further consideration.

Stage 2 - Point Rated (Technical/Management) Evaluation of Offers

Compliant Offers that meet the mandatory requirements will be evaluated further. The Evaluation Team will conduct a thorough evaluation of all aspects of each Offer. A structured evaluation approach will be used and all Offers will be evaluated against predetermined criteria. Offerors should respond to the rated requirements in conjunction with the Statement of Work (SOW) and the point rated requirements detailed herein. Based on the defined requirements in the SOW, and by applying the criteria elements as explained herein, responses will be evaluated, and points will be assigned to each rated criteria.

In responding, Offerors should address point rated requirements by: indicating what the Offeror plans to do or provide so as to meet the requirement; the extent to which the requirement is met; or approaches that the Offeror may suggest aimed at achieving the same result; and, ensuring the completeness of the Offer by describing, supporting, demonstrating, verifying, and substantiating the performance claimed or offered. Offers should include any supporting documentation (resumes, financial information etc.).

Offerors should ensure that they include sufficient information so that the Evaluation Committee will have a solid comfort level with the Offeror's capacity to perform the work as claimed.

Stage 3 - Technical/Management Proposal Ranking

The results of Stage 2 will be tabulated to establish an overall technical/management rating for each Offer. The overall technical/management rating for each Offer will be used to determine the ranking of each Offer prior to the evaluation of the financial proposal.

Stage 4 - Results to PWGSC

The evaluation committee will submit to PWGSC an Evaluation Summary document showing the results of the technical/management evaluation for final review and acceptance.

Stage 5 - Financial Evaluation

Once technical/management evaluations are complete, financial proposals submitted by Offerors will be evaluated. During the mandatory and point rated technical/management evaluations, the Evaluation Committee will be blind to all financial information.

The Offeror's Offer must address all pricing items detailed in the Request for Standing Offer (RFSO) document, and must do so according to the breakdowns and structures provided by PWGSC in the Attachment 1, Financial Proposal of the RFSO. Failure to provide pricing in the format specified for all items (regardless of the expected usage figures), may result in the inability of PWGSC to perform a proper financial evaluation. Should this occur, your Offer will be deemed non-responsive and will be given no further consideration.

Stage 6 - Contractor Selection and Verification

A responsive Offeror's total overall points will be expressed with a weight of 60% on the Technical/Management Point Rated score, and 40% on the financial score. The Offeror with the highest rated overall points (technical and financial) will be recommended for award.

Verification may occur at any point in the evaluation process. When deemed appropriate, such verification will be requested, coordinated, and carried out solely through PWGSC. As no "new" information can be submitted after the close of bids, any verification undertaken will be

limited to clarification/confirmation of already submitted information. Final evaluation and Offer selection, therefore, may be based both on the material submitted and on confirming information acquired through verification. Where the Evaluation Committee can not verify an Offeror's ability to perform as claimed, the bid will fail and the Offer will be given no further consideration.

Once all evaluations and the verifications of substantiating material have been completed and accepted, PWGSC will determine the Offer offering the best overall value to Canada (highest total overall points), and will advise the Project Authority accordingly

Total Overall Point Evaluation

Application of "Weights" to Point Ratings, and Cost/Price:

An Offeror's total points will be expressed out of a final maximum total score of 100 with a weight of 60% on the "Technical/Management Point Rated" score, and 40% on the Financial Proposal score.

Technical Sample Calculation

An Offeror's total technical point score will be the points achieved by totaling all of the rated criteria in all point rated categories - R1 to R9 inclusive. The maximum score possible is 1300 points. The minimum acceptable amount of points is 70% or 910 points.

The Bidder's technical score shall be prorated against the maximum technical score achievable (1300) and multiplied by 60% (weighting) as illustrated in the following example.

Example:

Offeror	Offeror's Technical Score	Technical Score Calculation	Technical Bid Score
Offeror 1	1300 points	$1300/1300 \times 60$	60
Offeror 2	1100 points	$1100/1300 \times 60$	50.77
Offeror 3	950 points	$950/1300 \times 60$	43.85
Offeror 4	900 points	Non Compliant (did not meet minimum point standard of 910)	0

For purposes of the above calculation as well as the total score calculation, PWGSC will carry two figures to the right of the decimal point, with rounding up at five or above, and down at anything below five.

Financial Sample Calculation

Bidders should be aware that the figures provided in the following example bear no relationship to the expectations of cost, bid prices, or the expected budget associated with these future requirements and are provided solely for the purpose of providing numbers for a calculation example.

Example:

Offeror	Offeror's Financial Bid	Financial Score Calculation	Financial Bid Score
Offeror 1	\$60,000.00	$50 \div 60 \times 40$	33.60
Offeror 2	\$55,000.00	$50 \div 55 \times 40$	36.40
Offeror 3	\$50,000.00*	$50 \div 50 \times 40$	40.00
Offeror 4	Non Compliant no further consideration given.	Financial proposal is not accepted	0

Recommendation for Standing Offer Award

The responsive Offer with the highest Overall Bid Score will be ranked number one and will be recommended for award of an Individual Standing Offer subject to the provisions of this Request for Standing Offer.

Example:

Offeror	Responsiveness	Technical Offer Score	Financial Offer Score	Overall Offeror's Score	Ranking
Offeror 1	Responsive	60	33.60	93.6	1
Offeror 2	Responsive	50.77	36.40	87.17	2
Offeror 3	Responsive	43.85	40.00	83.85	3
Offeror 4	Non compliant	0	0	0	0

Should 2 or more Offers have equal Overall Offeror's Scores, the award shall be made to the lowest priced, technically compliant Offer received.

ATTACHMENT 3

EVALUATION CRITERIA

Mandatory Criteria

The Offeror's technical response to the Standing Offer will be evaluated in accordance with the following criteria as detailed herein. The offer must first meet the mandatory requirements of the Request for Standing Offer. Responses will be evaluated and given a "Pass or Fail" rating. No points will be awarded for compliance with the mandatory requirements.

It is the responsibility of each Offeror to ensure that all mandatory requirements are fully met, explained and verified or substantiated as appropriate. Failure to meet any mandatory requirement will deem the offer non-responsive and it will be given no further consideration.

Only those offers which receive a "pass" to each mandatory criteria M1 and M2, will move to the next phase of the evaluation process. Please include a cross reference page number as to where in your bid the information can be found.

M1	The Offeror's Firm must have a minimum of three (3) years experience in the provision of deployed logistic support services (DLSS) providing: <ul style="list-style-type: none"> • logistic information • administrative service • sourcing of goods and services • delivery of goods and services. 	Cross Reference
M2	The Firm's Project Co-ordinator(s) must have a minimum three (3) years experience in the administration and management of deployed logistics.	

Point Rated Evaluation Criteria

Compliant proposals that meet the mandatory requirements above will be evaluated further using the point rated evaluation criteria below. The Evaluation Committee will conduct a thorough evaluation of all aspects of each offer. A structured evaluation approach will be used and all offers will be evaluated against pre-determined criteria.

Offers will be evaluated and scored based exclusively on the merits of the Offeror's written response in accordance with the stated evaluation criteria. Only the Offeror's written response to the point-rated criteria, R1 to R9 inclusive will be evaluated. Listing experience without providing any supporting data to describe when, where and how such experience was obtained will not be considered "demonstrated" for the purpose of the evaluation.

To be considered "responsive", offers must achieve a minimum pass mark of 50% in each of the categories, (R1 to R9), and 70% overall. Offers that do not meet the minimum pass marks in each category will be considered "non-responsive". Only bids that meet all minimum pass marks for the rated criteria will be considered responsive.

In responding, Offerors should address point rated requirements by:

- indicating what the Offeror plans to do or provide so as to meet the requirement;
- the extent to which the requirement is met;
- ensuring the completeness of the offer by describing, supporting, demonstrating, verifying, and substantiating the performance claimed or offered and;
- offers should include any supporting documentation including as a minimum resumes.

No outside knowledge of the Evaluators will be considered in the evaluation, only the written submissions will be evaluated. Offerors should ensure that they include sufficient information so that the Evaluation Committee will have a solid comfort level with the Offeror's capacity to perform the work as claimed.

Once all the technical and financial evaluations have been completed and accepted, PWGSC will determine the Offer providing the best overall value to Canada (highest total overall points) and will advise the Project Authority accordingly.

Point Rated Criteria

There are 2 components to the Point Rated Criteria section of your offer. Table 1 represents the technical portion and Table 2 represents the management portion. To be considered responsive, your offer must achieve 50% of the points allocated for each and every one of the point rated criteria in each table and 70% of the total points available in each Table 1 and 2, and 70% overall for point rated criteria R1 - R9.

Overall scores

Maximum overall points available = 1300

Minimum overall points required for R1 - R9 = 70% (910 points)

(A minimum score of 50% is required for each individual criteria)

The following Table 1 represents the Technical portion of the point rated criteria.

