RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

Title - Sujet
Service de Consultants

Solicitation No. - N° de l'invitation
EF932-120023/A

Date
2012-04-10

Client Reference No. - N° de référence du client
20120023

GETS Ref. No. - N° de réf. de SEAG
PW-$MTB-690-12011

File No. - N° de dossier
MTB-1-34048 (690)

CCC No./N° CCC - FMS No./N° VME

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM
on - le 2012-05-22

Time Zone
Fuseau horaire
Heure Normale du l'Est HNE

Delivery Required - Livraison exigée
.

Address Enquiries to: - Adresser toutes questions à:
Paquin, Esther

Buyer Id - Id de l'acheteur
mtb690

Telephone No. - N° de téléphone
(514)496-3889 (   )

FAX No. - N° de FAX
(514)496-3829

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA
PL.BONAVENTURE,PORTAIL S-E,BUR.7300
800 RUE DE LA GAUCHETIERE O.
MONTREAL
Québec
H5A1L6
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**

Canada

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Unit Price/Prix unitaire FOB/FAM Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Services de Consultant	EF932	EF932	1	Lot	$	XXXXXXXXXX	.	

TABLE OF CONTENTS

List of Annexes:

Annexes ''A - 1, A - 2, A - 3, A - 4, A - 5'' - Statement of Work
Annexes ''B - 1, B - 2, B - 3, B - 4 -, B - 5'' - Basis of Payment
Annex "C" - Evaluation Procedures and Basis of Selection
Annex ''D'' -Security Requirements Checklist

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, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security 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 the Statement of Work, the Basis of Payment, Evaluation Procedures and Basis of Selection and Security Requirements Checklist.

2. Summary

Title: Real Estate Advisory Services

2.1 Background

Public Works and Government Services Canada (PWGSC) is inviting firms, partnerships, individuals and joint ventures (composed of firms, partnerships and/or individuals), qualified in the delivery of real property development, portfolio planning, consulting, and project delivery services, to submit offers in anticipation of issuing a maximum of five(5) Regional Individual Standing Offer, up to one (1) RISO for each of the five (5) Work Packages described in this document. These services are required on an ''as and when requested basis'' to assist the Real Property Branch (RPB).

Public Works and Government Services Canada (PWGSC) has a requirement for the provision of real property consulting advisor and project delivery services, to assist the Real Property Branch (RPB) of PWGSC **for the Quebec Region** in its role as the strategic advisor for governement wide Real Property requirements

The total estimated utilization of the seven (7) RISO is $441,000.00 per year, Goods and Services Tax included, over the term of three (3) years to Standing Offer period, plus two (2) option year.

Work Package #1-47,250.00$
Work Package #2-131,250.00$ (2 Standing Offers on a proportional basis of 70/30)
Work Package #3-84,000.00$
Work Package #4-131,250.00$ (2 Standing Offers on a proportional basis of 70/30)
Work Package #5-47,250.00$

Call-ups must not exceed 50,000.00$, Goods and Services Tax included.

Real Property Branch (RPB) of PWGSC in its role as the strategic planning, development and implementing organization for the Quebec Region clients' real property requirements. Accomodation and Portfolio Management is charged with ensuring that public servants are provided with affordable and productive work environments, and with providing professional and technical services for the acquisition, management, opération, maintenance, construction, and disposal of real property. The RPB Vision is to be recognized as adding value to achieving client and governement objectives through the delivery of the most timely and affordable real property program and services. Through the additional expertise to be provided by these Standing Offers, RPB intends to augment is current range of services, and to introduce new and innovative approaches to Real Property Branch within the federal context.

2.2 Scope of Work-General

The successful offerors will be capable of undertaking advisory services as defined by the requirements of the appropriate work package. Services are to be provided for the Quebec Region.

Calls-up will be issued at the request of the Technical Authority from PWGSC's Real Property Branch, Quebec Region, and authorized by the Real Property Contracting Directorate. The successful offerors must be available upon request to provide advice and/or services with respect to a wide variety of matters; they will also act as a sounding board for senior PWGSC Accomodation and Portfolio Management (APM) Division managers in the Quebec Region, provide knowledge transfer (coaching), and act as a technical expert assisting in the development of products or analysis. Consequently, it is imperative that the Quebec Region's Real Property Branch have access to the widest range of expertise including the most experienced and senior personnel in a given firm.