Table 1	Technical Criteria	Maximum Points	Minimum Points
R1	Demonstrated understanding of scope and objectives.	100	50
R2	Proposed work feasibility, approach and methodology in meeting the requirement; company ability to control costs; details around proposed processes, methods and practices.	100	50
R3	Recognition of direct as well as peripheral problems, difficulties, and risks, as well as proposed solutions.	100	50
R4	Adequacy of level of effort, work plan and schedule, deliverables; detailed information regarding the expected flow and exchange of information during period of deployment(s); records maintenance; performance and participation in audits; ability to meet resource and time commitments of personnel at multiple locations at one time.	100	50

Maximum points available for Table 1 = 400 points

(A minimum score of 50% is required for each individual criteria)

Minimum total points required for R1 - R4 = 70% (280 points)

The following Table 2 represents the Management portion of the point rated criteria.

Table 2	Management Criteria	Maximum Points	Minimum Points
R5	Qualifications of the proposed Project Manager(s) including but not limited to: position(s) within the organization; relevant experience; education; experience in controlling costs; and single point of contact.	200	100
R6	Key personnel capabilities including relevant experience, qualifications and competence proven by similar and/or related work. This should include, but is not limited to: name, position and role of personnel within the team; language capabilities; education; ability to work in a team; abilities to problem solve; leadership; experience in the region; code of ethics and/or conflict of interest issues.	200	100
R7	Company capability (including subcontractors, if applicable) and relevant experience in work similar in size and scope. This should include but is not limited to: resource capability, risk of non-performance, commitment to this field of work; experience in the region; experience with multiple deployments at one time; experience with planned and ad hoc missions.	200	100
R8	Adequacy of planned team organization, including availability of team members and backup capability, reporting structure, management of project, subcontracts and capability to carry out the project.	100	50
R9	As it applies to "acquisition call-ups" (provision of goods and/or services): ability of on-site personnel to obtain competitive quotations; sourcing methodology for a wide variety of goods and/or services; ability to assist in establishing evaluation criteria, selection methodologies, and negotiations to ensure fair value for money spent; ability to ensure compliance from selected suppliers and/or sub-contractors.	200	100

Maximum points available for Table 2 = 900 points

Minimum total points required for R5 - R9 = 70% (630 points)

(A minimum score of 50% is required for each individual criteria)

**ANNEX A
STATEMENT OF WORK**

**EASTERN AND NORTHERN CANADA AND SURROUNDING AREAS
EASTERN AREAS OF UNITED STATES OF AMERICA / MEXICO / CENTRAL
AMERICA / SOUTH AMERICA AND SURROUNDING AREAS
EUROPE AND SURROUNDING AREAS
MEDITERRANEAN / RED SEAS, AFRICA AND THE MIDDLE EAST AND SURROUNDING
AREAS**

**DEPLOYED LOGISTICS SUPPORT SERVICES
April 2013**

I. SUMMARY

1. To provide deployed logistics support services to IROQUOIS, HALIFAX, PROTECTEUR, KINGSTON, VICTORIA and miscellaneous classes of naval vessels assigned to Maritime Forces Atlantic, Maritime Forces Pacific, and assigned support staff, deployed within the geographical area described below. Services are to be provided on an if and when required basis.
2. Specifications relating to most classes of vessel to be supported through this standing offer are outlined in Appendix A1.
3. Offeror to provide deployed logistics support services for a period of one year, with the option to renew for two one-year periods, through individuals identified as a Project Coordinator. Goods and services may be requested simultaneously in various ports or other locations throughout the specified geographical area.

II. TERMINOLOGY

Term	Definition
DND Site Authority	DND Site Authority shall be: (1) vessel's Supply Officer; (2) vessel's Senior Supply Technician; (3) designated support staff, i.e., deployed support staff/Formation Logistics / Canadian Fleet Atlantic Headquarters contracting authorities.
Offeror	"Offeror" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an offer to provide goods, services or both under a call-up resulting from a standing offer. It does not include the parent, subsidiaries or other affiliates of the Offeror, or its subcontractors. Also referred to as the "Contractor".
Project Coordinators	Project Coordinators are the persons employed by the Offeror issued this standing offer and identified in the Standing Offer to act as liaison between the DND Site Authority and the On-Site Representative. The Project Coordinator is responsible for ensuring goods/services as requested for the duration of the standing offer are provided as outlined in any resulting contract (call-up against the standing offer).
On-Site Representative	The On-Site Representative is the individual(s) engaged by the Project Coordinator to meet the ship upon arrival in port and to ensure all requests for goods/services identified by the Project Coordinator are delivered/carried out to the satisfaction of the DND Site Authority.
Sub-Contractors	Vendors that actually perform the service/provide the goods to the deployed ship / support staff, regardless of the number of layers of contractors between the Project Coordinator and the actual provider of requested goods and services.

Refuse	Includes all recyclable plastics, metals and paper products; organic waste (compost) and garbage such as debris, rubbish and other similar waste material; and anything else delivered to the vessel, but not taken onboard due to spoilage, etc., even though such refuse was not onboard the vessel when it arrived in port. Not included are explosives and incendiary waste, contaminated waste from medical and radiological processes, or hazardous waste.
Refuse Receptacles or Containers	Includes cans, drums, bins, or similar receptacles that can be handled easily, and containers that are handled by mechanical truck-mounted hoists.

III. BACKGROUND

In support of Canada's role to contribute to international peace and security, in concert with national and international partners, the Canadian Armed Forces deploys forces to conduct a wide range of activities. Activities include training exercises, humanitarian assistance and disaster relief efforts/initiatives, peacekeeping and combat operations. This standing offer covers support to Canadian Forces Naval entities and associated support staff when deployed away from home port to participate in such activities within the geographical area described below.

IV. PURPOSE

The Canadian Navy requires support to provide a broad range of logistical support services on an as-and-when required basis to deployed naval forces.

V. GENERAL

1. The Offeror's Project Coordinator in conjunction with an On-Site Representative shall provide Logistical Support Services and shall purchase goods and services on behalf of the Canadian Navy on an if and when required basis when deployed in

eastern and northern Canada and surrounding areas, defined as ports within the eastern and northern seaboard of Canada, including New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador, Quebec, Ontario, Manitoba, northern Canada to the Canada/Alaskan border, the St. Lawrence River; all ports along the Great Lakes; Greenland; and, the islands St. Pierre and Miquelon.

eastern coasts of USA / Mexico / Central America / South America and surrounding areas, defined as ports within the eastern seaboard of the United States from the Canada/Maine border to the Texas / Mexico border; Puerto Rico; eastern seaboard of Mexico; eastern seaboard of Central America; islands of the Caribbean and Bermuda; the eastern seaboard of South America to the border between Argentina and Chile; the Falkland Islands; and, other islands within the surrounding areas.

Europe and surrounding areas, defined as ports within the European coastal areas north of Cabo de Sao Vincent, Portugal, to Russia at longitude 44 Deg E and includes islands such as Ireland, Iceland, and other islands within the surrounding areas;

Mediterranean / Red Seas, Africa and the Middle East and surrounding areas, defined as ports along the southern coastal border of Portugal, starting at Cabo de Sao Vincent, including Gibraltar, the coastal areas of the Mediterranean Sea and all adjoining bodies of water (ie, Adriatic and Black Seas); the Red Sea; coastal areas of the Gulf of Aden; Persian Gulf; Gulf of Oman; Arabian Sea and Indian Ocean to Cape Comorin, India; Sri Lanka; the coast of Africa; and, all adjacent islands such as the Azores, Madeira, Canary Islands, Cape Verde Islands, Madagascar, Seychelles, Maldives, and other islands within the surrounding areas.

2. When a deployment within the specified geographical area is identified, Maritime Forces Atlantic / Pacific / support staff will determine the support mechanism(s) to be utilized for logistical support. Support will normally be obtained through the use of host nation's support agreements or similar arrangements, use of this standing offer, or any combination thereof.

3. When this standing offer is utilized to support deployed ships or associated support staff within the specified geographical area, the Project Coordinator is the primary point of contact for logistic support and is supported at each port visited by an On-Site Representative. The Project Coordinator is responsible for identifying DND Site Authority requirements to the On-Site Representative.

4. The Project Coordinator, On-Site Representative and all other personnel who deal directly with the ship or support staff, shall be fluent in English, i.e., they must speak and understand conversational English and be able to discuss technical aspects of Naval vessel requirements and services.

VI. CONDITIONS

The Offeror issued the Regional Individual Standing Offer (referred to herein as "Standing Offer") will be a contractor of the Crown, NOT an agent of the Crown.

VII. TERM OF STANDING OFFER

Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of award for a one-year period with an option to extend for an additional two one-year periods.

VIII. IDENTIFIED USERS

The Identified User authorized to make call-ups against the Standing Offer, known as the DND Site Authority, includes:

- (1) vessel's Supply Officer;
- (2) vessel's Senior Supply Technician;
- (3) designated support staff, ie, deployed support staff / Formation Logistics and / or Canadian Fleet Atlantic Headquarter contracting authorities / Plans and Operations staff (fuel only).

IX. DND SITE AUTHORITY RESPONSIBILITIES

1. The DND Site Authority is responsible for issuing any call-ups against this standing offer when this contracting tool has been selected as a means to support a deployed ship or support staff. Normally, this individual is the primary DND contact point for the Project Coordinator and On-Site Representative.

2. The DND Site Authority will liaise with the Project Coordinator to identify no later than five (5) calendar days prior to anticipated arrival in port the exact nature of the requirements, and the time and location of delivery. The DND Site Authority will liaise in advance with the Project Coordinator to identify anticipated requirements through the use of the "Pricing Request Form", Appendix A2. The Project Coordinator shall provide pricing by completing and returning the "Pricing Request Form" to the DND Site Authority within 48 hours of receiving such a request. If the pricing is acceptable, the DND Site Authority is to advise the Project Coordinator to proceed with the request by means of a contract (PWGSC 942, Call-up Against a Standing Offer).

3. If additional requirements are identified, the DND Site Authority must obtain pricing from the Project Coordinator and raise an amendment to the contract (DSS-MAS 942, Call-up Against a Standing Offer).
4. Payment of invoices for goods and/or services supplied is normally the responsibility of the DND Site Authority and/or designated representative.

X. PROJECT COORDINATOR(S) RESPONSIBILITIES

1. A Project Coordinator shall be available 24 hours a day, seven days a week, throughout the duration of this standing offer. Two Project Coordinators are to be identified to ensure a back-up process exists.
2. The Project Coordinator shall provide the name, address, contact telephone numbers and e-mail address of the On-Site Representative(s) to the DND Site Authority or their designated representative a minimum of 48 hours prior to the arrival of the ship or support staff. There will be no charge in addition to the daily fee for services provided by the On-Site Representative.
3. An important service requirement under this standing offer is to ensure a prompt exchange of information between the Project Coordinator/On-Site Representative and the DND Site Authority or designated representative. In coordinating the needs of a Naval vessel port visit, particularly when more than one vessel is visiting the same or multiple ports at the same time, the Project Coordinator can expect to encounter a very busy logistics environment. A great deal of information exchange between the Project Coordinator and each vessel will be necessary to cover details and modifications as conditions change. The Project Coordinator will keep the DND Site Authority or designated representative informed of problems, delays in service, schedule changes, conflicts in scheduling relating to the delivery of requested goods and services. For example, any delays in delivery of any good or service, schedule changes, or schedule conflicts from those originally requested by the DND Site Authority after the Naval vessel's arrival in port, shall be reported.
4. The Project Coordinator shall act as liaison to avoid duplication of services. Any disputes and discrepancies arising from goods and/or services provided shall be resolved directly between the DND Site Authority and the sub-contractors with the assistance of the Project Coordinator and/or On-Site Representative as deemed necessary by the DND Site Authority. Issues that cannot be resolved at these levels are to be referred to the MARLANT Senior Staff Officer Contract Policies and Inspections.
5. The Project Coordinator shall provide deployed logistics support services when requested and is responsible for procurement of all goods and services as requested by the DND Site Authority. The Project Coordinator is also responsible for provision of all equipment and operators required for the delivery and loading of provisions and materiel onboard ship.
6. When requested to provide deployed logistics support services, the Project Coordinator shall be the single point of contact for all goods and/or services requested for the port visit. The Project Coordinator is responsible for the management and administration of all acquisitions initiated on behalf of DND against this standing offer.
7. When required, the Project Coordinator shall act as liaison and assist in coordinating the arrangement of goods and services provided by or to other commercial and military concerns (port authorities, local Navy). Involvement of the On-Site Representative is at the discretion of the Project Coordinator.
9. When possible, all invoices shall be submitted to the DND Site Authority or their designated representative prior to the departure from port. Where this requirement cannot be met, invoices must be provided no more than thirty (30) days after delivery of the goods and/or services.

XI. ON-SITE REPRESENTATIVE RESPONSIBILITIES

1. The On-Site Representative will be identified by the Project Coordinator and is responsible for assisting the Project Coordinator in the performance of the work identified within the terms of this Standing Offer Agreement and resulting call-ups. Operational considerations may require that this function be performed by one or more individuals at one or more locations at the same time within the geographical area of this standing offer.
2. The On-Site Representative must:
 - a. be physically located as determined by DND in order to carry out responsibilities, ie, close proximity to ship / deployed support staff;
 - b. be fluent in English; i.e., at a minimum they must speak and understand conversational English and be able to discuss technical aspects of Naval vessel requirements and services available in port;
 - c. be able to conduct business in a timely, efficient and effective manner in the region being supported; and
 - d. act as the initial contact for DND Site Authority to resolve any problems, delays in service, schedule changes, conflicts in schedule and any other issues that may compromise the agreed to delivery.
3. The On-Site Representative must meet the vessel(s) and any deployed support staff upon arrival at all ports where goods and/or services are requested under this standing offer. The On-Site Representative shall board each vessel upon arrival in port. For multiple Canadian Naval vessels arriving on the same day and in the same port, the On-Site Representative shall board the vessels upon arrival or as soon as practical thereafter, but in any case within one hour after arrival of each vessel. The DND Site Authority or their designated representative(s) may waive the above requirement for individual boarding by the On-Site Representative and schedule a joint "Arrival Conference". This conference does not relieve the On-Site Representative from the initial boarding of any vessel that is not represented at the conference.
4. The On-Site Representative shall provide to the DND Site Authority or their designated representative(s), upon initial boarding, detailed information relating to local emergency services. Such information shall include the location and telephone numbers for standard emergency services.
5. The On-Site Representative shall, upon initial boarding, provide the DND Site Authority or their designated representative(s) with a copy of the completed Water Taxi Inspection Checklist, Appendix A3, if such services have been requested.
6. The On-Site Representative shall, if requested by the DND Site Authority or their designated representative(s) upon initial boarding, be prepared to brief vessel personnel on available athletic and recreational facilities in the vicinity of the port in which the vessel is berthed. Such information shall include the location, hours of operation, and cost of facilities including but not limited to soccer fields, basketball courts, swimming areas and the availability of local teams for competitive athletics.
7. The On-Site Representative shall be available (either in person or by phone) 24 hours a day, seven days a week during the time frame of the port visit. The On-Site Representative shall visit the vessel or support staff daily on subsequent days unless the DND Site Authority advises otherwise. The On-Site Representative shall visit all vessels as necessary but at least once a day, unless directed otherwise by the DND Site Authority or their designated representative. Such availability of the On-Site Representative is also to be provided to any deployed support staff.
8. The On-Site Representative is to ensure that all requirements as requested through the Project Coordinator are in place at the required delivery point and time. The On-Site Representative shall monitor

the delivery of supplies and rendering of services to ensure performance is as requested by the DND Site Authority through the Project Coordinator.

XII.CALL-UP PROCESS

1. When goods and / or services are required, a DND Site Authority will provide a Pricing Request Form, Appendix A2, to the Project Coordinator, no less than five days (120 hours) prior to an anticipated port visit when possible. The Project Coordinator is to obtain and provide detailed costing/pricing information to the DND Site Authority using this same Pricing Request Form. This costing pricing information is to be provided by the Project Coordinator to the DND Site Authority no later than 48 hours after receipt of the Pricing Request Form. The Offeror is required to seek competitive quotes for the goods and services requested. Three (3) quotes for all of the goods and services listed must be attached to the Pricing Request Form. In the event this is not possible (ex. urgent or emergency requirements or there are not 3 vendors of the requested goods or services available), the Offeror must sign off on the Price Certification section of Appendix A2, Pricing Request Form. The DND Site Authority shall review the quotes and pricing provided by the Project Coordinator for all requested goods and services to ensure pricing is in accordance with published port services; the Daily Fee for the port visit dates is appropriately reflected as outlined in Annex B, Basis of Payment; or, if not a firm-priced requirement, is fair and reasonable. The published port tariffs must also be provided by the Offeror and attached to the Pricing Request Form. Items that are not considered fair and reasonable are either to be removed or substituted based on agreement between the DND Site Authority and the Project Coordinator. Once the DND Site Authority is satisfied with the pricings offered, a call-up, PWGSC-TPSGC942 Call-up Against a Standing Offer form, will be issued against the Standing Offer by a DND Site Authority.

STEP ONE	STEP TWO	STEP THREE	STEP FOUR
120 hours prior to port arrival	72 hours prior to port arrival	48 hours prior to port arrival	Upon receipt of required goods / services
DND Site Authority submits Pricing Request Form to Project Coordinator.	Project Coordinator provides quotes, rates and pricing to DND Site Authority. Any pricing issues are to be resolved at this time, ie, removal or substitution of item.	DND Site Authority issues PWGSC-TPSGC 942 Call-Up Against a Standing Offer form to Project Coordinator.	DND Site Authority or designated representative reviews commodities received against PWGSC-TPSGC 942 Call-Up Against a Standing Offer.