From time to time during the period of Standing Offer, the APM Division will submit requests for services specifying, among other things, the scope of work to be performed, any reference documents required to perform the work, and any deliverables expected.

2.3 Content of the Offer

The offerors can provide offers on more than one Work Package for one or more tasks lists described in the following document. The offerer must provide one distinct offer for each work package and clearly identify the list for which offer is applied.

The requirements described in the Statement of Work apply to the whole lists of tasks. The requirements identified for a specific list of tasks apply only to that list of tasks.

In general, the offer should include a clear description of the objectives to be achieved and the entirety of the required abilities to be provided as per the evaluation criteria for each list of tasks. In this way, PWSGC will have a good idea of the past contractor's performance for the service delivery required, the organizational structure of the firm, the availability of resources and the approach for the service delivery required.

Refer to Part 3 of the following document to obtain the instructions for the preparation of the offers.

''The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).''

3. Security Requirement

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

4. Debriefings

After issuance of a standing offer, 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 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Modification to Standard Instructions 2006

Section 12 of 2006 entitled Rejection of Offer is amended as follows:

Replace subsection 1. (a) and (b) with the following:

1. Canada may reject an offer where any of the following circumstances is present:

(a) the Offeror is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Offeror ineligible to submit an offer for the requirement.

(b) an employee, or subcontractor included as part of the offer, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to submit an offer for the requirement, or the portion of the requirement the employee or subcontractor is to perform;

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: **Two hundred fourty (240) days**

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 to PWGSC will not be accepted.

3. 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.

4. 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 Québec.

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 (original document and four (4) copies);
Section II: Financial Offer, (See Annex "B" (Two (2) copies);
Section III: Certifications (One (1) hard copy).

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 and provide a document which should not exceed 20 pages, recto only, not including the covering letter, the cover page of the offer or the resume.

(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).

To assist Canada in reaching its objectives, offerors are encouraged to:

1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical 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 the **«Annex B, Basis of Payment, for each list of tasks". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable**.

Section III: Certifications
Offerors must submit the certifications required under Part 5.

2. SACC Manual Clauses

2.1 SACC Manual Clauses M0222T (2010-01-11) Evaluation of price

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 Criterion

See Annex "C"

1.1.2 Point Rated Technical Criteria

See Annex "C"

2. Basis of Selection

2.1 See Annex "C".

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications 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 or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. 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.

1.1 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.

1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in 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, in the context of the fee abatement formula, 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

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

If so, the Offeror must provide the following information:

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

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.

Certification

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

1.3 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.

1.4 SACC Manual Clauses

SACC Manual Clauses M3021T (2007-05-25) Education and Experience

PART 6 - SECURITY AND FINANCIAL 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.

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, bidders should consult the "Security Requirement 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

3. The Contractor **MUST NOT** utilize its Information Technology system to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.

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

5. The Contractor/Offeror must comply with the provision of the:

   (a) Security Requirements Check List and security guide, attached at Annex ''D'';

   (b) Industrial Security Manual (Latest Edition)

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

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer will be for three (3) years beginning at the date of issue of the Standing Offer.

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 two (2) additional periods of one (1) year each, from _____ to _____ 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 30 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: Esther Paquin
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Place Bonaventure
Southeast Portal, 800 de la Gauchetière Street West, Suite 7300
Montréal, Quebec H5A 1L6
Canada

Telephone: (514) 496-3889
Fax: (514) 496-3822
E-mail : esther.paquin@tpsgc-pwgsc.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:

Name:Title: ________________
Organization: ________________
Address: ________________

Telephone: ____- _____-________
Facsimile: _____- ______-_______
E-mail address: _______________

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

5.3 Offeror's Representative

Name:
Title:

Telephone:
Facsimile:
E-mail:

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Public Works and Government Services Canada

7. Call-up Procedures

The call-ups against the Standing Offer will be issued on a proportional basis as follows:

One Standing Offer for a value of $47,250.00 (GST included) will be issued for the Work Package #1 for the rank no.1.

Two (2) Standing Offers for a value of $131,250.00 (GST included) for the Work Package #2, which 70% of the total value of the Standing Offer will be issued for the rank no.1 and 30% of the total value of the Standing Offer will be issued for the rank no.2.