Conditions Applicable to Call-Ups

2. Call-ups will typically be issued in writing a minimum of 48 hours in advance, including weekends and/or non-business days, by email or facsimile.
3. The Project Coordinator is required to actively participate in the overall management of all activities related to the call-ups and the Statement of Work and is directly responsible for the effective supervision and coordination of its personnel in order to minimize the effort required by DND to manage the requirement.
4. The Project Coordinator shall be responsible for all work produced in relation to any of the call-ups and the Statement of Work, including completeness, accuracy and adherence to all relevant safety and environmental regulations, rules and good practices, including any physical and/or material security

provisions in effect during the course of the raised call-up in the defined geographical area or in Canada, whichever is stricter and where possible.

6. All efforts shall be made by the Project Coordinator to comply with Canadian and local quality and standards, whichever is stricter, during the course of performing the Work; however, the DND Site Authority retains the right to accept a lesser standard.

7. The quality of all goods and services rendered shall conform to the highest quality and standards in the relevant profession, trade, or field of endeavour. All services shall be rendered by or supervised directly by individuals fully qualified and licensed in the relevant profession, trade, or field.

8. The Project Coordinator will be responsible for verifying and obtaining any necessary insurance, licenses and permits; and for complying with any applicable laws, codes, and regulations, in connection with the performance of the work. Upon request, proof of insurance, licenses and permits shall be provided within 24 hours. The Project Coordinator shall ensure that all local health and safety rules, regulations and/or legislations are strictly adhered to and is responsible for ensuring that proper safety and health precautions are taken to protect DND personnel and assets, workers, the public, and the property of others for any work initiated in support of DND.

Amendments

9. Requirements and delivery locations are subject to change. Scheduled port visits may be cancelled, redirected or amended on short notice. The Project Coordinator must remain flexible and maintain close contact with the DND Site Authority in order to successfully meet the requirements of the Naval vessel/support staff. Changes, such as adjustments in quantity, product substitutions or additional requirements, may be made by the DND Site Authority. Requested changes may be initiated by e-mail, telephone or fax submitted to the vendor. The Project Coordinator is to provide pricing by email/fax as soon as possible, but no later than 24 hours after receipt of such amendment requests. An amendment to the contract (PWGSC 942, Call-up Against a Standing Offer) is to be issued by the DND Site Authority when such amendments are initiated.

Cancellations

10. DND reserves the right to cancel full or partial orders up to 48 hours prior to scheduled delivery in writing, by email or facsimile, including weekends and/or non-business days, with no cost incurred by the Crown. If such modifications/cancellations occur less than 48 hours prior to scheduled delivery, the DND Site Authority will authorize the Offeror's direct expenses, when supported by appropriate documentation (ie, sub-contractor invoices for re-stocking fees, etc).

Receipt of Goods / Services

11. Goods or services delivered by the On-Site Representative shall be receipted by the DND Site Authority or their designated representative.

XIII. INVOICING INSTRUCTIONS

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. When possible, invoices from the Contractor for goods and/or services procured or provided in support of a vessel or support staff are to be provided to the DND Site Authority to designated representative one day prior to departure from each port or a maximum of ten (10) working days from delivery of the required goods and/or services.

All invoices are to be submitted in duplicate and must be completed on the Contractor's own form, reflecting daily rates applicable to invoices. Invoices are to reflect the following details:

- a. item;
- b. quantity;
- c. unit of issue;
- d. tax (if applicable);
- e. total cost.

In addition, original copies of supporting sub-contractor invoices shall be provided to the DND Site Authority or designated representative(s) upon submission of the Contractor's invoices prior to port departure. Invoices are to reflect the following details:

- a. item;
- b. quantity;
- c. unit of issue;
- d. tax (if applicable);
- e. total cost.

Within 30 days from the departure of a vessel and/or deployed support staff from the final port of a deployment, a copy of all vendor and sub-contractor invoices, separated by port, are to be submitted to:

Senior Staff Officer Contract Policies and Inspections
Building D155, Room 208, Formation Logistics, Maritime Forces Atlantic
PO Box 99000, Stn Forces, Halifax, NS, B3K 5X5

XIV. TYPICAL LOGISTICS SUPPORT SERVICES AND GOODS

Deployed logistical support services to include, but are not be limited to, the provision of the following goods and / or services:

a. **Customs Clearance.** The Project Coordinator may be requested to assist with customs clearance of inbound and outbound transshipment air/sea cargo for the vessel or deployed support staff that may arrive in advance of the scheduled port visit or arrival of support staff. The Project Coordinator is responsible for providing secure/bonded storage for all inbound cargo and mail, estimated at 300 to 500 square feet. Anticipated usage for all classes of naval vessels is for two to three days. The Project Coordinator is also responsible for accounting for receipt of inbound material, storage, and the delivery of inbound air/sea cargo to the vessel. The Project Coordinator is responsible for retaining proof of delivery documentation for a period of six months after the time of material delivery to the vessel/deployed support staff for the purpose of reconciling with invoices.

b. **Interpreter Services.** The Project Coordinator is responsible for arranging all required interpreter services when requested.

c. **Refuse Coordination**

(1) The Project Coordinator shall furnish all labour, tools, materials, equipment and supervision necessary for the performance of all operations incidental to the collection and disposal of refuse, including liquid, semi-liquid, or solid garbage generated by vessels or deployed support staff when requested.

(2) The Project Coordinator shall comply with all laws, ordinances, statutes and regulations pertaining to the collection, transportation, and disposal of refuse and shall obtain such permits, licenses or other authorizations as may be required.

(3) For vessels pier side, unless prohibited by port regulations, the Project Coordinator shall furnish dedicated refuse containers/barges near the naval vessel (within 25 meters) or alongside the vessel. If port

regulations prohibit this proximity, the containers/ barges shall be placed as close as permitted. The emptying of containers/barges shall be organized by the Project Coordinator with sufficient frequency to allow garbage disposal by the naval vessel whenever required.

(4) Insofar as practicable, naval vessel crews shall separate refuse into recyclable plastics, metals, and paper products, organic waste (compost) and garbage categories. Any separation desired by the Project Coordinator over and above this shall be arranged by the Project Coordinator at no additional cost or time lost to the Crown.

(5) All refuse from naval vessels in plastic bags or cardboard boxes shall be collected as requested. Pick-up of all other loose refuse, such as cardboard boxes, cartons, bundled and tied newspapers and magazines, and packing containers, pallets, etc, which are placed adjacent to the refuse shall be arranged by the Project Coordinator. Clean-up of any spillage of refuse in the course of the handling operation shall be arranged immediately by the Project Coordinator or designated representative. Refuse containers shall be returned to their original position with the lids replaced thereon when emptied. All refuse collected shall be hauled in barges or suitable vehicles and disposed of as outlined below.

(6) Barge Crews:

(a) The crews of the refuse disposal barges utilized by the Project Coordinator shall have in their possession the necessary security clearance from the appropriate port authorities. The crew members shall not engage in any business activity other than refuse removal during performance of refuse removal services. The barge crew shall be entirely responsible for the tending of lines and for barge security. The movement of refuse from the vessel to the barge shall be performed with care by the naval vessel's sailors and in a manner ensuring the safety of the Project Coordinator's crews and barges. Any instances of unsafe practices shall be brought to the attention of the DND Site Authority or designated representative immediately in order to ensure that corrective and preventive action is taken.

(b) If a refuse barge must be removed because of bad weather conditions, the Project Coordinator will be paid for the specific collection, or, in the case of a dedicated barge, for the balance of the day. Should bad weather occur, the DND Site Authority or designated representative will contact the On-Site Representative to direct that the barge be removed as a potential hazard to navigation.

(c) Should a naval vessel with a dedicated barge alongside experience an emergency wherein the vessel must depart, the DND Site Authority or designated representative will advise the Project Coordinator at least four (4) hours in advance for barge removal at no additional cost to the Crown.

d. Collection, Holding and Transfer (CHT)/Sewage Removal

(1) The Project Coordinator shall arrange for sewage removal services, when requested. These sewage removal services involve the collection of collection holding transfer (CHT) bacteriological/ chemical liquids generated. This liquid waste will be pumped from the naval vessel into a barge/truck as arranged by the Project Coordinator, and will include all wastewater generated by the vessel (i.e. grey water and black water).

(2) The Project Coordinator shall arrange for the disposal of this liquid waste as required by local and national laws and regulations at authorized locations.

(3) All equipment used for sewage removal shall be in mechanically sound condition and meet all safety standards as required by all local laws and regulations. Hoses and connections for sewage removal supplied through the Project Coordinator must be compatible with Canadian naval vessels' requirements.