One Standing Offer for a value of $84,000.00 (GST included) will be issued for the Work Package #3 for the rank no.1.

Two (2) Standing Offers for a value of $131,250.00 (GST included) for the Work Package #4, which 70% of the total value of the Standing Offer will be issued for the rank no.1 and 30% of the total value of the Standing Offer will be issue for the rank no.2.

One Standing Offer for a value of $47,250.00 (GST included) for the Work Package #5 will be issued for the rank no.1.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer electronic document. The works should be offered in both official languages in Canada (French and English) at the customer's request.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **$50,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of $_____ (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 one (1) 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.

11. Priority of Documents

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

a) the call up against the Standing Offer, including any annexes;
b) the articles of the Standing Offer;
c) the general conditions 2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services;
d) the general conditions 2035 (2012-03-02) General Conditions - Higher Complexity - Services, apply to and form part of the Contract;
e) Annexes «A - 1, A - 2, A - 3, A - 4, A - 5», Statement of Work;
f) Annexes «B - 1, B - 2, B -3, B - 4, B - 5», Basis of Payment;
g) Annex C, Security Requirements Check List;
h) the Offeror's offer _________.

12. Certifications

12.1 Compliance

Compliance with the certifications 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 or 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.

12.2 SACC Manual Clauses

SACC Manual Clauses M3020C (2010-01-11) Status and Availability of Resources.

13. 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 __________.

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

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

The contractor will be paid at firm daily rate as per the Annex ''B'' attached for the works achieved against Standing Offer. Duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) extra, if applicable.

4.2 Limitation of Price

SACC Manual clauses C6000C (2011-05-16 Limitation of Price

4.3 Single payment

SACC Manual clauses H1000C (2008-05-12) Single payment

4.4 SACC Manual Clauses

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

SACC Manual clauses C2000C (2007-11-30) Taxes Foreign-based Contractor

5. Invoicing Instructions

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

   Each invoice must be supported by:

   (a) a copy of time sheets to support the time claimed;
   (b) a copy of the release document and any other documents as specified in the Contract;
   (c) a copy of the invoices, receipts, vouchers for all direct and indirect expenses, and
   (d) a copy of the monthly progress report.

2. The Contractor must distribute the invoices as follows:

   A) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment

6. Travel Expenses

All travel outside of a radius of 50 kilometres of the immediate area of Montreal, Quebec, Canada must have the prior authorization of the Project Authority in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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7. SACC Manual Clauses

SACC Manual clauses G1005C (2008-05-12) Insurance

SACC Manual clauses A9068C (2010-11-01) Government Site Regulations

Annex "A - 1"
Statement of work

WORK PACKAGE NUMBER ONE (1)
Real Property Portfolio Planning

1.1 OBJECTIVE

This work package is addressed to firms, partnerships, individuals and joint ventures that provide consulting services in the area of real property portfolio planning and management, aimed especially at the effective and efficient use of corporate real estate portfolios. These services are provided within a framework of meeting specific standards and satisfying the operational requirements of clients. Issues such as the management of costs and expenses and the strategic focusing of capital investment are key success factors in the provision of these services. This Work Package should interest service providers that advise large users of real estate in their acquisitions, disposals, space consolidation and ongoing portfolio management activities.

1.2 STATEMENT OF WORK

The work will generally be undertaken with respect to a specific site or portfolio that might have:

1) geographic similarity (for example, a small city, a sector of a region/city or a federal government campus);
2) user/tenant similarity (that is, the same federal government department occupying the spaces);
3) legal similarity (that is, a Crown-owned portfolio or a lease portfolio); and/or
4) similarities in physical characteristics (for example, labs, storage facilities or museums).

The service providers have or are able to rapidly develop an understanding of existing user operations and needs and the environment in which they work. Service providers will need to be able to work with PWGSC and its clients to clarify future direction and then analyze impacts of potential future directions on space needs, location, size, etc.

Although assignments may generally deal with client satisfaction, cost, expense and capital investment considerations, they may also result in recommendations to dispose of existing assets, acquire new premises, retrofit buildings, enlarge buildings, consolidate activities and optimize space use.