(4) Unless otherwise arranged with the DND Site Authority or designated representative, the Project Coordinator shall:

- (a) provide numbers of barges/trucks with sufficient capacity to assure that the CHT tanks are emptied prior to reaching 90% of capacity; and
- (b) that service begins within one hour of the naval vessel's arrival and until to one hour before the vessel's departure.
- (5) Cost shall include all operating expenses including, tugs, barges, tanks, fuel, discharge cost, insurance, drivers, crew members, all costs related to service performed in overtime, at night, Saturdays, Sundays, and holidays.
- (6) The Project Coordinator shall have the capability of servicing no less than four vessels on a daily basis at anchorage and/or pier side as appropriate.
- (7) The Project Coordinator shall provide an accurate flow meter/depth chart to the DND Site Authority with the invoice and to Maritime Forces Atlantic, Formation Logistics, through the Port Visit Costing Website to document the amount of CHT removed from the vessel. The CHT removal figures shall be certified by the DND Site Authority or designated representative prior to payment for services rendered.

e. Waste Oil and Aggregate Water Removal

- (1) The Project Coordinator shall arrange for waste oil services, when requested. The waste oil services involve the collection of oil and aggregate water generated by naval vessels, as identified by the DND Site Authority or their designated representative. The waste oil shall be pumped by the naval vessel into tanks arranged through the Project Coordinator. The Project Coordinator shall arrange for disposal of this liquid waste as required by local and national laws and regulations.
- (2) The Project Coordinator shall provide an accurate flow meter/depth chart to the DND Site Authority with the invoice and to Maritime Forces Atlantic, Formation Logistics, through the Port Visit Costing Website to document the amount of waste oil removed from the vessel. The waste oil removal figures shall be certified by the DND Site Authority or designated representative prior to payment for services rendered.

f. Disposal of Hazardous Materials

- (1) The Project Coordinator shall provide hazardous waste disposal services when requested. The hazardous waste services involve the collection and disposal of hazardous wastes generated by naval vessels, as identified by the DND Site Authority or designated representative(s). The Project Coordinator shall furnish all labour, tools, materials, equipment and supervision necessary for the performance of all operations incidental to the collection and disposal of hazardous materiel. The Project Coordinator shall arrange for the removal and disposal of hazardous waste as required by local and national laws and regulations.
- (2) All equipment used for hazardous waste removal shall be mechanically sound and meet all safety standards as required by all local laws and regulations. The price offered shall include the costs for drivers or operators (and any helpers or other crew members, as required), overtime charges, all insurance, fuel, customs clearance, and other operating costs.
- (3) The hazardous waste removal figures shall be certified by the DND Site Authority or their designated representative prior to payment for services rendered.

g. Fresh Potable Water

- (1) Potable Water is defined as water that is drinkable and usable for culinary purposes, as a result of being free of pathogenic organisms or their indicators, toxic substances, objectionable taste, odour, and colour, and other undesirable physical, chemical, and biological characteristics. The Project Coordinator

may be requested to have water testing completed for comparison purposes with the Canadian Drinking Water Guidelines as published by Health Canada so that the determination can be made by the DND Site Authority or their delegated representative regarding alternate means for the provision of potable water. The Canadian Drinking Water Guidelines are available at <http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>.

(2) The Project Coordinator shall provide an accurate flow meter/depth chart to the DND Site Authority with the invoice and to Maritime Forces Atlantic, Formation Logistics, through the Port Visit Costing Website to document the amount of potable water taken on by the vessel if applicable. The quantities shall be certified by the DND Site Authority or designated representative prior to payment for services rendered.

h. Pilots, Tugboats, Line Handlers and Berthing Services

(1) The Project Coordinator shall arrange for pilots, tugboats, line handler, and berthing services, when requested. The Project Coordinator shall liaise with Port Authorities as necessary to ensure that the services are available as required and at the times requested.

(2) Berthing information to include allocations of berthing assignments and charts, and sounding and tidal ranges relating to the assigned berth.

(3) The Project Coordinator will notify the DND Site Authority or their designated representative one day in advance of the time the pilot and tugs are scheduled to arrive to assist with vessel departure.

i. Cargo Lighterage

(1) The Project Coordinator shall arrange cargo lighterage services, when requested. Requirements for lighterage may cover a wide variety of uses such as but not limited to movement of aircraft engines, motor vehicles, and general cargo. The Project Coordinator shall verify that the correct size and type of craft is used for the purpose intended. Services are calculated from the time the barge departs from the pier to the time of re-berthing.

(2) Vessel's tackle may be used with the permission of the DND Site Authority or their designated representative, for loading or off-loading the cargo. However, the Project Coordinator shall arrange for adequate personnel on board the boat or barge to fully assist with slings, hoists, lines, and handling of cargo. The incidental handling of cargo in conjunction with loading or off-loading between the vessel and barge shall not be separately charged. Charges for lighterage services will be assessed per hour, rounded up to the nearest hour. All invoices for lighterage services will state the actual time period conveyance was utilized. The Project Coordinator, for invoicing purposes, may round up to the nearest hour. Prices shall include all ancillary charges.

(3) Unless otherwise directed, the Project Coordinator shall arrange for the lighter of fresh provisions and perishables on a preferential basis. Once an order for the lighterage of fresh provisions has been placed, the Project Coordinator shall ensure that the perishables reach the vessel with a minimum of delay. Should perishable provisions fail to be delivered within sufficient time to assure their preservation as the result of negligence on the part of the Project Coordinator, On-Site Representative or sub-contractor, the Project Coordinator shall be liable and chargeable for the shipment damage.

(4) All equipment including boats / barges used in the lighterage operation shall be maintained in an orderly and sanitary condition, free of debris and/or food substances, and shall be washed down regularly with fresh water. No dogs or other animals are to be permitted aboard the cargo lighters. The boats and barges utilized by the Project Coordinator for the performance of lighterage services under this standing offer shall not be utilized for any other purpose that might serve to contaminate foods carried thereon.

(5) The DND Site Authority or their designated representative reserves the right to perform pier side inspection of lighters for security or other reasons, whenever such inspection is considered necessary.

j. Crane Services

- (1) The Project Coordinator shall provide for cranes with operators, when requested. Requirements for cranes may cover a wide variety of uses such as, but not limited to, movement of aircraft engines, motor vehicles, and general cargo. The Project Coordinator shall verify that the correct size and type of crane is used for purpose intended. Service charges are calculated from the time the crane commences work.
- (2) Charges for crane services will be assessed by the hour, rounded up to the nearest hour. All invoices for crane services will state the actual time period conveyance was utilized. The Project Coordinator, for invoicing purposes, may roundup to the nearest hour. Prices shall include all ancillary charges.
- (3) Unless otherwise directed, the Project Coordinator shall arrange for the on-loading of fresh provisions and perishables on a preferential basis. Once an order for the loading of fresh provisions has been placed, the Project Coordinator shall ensure that the perishables reach the vessel with a minimum of delay. Should perishable provisions fail to be delivered within sufficient time to assure their preservation as the result of negligence on the part of the Project Coordinator, On-Site Representative or sub-contractor, the Project Coordinator shall be liable and chargeable for the shipment damage.

k. Brows (Gangways). Canadian naval vessels, with the exception of submarines, carry brows. However, the use of their own brows is dependent upon the type of mooring obtained and other vessels considerations. The Project Coordinator shall provide brows (various sizes and categories), if required by the vessel. Prices offered shall include all set-up and removal charges.

l. Cargo Dravage/Free Time/Demurrage/Detention

- (1) The Project Coordinator shall provide for cargo drayage when requested for use within 200 KM radius of the vessel. The price shall include driver (and helpers, as required), all insurance, fuel, tools, and all incidental expenses.
- (2) Should storage be requested, the following definitions apply:
 - (a) inside storage is defined as supplies and/or material stored inside a secure warehouse or other inside facility;
 - (b) outside storage is defined as supplies and/or material stored outside in a secure storage yard; and
 - (c) bonded storage is defined as supplies and/or material stored within any "bonded" warehouse, inside storage and/or outside storage yard as stipulated by the DND Site Authority.
- (3) Free Time is the time allowed for the pickup and return of containers to the carrier's berth or ocean terminal at discharge point. Upon expiration of Free Time at the carrier's ocean marine terminal, demurrage/detention will be charged for each day, or portion thereof, including Saturdays, Sundays, and local holidays, that the container(s) remains at the carrier's ocean marine terminal and continue until container(s) is/are returned in clean and undamaged condition to discharging terminal or other carrier designated point after discharge of its contents.

m. Water Taxi Service

- (1) The Project Coordinator shall provide water taxi transportation services when requested by the DND Site Authority or their designated representative. All equipment used for transportation services under this standing offer shall be in sound mechanical condition and meet all safety standards as required by all local laws and regulations. The prices shall include driver or operator (and any helpers or crew members, as required), insurance required by local law, fuel, and other operating expenses.

(2) The Project Coordinator shall arrange for the pre-inspection of the water taxis proposed for use for each order using the attached Water Taxi Inspection Cover Sheet and Check List at Appendix A3. The completed pre-inspection checklist shall be provided to the DND Site Authority or designated representative. The Project Coordinator shall ensure that all water taxis are fully licensed, registered, and insured, including liability insurance.

(3) Water taxis provided under this standing offer shall meet the following specifications:

(a) The following information shall be conspicuously posted in the English language and the language of the country in which the port is located:

- i. current operator's/captain's license and qualifications;
- ii. passenger/weight capacity limit notice;
- iii. location and number of life jackets and other life saving equipment;
- iv. location of all exits indicated in large letters (if not obvious); and
- v. emergency procedures.

(b) Each water taxi shall be equipped with at least one clean and serviceable life jacket for each passenger and crewmember, and all jackets shall be stowed in a readily accessible place.

(c) Except as otherwise specified herein, the service shall include all equipment needed to transport personnel between the vessel anchored in the outer harbour or in the inner harbour and fleet landing or any designated pier or berth within the port. If it becomes necessary to change the landing point of the water taxi (pier or berth), docking at the new landing point is to occur at no additional cost to the Crown.

(d) All water taxis hired for use by the Project Coordinator under this standing offer shall be covered.

(e) Emergency lighting, both permanent and hand held, shall be available and in working order at all times.

(f) Operation of the water taxi shall be in a safe and seaworthy manner.

(g) The consumption of alcoholic beverages shall not be permitted aboard the water taxis.

(h) Material condition of the water taxis:

i. hull:

- watertight integrity of weather decks, bulkheads, watertight closures and interior hull structure;
- superstructure (including masts and stacks);
- railings, bulwarks, guardrails, and lifelines shall be soundly attached to the hull;
and
- provisions for drainage of seawater from exposed decks.

ii. machinery:

- main propulsion and auxiliary machinery essential to operation of craft shall be in satisfactory condition and operating properly;
- sea and bulkhead closure valves in satisfactory working order;
- bilge suction strainers and dewatering systems - bilge pumps to be tested by operation;
- bilges free of flammable liquids; and
- steering apparatus operates satisfactorily.

iii. electrical:

- cables and wiring in satisfactory condition, free of crimping, exposed bare wires and connections;
- navigation, deck and emergency lighting tests satisfactorily;
- all lighting and electrical fixtures properly mounted and connected;
- emergency lighting appropriate to water taxis' size and design is readily available and functions properly (a substantial hand held battery powered light may be adequate);
- rotating electrical machinery, e.g., generators and motors in satisfactory condition and good working order; and
- storage batteries properly vented, securely strapped and properly connected.

iv. lifesaving equipment:

- life preservers/jackets in sufficient number for maximum passenger capacity plus crew, stowed in accessible and identifiable locations, and in good repair;
- first aid kit(s) in satisfactory condition and readily identifiable (minimum of one per water taxi);
- life rings with automatically activated distress light, readily deployable, in good condition, and sufficient number for size of water taxi (minimum of one per water taxi);
- life raft(s) and hydrostatic release (where applicable) - sufficient for maximum water taxi capacity; and

- distress signalling device in satisfactory condition (portable air horn, flares, etc.).

v. firefighting equipment:

- fire pump - subject fire hose to fire pump pressure;
- portable fire extinguishers, properly charged, accessible, sufficient number for size and configuration of water taxi (minimum of one located near engine compartment and at least one extinguisher for each passenger area); and
- fixed systems, e.g., CO2 cylinders in satisfactory condition.

vi. miscellaneous systems and equipment:

- harbour charts and either a lighted compass and/or a boat compass with sufficient portable lighting available;
- ground tackle and mooring lines in good condition and are appropriate for size of water taxi;
- low visibility signalling device (whistle/fog horn/bell) in satisfactory working order;
- compass;
- operational radar;
- two-way radio capable of bridge-to-bridge communications plus a battery back-up; and
- current licenses.

(i) Operator Qualifications. All personnel or employees operating water taxis shall have all certifications required and issued by the law of the country in which the port is located for the operation of the type, class, or size of water taxi being operated by such personnel. In addition, all such personnel shall have requisite experience, skill, knowledge, and familiarity with the water area in which the water taxis are to be operated to ensure the water taxis are operated in a safe and seaworthy manner.

(j) Security. During the term of this standing offer, the vessel(s) to be serviced will provide adequate and sufficient security personnel for maintaining the orderly transportation of its personnel and such civilians who may be transported. Such military personnel will be assigned at the discretion of the DND Site Authority or designated representative. When a Boat Officer designated from the vessel's crew is embarked in a water taxi hired by the Project Coordinator, he/she will be responsible for the good order and discipline of Canadian military personnel onboard. He/she will also have the authority from the vessel's Commanding Officer to refuse the contracted boat to be boarded and/or sail under conditions the Boat Officer considers to be unsafe and, once the contracted water taxi is underway, to direct the return of the taxi to its previous mooring due to conditions deemed unsafe by the Boat Officer.

(k) In the event of a water taxi breakdown, immediately prior to, or during a trip, the Project Coordinator shall arrange for a replacement water taxi that complies in all respects with this standing offer, at no additional cost to the Crown.

(l) Any personal articles or items found on the water taxi after completion of each trip shall be turned over to the DND Site Authority or designated representative.

(m) To verify a claim by the Project Coordinator for any damage or destruction caused by the Crown, it shall be the responsibility of the Project Coordinator to ensure that the water taxi is jointly inspected

before and after each trip by the sub-contractor and an authorized representative of the Crown as identified by the DND Site Authority.

(n) For purposes of this portion of this standing offer the following definitions apply:

- i. "Full day service" is defined as 18 hours of continuous service from the hours of 0600 to 2400 local time;
- ii. "Additional hour" is defined as each additional hour of continuous service over and above 18 hours/day;
- iii. Cancellation. The fees will apply in the event service is cancelled due to adverse weather conditions, late arrival/early departure of ship;
- iv. Boat Capacity. Actual passenger capacity at the time of the rendering of services will be determined by the vessel's Commanding Officer or designated representative as identified by the DND Site Authority, notwithstanding the advertised or licensed passenger capacity. Determination of actual passenger capacity will be based on the consideration of many factors, including, but not limited to, the condition of the water taxi as determined through an inspection, local weather or sea conditions, and any other factors affecting safety.

(o) **Inspection and Acceptance of Water Taxis**. The naval vessel's Commanding Officer or designated representative as identified by the DND Site Authority, shall inspect and accept all water taxis prior to transporting any personnel. Each request for water taxi service is made on the basis that the request is to be considered a final order/obligation of the ordering activity only after each water taxi has been inspected and accepted by the vessel's representative. The naval vessel's Commanding Officer is solely responsible for the safety of the navy's crew and the subsequent acceptance of water taxi services. If the water taxi's condition is not in accordance with the requirements of the contract, the naval vessel's Commanding Officer or designated representative as identified by the DND Site Authority may reject the water taxi. In the event an item of critical safety equipment listed above is missing from the water taxi offered for service, the naval vessel's Commanding Officer or designated representative as identified by the DND Site Authority will have the option of either furnishing the missing item(s), with reimbursement from the Project Coordinator at cost, or rejecting the water taxi. Appendix A2 lists the guidelines to be used by the naval vessel's Commanding Officers or their designated representative as identified by the DND Site Authority in the inspection of water taxis prior to acceptance.

(p) In the event the water taxi is determined unacceptable or deficiencies are found, the Project Coordinator shall replace the water taxi or correct the deficiencies within one hour after receipt of notification. If the Crown rejects a water taxi, the Crown shall not be liable for any costs the Project Coordinator incurs in presenting said water taxi for inspection.

n. Vehicle Rental

(1) All vehicles furnished under this standing offer shall be provided with or without drivers as specified by the DND Site Authority or their designated representative, and provided fully fuelled.

(2) Vehicle management is of highest concern during port visits. Utmost attention is drawn to the requirement for coordination between the Project Coordinator, the DND Site Authority or their designated representative and drivers to ensure the best possible service. The Project Coordinator's responsibilities to ensure smooth service include the following:

- (a) identification of vehicles (by sign or other method); and
- (b) in the case of vehicles provided with drivers:

- i. fully discuss vessel's vehicle control plan at arrival meeting and with all drivers for cooperation with the vessel's control procedure;
- ii. advise the DND Site Authority or their designated representative of driver and vehicle rotation plans and the driver's meal schedule; and
- iii. provide written guidance to bus drivers, and other drivers if necessary, for the planned schedule and any other instructions desired by the vessel.