1.3 DELIVERABLES

The offeror will be asked to undertake both comprehensive and specific assignments.
A comprehensive assignment encompasses the overall preparation and management of a real property development product. Comprehensive assignments are composed of component studies, tasks and activities of which some may be undertaken by the offeror, some by federal government staff and some by third parties.

Specific assignments relate to the component parts of a comprehensive assignment that may be needed for a project being undertaken by federal government staff or another offeror.

Examples of specific/comprehensive assignments could include:

1. a profile of space utilization within both Crown-owned and leased buildings;
2. asset portfolio rationalization;
3. core/non-core demand analysis according to requested geographic boundaries;
4. a review of existing reports on the physical condition of the buildings (for example, asset management plans, building condition reports, the life-cycles of component parts and the whole asset);
5. the preparation of reports such as forecasts of life cycle capital expenditures;
6. high level input and advice for a variety of issues such as: rusting out of existing assets, lack of capital funding to replace deteriorated and obsolete assets;
7. a review of the legal status of Crown assets, including leases, and examination of title issues;
8. review and interpretation of municipal bylaws;
9. identification and interpretation of municipal approval processes;
10. a review of past capital investments and a comparison of proposed capital investments with actual investments;
11. a review of operating, utility, maintenance and property taxation costs (may include comparative property taxation reviews;
12. bench marking the performance of buildings within the inventory in relation to private sector norms, other federal government assets and amongst itself (Crown-owned and leased premises);
13. building performance review and strategic intervention analysis;
14. bench marking and the determination of how other public bodies treat similar issues;
15. a review of market analysis reports to determine trends in the market place that might provide opportunities for the federal government or indicate future strategic choices, appraisals on specific holdings;
16. an identification of government-wide and PWGSC policies, plans and strategic directions that might influence the development of options and the way options are compared and analyzed;
17. a review of macro-economic factors;
18. a synthesis of the information leading to an appreciation of needs, performance measures, opportunities, future requirements and constraints including risks;
19. the development of portfolio scenarios to meet tenant needs, government objectives and to maximize building and portfolio performance;
20. the financial and qualitative evaluation of the scenarios including cash flow analysis opportunity analysis for the sale/acquisition of partial property rights;
21. the development of action plans and final recommendations including recommendations on joint facilities, third party financing and risk;
22. land use plans and market issues that might affect land values, the quality of neighborhoods, traffic patterns, mass transit, pedestrian access, the cost of Infrastructure to serve federal government lands, etc.;
23. training as it relates to this work package;
24. communication plans as they relate to this work package.

1.4 REQUIREMENTS

Offerors for this Work Package must describe in their report the following areas:

1. making strategic recommendations on the long term viability and characteristics of a portfolio;
2. providing high level analysis of issues derived from many professional disciplines and presenting findings;
3. understanding of the private sector and federal government real property environment, including portfolio management development, property acquisition/disposal and leasing structures across Canada;
4. understanding the real property development process and the impact of laws and bylaws on project delivery;
5. identifying costs, revenues, schedules, resources and risks associated with project alternatives and preferred solutions;
6. determining functional requirements of tenants and recommending alternate solutions;
7. managing the preparation of reports and documents through their own staff, federal government staff and/or through other professionals;
8. preparing clear and concise reports, minutes and presentations including approval documents to be used by government staff.

1.5 DELIVERABLES

The deliverables will be produced as a report based on the expected outcomes set out in 1.3. The electronic format and the software to be used should be the version available April 1st, 2012 (MS Word).

The language to be used in first version of the report is French followed by English.

The duration of the work will be between one (1) week and three (3) months and will be indicated on each call-up.

A draft report is to be submitted before the final report.

Two (2) copies of the final report are to be provided.

Annex "A - 2"
Statement of work

WORK PACKAGE NUMBER ONE (2)
Real Property Financial Analysis

1.1 OBJECTIVE

This work package is addressed to firms, partnerships, individuals and joint ventures that undertake financial analyses pertaining to existing and proposed real property projects and portfolios. Assignments for this Work Package cover such areas as the development of pro forma for project alternatives, comparative analysis of these alternatives largely through the use of ratio and Discounted Cash-Flow Analysis, the benchmarking of individual properties within a portfolio to determine financial performance and the effects of taxation on profitability (for clients working within a tax environment and other situations).