(3) All vehicles provided under this standing offer shall be in sound mechanical condition and meet all safety standards required by local laws and regulations so as to preclude breakdown and injury. If the vehicles do not meet these requirements as determined by the DND Site Authority or their designated representative, the DND Site Authority or their designated representative shall have the right to reject the vehicle for performance of service. The Project Coordinator shall ensure that all vehicles are at all times fully licensed, registered and insured as required by local laws and regulations. In the event of a vehicle breakdown, the Project Coordinator shall provide within one hour, at no additional expense to the Crown, a replacement vehicle that complies in all respects with the standing offer.

(4) The Project Coordinator shall make recommendations to the DND Site Authority of possible alternatives to requested vehicles, when such requested vehicles are inappropriate for the port visited. For example, when vans are requested by a DND Site Authority, but are unavailable in the port at a reasonable cost, the Project Coordinator shall notify the DND Site Authority of the unavailability of such vehicles, and advise of reasonable alternatives (ie, two or three sedans in lieu of one van, alternative use of buses, etc).

(5) When requested, drivers shall be licensed to operate assigned vehicles, and shall be available during the entire rental period of the vehicle. English language speaking drivers are required. The vendor shall be responsible for ensuring that the vehicles are jointly inspected by the Project Coordinator's representative and the DND Site Authority or their designated representative prior to beginning service. No claim for damages or distribution can be submitted without the completion of an initial inspection form.

(6) Rental of vans and sedans shall be either on a 24-hour per day basis (starting from the time the vehicle is rented) or, in the case of those provided with drivers, a 16 hour per day basis (usually between 0800 and 2400 hours), with an hourly charge in excess of 16 hours. Vehicles may be required at any time for official functions, and the vehicles (and drivers) must be available during the entire rental period. Daily rental charges shall include driver (where applicable), fuel (when the driver is provided) and mileage. Sedans shall be 4-door vehicles, air conditioned and able to accommodate at least four persons. One mid-size sedan; one 7 – 15 passenger van and one cargo or 7 passenger van are usually required per vessel. Vans shall be as specified by the DND Site Authority or their designated representative but normally are either seven passenger (mini van) or 12 to 14 passenger (full sized van). Two to five vans are normally required per vessel.

(7) The Project Coordinator shall be liable for, and shall indemnify and hold harmless the Crown and its employees against all actions or claims for loss of or damage to property or the injury or death of persons, resulting from the fault, negligence, or wrongful act or omission of the Project Coordinator, its sub-contractors, its agents, or employees.

(8) When a driver is provided, fuel for rental vehicles shall be shown separately on the invoice and will be reimbursed at cost. Copies of fuel receipts shall be provided to the DND Site Authority and Maritime Forces Atlantic, Formation Logistics, through the Port Visit Costing Website.

o. Bus Services

(1) The Project Coordinator shall provide air-conditioned or non air-conditioned bus services as requested by the DND Site Authority or their designated representative for Canadian naval vessels at pier side, or at fleet landing for vessels at anchorage. The price shall include drivers or operators (any helpers

or other crew members, as required), all insurance, fuel, holiday surcharges, other operating expenses, and mileage. English language speaking drivers are required.

(2) The Project Coordinator or representative shall ensure the bus is in sound mechanical condition and meets all safety standards required by local laws and regulations to preclude breakdown and injury. The bus shall be in a clean condition when presented for service and free of debris so as not to soil passengers, their clothing, or possessions with dirt, grease, oil, or other matter. If the bus does not meet the requirements of this standing offer as determined by the DND Site Authority or their designated representative, the DND Site Authority or their designated representative shall have the right to reject the bus for performance of services.

(3) The Project Coordinator or representative shall ensure that all buses provided are at all times fully licensed, registered, and insured (including adequate passenger liability insurance), as may be indicated elsewhere in this standing offer.

(4) In the event of a bus breakdown immediately prior to or during a trip, the Project Coordinator or representative shall provide, at no additional expense to the Crown, a replacement bus that complies in all respects with this standing offer. When possible, replacement buses are to be provided within an hour of notification of breakdown.

(5) Any personal articles or items found on the bus after completion of each trip shall be turned over to the DND Site Authority or their designated representative.

(6) The DND Site Authority or their designated representative shall be responsible for ensuring that each bus is jointly inspected before and after a trip by the Project Coordinator's representative and the DND Site Authority or designated representative. The Crown will not consider any claim for damage to a bus that has not been inspected.

(7) Rental of buses shall be on either a 24-hour per day basis (starting from the time the bus is rented) or a 16-hour per day basis (usually between 0800 and 2400 hours), with an hourly charge-in of 16 hours. Vehicles may be required at any time for official functions, and the vehicles and drivers must be available during the entire rental period.

(8) It is the responsibility of the Project Coordinator to arrange access to secure facilities when authorization from a special entry authority is required.

(9) The Project Coordinator shall be liable for, and shall indemnify and hold harmless the Crown and its employees against all actions or claims for loss of or damage to property or the injury or death of persons, resulting from the fault, negligence, or wrongful act or omission of the Project Coordinator, its sub-contractors, its agents, or employees.

p. Paint Float Rental

(1) The Project Coordinator shall furnish paint floats with the following measurements on an if and when required basis:

	Small	Medium	Large
Length	3-5 meters	5-12 meters	Over 12 meters
Width	2 meters	3 meters	5 meters

(2) Scaffolding, when requested, shall cover from 2 – 3 meters freeboard (from deck of paint float) and shall be no higher than 3.5 meters from the waterline. Rental shall be on a daily basis and it is the vessel's responsibility to secure the float to the ship if rented

for more than one day. Transportation from and to the vessel is the responsibility of the Project Coordinator.

q. **Forklift Services.** When requested, the Project Coordinator shall provide forklifts (with qualified and experienced drivers) and other incidental material handling equipment (i.e., nylon slings/chokers with hardware sufficient to lift up to forklift capacity) able to operate on the pier to load and unload cargo from/to trucks, or from/to the vessel when required.

r. **Telephone Service**

(1) **Landlines.** When requested, landlines shall be made available for official, local and international use, whether installed on a permanent or temporary basis. Installation charge shall be inclusive of all costs for installation and removal of landlines. Usage charge will be the actual charges computed in accordance with local or national tariffs.

(2) **Cellular Phones.** When requested, the Project Coordinator shall provide cellular telephones of the hand-held type that are new (less than two years old), mechanically sound and in full compliance with local or national telephone regulations upon arrival. The exact number of telephones to be provided at that time shall be addressed in the DSS-MAS 942, Call-up Against a Standing Offer. The phones shall be delivered fully charged with battery charger (110V, 60hz), a transformer (110 to 220V), a spare charged battery, an adapter that permits use of the charger in the vessel's electrical outlets, and usage instructions written in the English language.

(3) Vessels requesting these services shall pay the Project Coordinator the daily rental price. The daily rental charge shall be inclusive of all costs for installation and removal. Phone usage unit charge shall be based on phone meter reading or billing statement from the local or national phone company.

(4) Telephone bills received after the departure of the vessel shall be forwarded to the applicable invoicing address for payment purposes. Long distance plans must be made available for both landlines and cellular phones, and where possible, long distance texting plans for cellular phones, and the details identified to the Site Coordinator upon arrival in port at the latest.

(5) Reimbursement for telephone usage charges shall be the actual costs charged by the phone company.

s. **Internet**

Where available and if requested, the Project Coordinator will provide for internet access by providing either for LAN connection or dedicated telephone landline(s). Internet usage charges shall be based on the billing statement from the internet provider.

t. **Fenders.**

The Project Coordinator shall furnish fenders or camels in sizes as ordered by the DND Site Authority or their designated representative. The camels shall be flat surface barges for position at the stern or side of the vessel to be placed alongside the pier for use in breasting the vessel away from the pier. Fenders shall be of the commercial cylinder type (Yokohama Fenders), made of hard rubber, free of cracks and cuts. Specific fender requirements for each submarine include two catamarans 3.3 meters wide by 12 meters long by 4 meters deep. Catamaran sides touching the submarine's hull are protected by "D" shaped rubbers of 0.3 meter section placed no more than 1.2 meters apart extending the length of the catamaran. Alternate means of provision of fenders includes using a barge, minimum 5 meters wide with deep enough draft that the submarine pressure hull is in contact with the fenders and not the casing.

u. Administration/Coordination of Airport Services

(1) When requested, the Project Coordinator shall organize airport services with the DND Site Authority or their designated representative. These services will be required intermittently and may or may not coincide with the presence of Canadian naval vessels and/or support staff. These support services could be required on any day, including Canadian and local holidays, at any time, and may be in support of either military or commercial aircraft arrivals. Services shall be billed at an hourly rate. Any portion of an hour shall be rounded to the next whole hour for billing purposes.