Another aspect of this Work focuses on the use of limited capital funds to optimize payback in terms of capital maximization, client satisfaction, life and safety standards, the length of the need, conformity with laws and regulations, serving the public, etc. A particular concern is the containment of costs associated with the provision of accommodation, whether in the development or ongoing management and operations of facilities.

This Work Package may interest organizations that currently advise corporate clients on real property investment alternatives, especially when comparing ownership and lease scenarios and reinvestment decisions through the life of an asset or lease. Offerors also need to be able to forecast market dynamics based on public information, specific studies and proprietary information. In many cases, PWGSC will provide the consultants with the background information in which case, the consultant will need to analyze it in order to make recommendations. This information is vital for undertaking comparative financial and risk analyses.

1.2 STATEMENT OF WORK

The work will primarily be undertaken within the context of broader mandates being led by government staff or other professional organizations.

The work may involve the secure collection, manipulation and analysis of large amounts of statistical data that are currently contained within the electronic files of PWGSC and federal government custodians. The work may be undertaken to allow project leaders to determine, for planning purposes, the least cost solution for meeting the accommodation requirements of a single client or set of clients over a predetermined horizon. In this regard, the consultant will need to obtain from various sources baseline information that will be incorporated into the preparation of pro forma for a variety of solutions, such as Crown-construct, straight lease (with or without purchase option), lease-purchase, lease/buy-back, lease-to-own, sale buyback, sale-lease back, 3P, acquisition of an existing building (with or without capital investment in the base building), etc. to determine best value to the Federal government. The offeror would need to also undertake sensitivity analyses, what-if analyses, multivariate analyses, etc.

The work may also call for the consultant to undertake financial evaluations of building performance based on a number of key performance indicators. The successful offeror might also be asked to advise PWGSC on the rates that private sector organizations might have to pay to finance development projects, based on the availability of funds in the marketplace and the types of financing instruments available to developers. As PWGSC has its own financial analysis package, the chosen offerors may be asked to use this package in their undertakings. In this regard, the offerors may be asked to advise on improvements to the government's financial analysis package.

Offerors will need to generate some primary data for the financial evaluations or for that matter, other undertakings within the department. This data will cover such elements as vacancy rates, net rental rates, operating costs, property taxes, supply determination and demand dynamics. The consultant will need to simulate private sector projects and in this regard will need a strong understanding of private sector construction and development modeling and profitability objectives.

Although this work will have a strong financial orientation, consultants will need to provide input on prioritizing projects, value engineering, space use and optimization and conformity with various government and departmental policies. It is therefore an asset to be familiar with these policies (e.g.: National Investment Strategy, Federal Buildings Initiative, Accessibility Policy, Heritage Policy, etc.).

1.3 DELIVERABLES

The offeror will be asked to undertake both comprehensive and specific assignments.
A comprehensive assignment encompasses the overall preparation and management of a real property development product. Comprehensive assignments are composed of component studies, tasks and activities of which some may be undertaken by the offeror, some by federal government staff and some by third parties.

Specific assignments relate to the component parts of a comprehensive assignment that may be needed for a project being undertaken by federal government staff or another offeror. Examples of specific/comprehensive assignments include:

1. discounted cash-flow analyses of various projects;
2. financial real estate investment analysis;
3. optimization studies for capital allocation;
4. financial ratio analyses and efficiency ratios;
5. sensitivity analyses;
6. economic impact studies;
7. internal rates of return;
8. profitability analysis;
9. reviews of borrowing rates for different financing instruments;
10. conformity of recommendations with policies;
11. financial performance measurements and benchmarking;
12. evaluations/audits of government methods/approaches/techniques in financial decision making;
13. market analysis reports and trend analysis;
14. due diligence studies;
15. training as it relates to this work package;
16. communication plans as it relates to this work package.

1.4 REQUIREMENTS

Offerors for this Work Package should demonstrate/describe in their report experience in the following areas:

1. providing continuous financial analysis support for real estate and real property projects;
2. understanding how real estate projects are financed in the private sector, including the taxation environment of corporations;
3. understanding of private and federal government lease structures across Canada;
4. identifying costs and revenues throughout the life cycle of investments and risks associated with these as applied to different accommodation solutions;
5. importing large quantities of data from various data banks, manipulating the information and developing financial outcomes in response to client requirements;
6. understanding federal government real property development and management environments;
7. understanding building and component life cycles and the functional and operational requirements of buildings and the extent to which they may meet long term needs of various user types;
8. undertaking market analysis reports;
9. preparing clear and concise reports, minutes and presentations including approval documents to be used by government staff.