(2) When requested, the Project Coordinator shall arrange for the following air cargo transshipment handling services including, but not limited to:

- (a) Outbound cargo transshipment processing such as accepting cargo/mail from conveyance when tendered for shipment; ensuring all documents for cargo shipment are complete and accurate; arranging for loading of aircraft within established ground times.
- (b) Inbound cargo transshipment processing such as arranging for off loading, transportation, and delivery of cargo/mail, and ensuring accuracy of shipping documents to verify cargo arrival and departure.

v. Administration/Coordination of Passenger Handling

(1) When requested, the Project Coordinator shall arrange any required administration relating to passenger travel with the DND Site Authority or their designated representative to ensure there is no duplicity of effort. Travel / accommodation arrangements requested by a DND Site Authority are to be in accordance with existing Canadian Forces Temporary Duty Travel Instructions.

(2) Inbound Passengers. Various passengers, either vessel's crew or personnel to assist with vessel repairs may arrive by air in the port ahead of the vessel. Very often these passengers are not seasoned in overseas travel. The Project Coordinator may be requested to arrange transportation and accommodations. Transportation / accommodation requirements requested by a DND Site Authority are to be in accordance with existing Canadian Forces Temporary Duty Travel Instructions.

(3) Outbound passengers:

- (a) Routine and Emergency Departures. The Project Coordinator may be requested to arrange transportation to departure airport and arrange accommodations, if required. The Project Coordinator will be compensated for transportation expenses to the airport at the rate specified. The Project Coordinator shall assist in immigration processing for those travelers without passports. Military personnel will travel on official orders, but still may require immigration processing.
- (b) Medical Emergencies. If requested, the Project Coordinator may be required to make arrangements for emergency medical treatment of vessel's crew. In cases

where a member is air lifted into a port, the Project Coordinator, in coordination with the DND Site Authority or their designated representative, will arrange for proper medical care until the member can be returned to the vessel or evacuated to Canada.

(4) Costs shall be billed at an hourly rate. Any portion of an hour shall be rounded to the next whole hour for billing purposes.

w. Electrical and Steam Connections and Service. Electrical and steam connections and service are to be provided when requested by the DND Site Authority or designated representative(s). When requested, Canadian naval vessels require steam for generating domestic heat and hot water production

only. Shore power connections will be as specified in the contract (DSS-MAS 942, Call-up Against a Standing Offer) and/or as discussed at the pre-deployment meeting.

x. **Cable TV Connections and Service.** Cable TV connections and service to be provided when requested by the DND Site Authority or designated representative(s).

y. **Provision of Force Protection Services.** Force protection services to be provided if and when required by the DND Site Authority or designated representative(s).

z. **Coordination of Laundry and Dry Cleaning.** Laundry and dry cleaning services are to be coordinated when requested by the DND Site Authority or designated representative(s).

aa. **Coordination of Banking/Currency Requirements.** Banking and currency services are to be provided when requested by the DND Site Authority or their designated representative(s).

ab. **Containment Booms.** Fuel containment/anti-pollution booms will be utilized by Canadian naval vessels when fuelling / defueling or pumping of oily waste water or effluent. Project Coordinator to advise DND Site Authority or designated representative(s) on availability of booms when fuelling or removal of waste water / effluent are scheduled.

ac. **Coordination of Local Repair for Vessel/Unit Equipment.** The Project Coordinator will be responsible for arranging any requirements for repair of equipment as required by the DND Site Authority or their designated representative(s).

ad. **Coordination of Accommodations.** The Project Coordinator may be required to arrange for accommodations of deployed staff as required by the DND Site Authority or their designated representative(s). Accommodations requested by a DND Site Authority are to be in accordance with existing Canadian Forces Temporary Duty Travel Instructions.

ae. **Rations**

(1) When, and if, requested by the DND Site Authority, the Project Coordinator shall arrange for the timely acquisition of subsistence items.

(2) All food products must meet *Food Quality Specifications* (specifications to be provided to be provided by DND and posted to PWGSC website in the future) specifications or equivalent and be considered safe in accordance with *The Food Safety Code of Practice for Canada's Food Services Industry* (<http://www.crfa.ca/products/foodsafetycodeofpractice.asp>) or equivalent standards.

(3) Fresh, chilled, frozen and grocery food commodities will be delivered in climate controlled transport.

(4) All delivery vehicles must comply with or exceed the standards set out in *The Food Safety Code of Practice for Canada's Food Services Industry*.

(5) The DND Site Authority or their designated representative is responsible for receiving food and is to check for quality, quantity, refrigerated/frozen state of the product, degree of ripeness of fresh fruits and vegetables, and freshness as determined by visual examination and by "expiry date" (or the equivalent). All products supplied shall be free of signs of deterioration, spoilage, filth and damage by rodents or insects. The verification is to be completed while the delivery is being made or as soon as possible thereafter. The DND Site Authority or their designated representative will have the right to reject products at the time of delivery and the supplier will remove unacceptable product immediately at no cost to the Crown.

- (6) All safety seals must be intact or the product will be rejected.
- (7) The Project Coordinator is to ensure the procurement of all meat products is USDA or Canada Grade A and in accordance with current Canadian Food Inspection Agency directives relating to “Foot and Mouth” disease (available at <http://www.inspection.gc.ca/english/anima/diseases/fmdfa/fmdfae.shtml>) and if required, to arrange proper disposal of food waste products.
- (8) All meat and meat products must be processed at federally inspected plants.
- (9) Poultry and Fish must be individually quick frozen with an internal temperature of not greater than minus eighteen (-18) degrees Celsius.
- (10) Products to be supplied must be of the latest production date available. Shelf life or best before date must be clearly marked in a conspicuous location and any condition affecting the product must be clearly stated at the time of pricing. The shelf life or expiry date (or equivalent) must be clearly marked.
- (11) Frozen products must be individually quick frozen (IQF) and delivered with an internal temperature of not greater than minus eighteen (-18) degrees Celsius.
- (12) Chilled products must be delivered with an internal temperature of not greater than four (4) degrees Celsius and not less than one (1) degree Celsius.
- (13) Product to be supplied must be recent production and have the latest production date available. The “expiry date” or “best before date” (or equivalent) must be clearly marked in a conspicuous location and any condition affecting the product shelf life must be clearly stated at the time of ordering.
- (14) All fresh, frozen and canned fruits and vegetables supplied must be equivalent to the requirements outlined in the Canadian Food Services Industry or equivalent standards.
- (15) Fresh fruit and vegetables shall be of good quality and meet the following specifics:
- i. shall not be grown (cultivated) using night soil;
 - ii. shall be free of deterioration, spoilage, filth, and pest and/or insect infestation; and
 - iii. shall be fresh, yet not overripe.
- (16) Unless otherwise indicated at the time of placement of the order with the Project Coordinator, orders are to be palletized and wrapped. Orders are not to be mixed (ie, pallets to carry all dry commodities, all frozen, all meat, etc). Returnable pallets or shipping containers to be the responsibility of the On-Site Representative.
- (17) Submarines have specific packaging requirements, which must be adhered to. Due to limitations posed by hatches, no rations packages can exceed 21 inches square.

af. RAMPS

A Repair and Maintenance Period (RAMP) is primarily a designated period during which a civilian shipyard is employed to complete required modifications to the ship. The object of a RAMP is to complete small repairs to preserve the ship's hull and superstructure integrity, as well as repair essential defects. The Project Coordinator shall coordinate requirements relating to any RAMP during a deployment as identified by the DND Site Authority. A statement of work and required specifications will be provided by the DND Site Authority as part of any call-up issued. Examples of work that may be required to be completed during a RAMP include:

- repairing of deck coverings;
- cleaning / degreasing ship's hull, superstructure, spaces and tanks;
- refurbishing stanchions, door and vent trunking;
- lagging work; and
- installing miscellaneous fittings and painting.



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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
Department of National Defence
2. Branch or Directorate / Direction générale ou Direction
MARITIME FORCES ATLANTIC

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
Logistics support to ships deployed inside Canada.

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

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
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 ☐ Yes
Non 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 commerciale sans entreposage de nuit? ☒ No ☐ Yes
Non 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 ☒ NATO / OTAN ☐ Foreign / Étranger ☒

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> <i>28</i>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> <i>28</i>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <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 checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input checked="" 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"/>

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☒ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

LCdr F.R. Desjardins

Fleet Logistics Officer/CANFLTANT HQ

Telephone No. - N° de téléphone
902-427-3906

Facsimile No. - N° de télécopieur
902-427-3452

E-mail address - Adresse courriel
francois.desjardins3@forces.gc.ca

Date
23 November 2012

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Tippy Graham - CF MP GP HQ - Industrial Security

Senior Security Analyst

Telephone No. - N° de téléphone
Tel: 613-948-1035 / Fax: 613-948-1069

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
susan.collier@forces.gc.ca

Date
01 Feb 2013

15. Are there any additional instructions (e.g., Security Classification Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
☒ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Joelle Smith Moffatt

Contract Security Officer, Contract Security Division

Joelle.Smith@tpsgc-pwgsc.gc.ca

Tel/Tél - 613-948-1726 / Fax/Téléc - 613-954-4171

PWGSC Contracting Authority

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