1.5 LIVRABLES

The deliverables will be produced as a report based on the expected outcomes set out in 1.3. The electronic format and the software to be used should be the version available April 1st, 2012 (MS Word).

The language to be used in first version of the report is French followed by English.

The duration of the work will be between one (1) week and three (3) months and will be indicated on each call-up.

A draft report is to be submitted before the final report.

Two (2) copies of the final report are to be provided.

Annex "A - 3"
Statement of work

WORK PACKAGE NUMBER THREE (3):
Real Property Transactions

1.1 OBJECTIVE

This Work Package is addressed to firms, partnerships, individuals and joint ventures that provide wide ranging consulting services in the areas of property acquisition and disposal, negotiation strategies and implementation, offer call development, divestiture strategy analysis including the identification of public/private sector joint venture partnership opportunities and the negotiation of resulting agreements, business planning and management consulting affecting real property environments and its transactional processes.

Although this Work Package covers many transactional activities, it is not oriented to the real estate brokerage community.

1.2 STATEMENT OF WORK

This work package requires a high degree of analytical, strategic and negotiating skills as well as sound knowledge of the real property environment and marketplace. It also requires a capacity to implement real property transactions and negotiate legal agreements, in consultation with Justice Canada. It requires a broad based understanding of real property process, issues, dynamics and tools.

This work may be undertaken for PWGSC and other federal custodian properties. In both cases, the consultant will work closely with the project team set up to implement the project/assignment.

1.3 DELIVERABLES

The offeror will be asked to undertake both comprehensive and specific assignments.
A comprehensive assignment encompasses the overall preparation and management of a real property transaction project. Comprehensive assignments are composed of component studies, tasks and activities of which some may be undertaken by the offeror, some by federal government staff and some by third parties.

Specific assignments relate to the component parts of a comprehensive assignment that may be needed for a project being undertaken by federal government staff or another offeror.

Examples of specific/comprehensive assignments include:

1. development of negotiation strategies within the context of land, building and space acquisitions/disposals;
2. development of specific divestiture strategies such as the transfer of ownership, administration and control of property to another level of government, another public body or the private sector;
3. advice and development of offer call documents to be used for acquisitions, disposals and divestitures of holdings;
4. development of business cases generally to determine the advantages, disadvantages, profitability, organization, etc. of conducting operations within a certain framework or regime;

5. review of business plans;
6. identification, analysis, comparison and action plan to provide real property operations to federal government clients according to different models;
7. identification and analysis of partnerships;
8. negotiating of agreements with private sector partners;
9. consultation with stakeholders;
10. review of leasing clauses/structures/documentation;
11. review of lease escalation charges;
12. process and procedural studies;
13. due diligence activities and studies;
14. benefit/cost analyses;
15. benchmarking including the determination of how other bodies treat similar issues;
16. service quality analyses;
17. training as it relates to this package;
18. communication plans as it relates to this package

1.4 REQUIREMENTS

Offerors for this Work Package should demonstrate/describe in their report relevant experience in the following areas:

1. providing high level analysis of issues and presenting findings;
2. providing strategies for the acquisition and disposal of property;
3. negotiating real property transactions;
4. understanding of private and federal government lease structures;
5. understanding the federal government divestiture process;
6. preparing offer call documents and structure evaluation criteria in a clear and transparent fashion;
7. preparing business cases and conducting sophisticated financial analysis in support of these plans;
8. undertaking due diligence studies related to the determination of service quality, and including ways and means to measure quality;
9. preparing procedures and documents outlining processes, guidelines and best practices;
10. preparing clear and concise reports, minutes and presentations including approval documents to be used by government staff.

1.5 LIVRABLES

The deliverables will be produced as a report based on the expected outcomes set out in 1.3. The electronic format and the software to be used should be the version available April 1st, 2012 (MS Word).

The language to be used in first version of the report is French followed by English.

The duration of the work will be between one (1) week and three (3) months and will be indicated on each call-up.

A draft report is to be submitted before the final report.

Two (2) copies of the final report are to be provided.

Annex "A - 4"
Statement of work

WORK PACKAGE NUMBER THREE (4):
Real Property Project Delivery and Working Tools

1.1 OBJECTIVE

This Work Package is addressed to firms, partnerships, individuals and joint ventures that provide wide ranging consulting services in the areas of project approval and funding by preparing business cases with a rational approach to capital spending, project delivery, including management of the implementation process from the project approval stage to project commissioning and post-evaluation. The Offerors must demonstrate leadership in planning innovative approaches to deliver projects such as, but not limited to major renovations, construction of new facilities, space optimizations and major refit projects.

1.2 STATEMENT OF WORK

This work requires a high degree of analytical, strategic and negotiating skills as well as knowledge of the real property project delivery processes. It requires a broad based understanding of real property standards, issues, dynamics and tools. As PWGSC has its own templates, the chosen offerors will be asked to use these in their undertakings. The data will cover roles and responsibilities, project mandate, schedules, costs, risks, etc.

It is anticipated that data related to construction costs and scheduling will be supplied by the private sector and reviewed by PWGSC.

The work may be prepared in stages with off-ramps.

This work may be undertaken for PWGSC and other federal custodian properties. In both cases, the consultant will work closely with the project team set up to implement the project/assignment.

1.3 DELIVERABLES

The offeror will be asked to undertake both comprehensive and specific assignments.
A comprehensive assignment encompasses the overall preparation of a business case to obtain project approval and funding, evaluate all feasible options, analyze space solutions, analyze financial findings, provide innovative, cost-effective real property solutions, recommend options, obtain funding, defend the proposal and deliver the project.

Comprehensive assignments are composed of component studies, tasks and activities of which some may be undertaken by the offeror, some by federal government staff and some by third parties.
Specific assignments relate to the component parts of a comprehensive assignment that may be needed for a project being undertaken by federal government staff or another offeror.

Examples of specific/comprehensive assignments include:

1. development of business cases including Treasury Board submissions that support and facilitate decision making by senior management to determine the advantages, disadvantages, profitability by collecting and analyzing information for the project by listing and evaluating possible solutions and making recommendations for action;
2. developing project documentation as per PWGSC's owner/investor role and the project management process of the department;
3. preparation of a project charter;
4. analyzing and reviewing the functional program documentation to ensure it meets Office Accommodation Framework;
5. ensuring the consistent application of government standards and regulations by interpreting federal policies and guidelines related to real property;
6. providing innovative, cost-effective real property solutions for federal departments and agencies by maximizing value, minimizing costs and risks;
7. providing necessary cost benefits and risk analysis;
8. training as it relates to this package;
9. communication plans as it relates to this package.

1.4 REQUIREMENTS

Offerors for this Work Package should demonstrate/describe in their report relevant experience in the following areas:

1. providing high level analysis of issues and presenting findings on all aspects of planning, management and delivery of real property and accommodation projects;
2. analyzing options and strategies for the delivery of space solutions and propose alternative approaches to optimize costs and minimize risk;
3. knowledge of construction industry processes and practices;
4. leading projects from inception stage to post evaluation stage;
5. monitoring performance of project work and initiating measures to respond to changing circumstances;
6. understanding of project management processes and the impact of regulations, laws and by-laws on project delivery;
7. preparing risk management and communications plans;
8. negotiations and troubleshooting skills to address sensitive real property issues;
9. preparing clear and concise reports, minutes, presentations and including approval documents to be used by government staff.

1.5 LIVRABLES

The deliverables will be produced as a report based on the expected outcomes set out in 1.3. The electronic format and the software to be used should be the version available April 1st, 2012 (MS Word).

The language to be used in first version of the report is French followed by English.

The duration of the work will be between one (1) week and three (3) months and will be indicated on each call-up.

A draft report is to be submitted before the final report.

Two (2) copies of the final report are to be provided.

Annex "A - 5"
Statement of work

WORK PACKAGE NUMBER FIVE (5):
Real Property Development and Strategies

1.1 OBJECTIVE

This Work Package is addressed to firms, partnerships, individuals and joint ventures that provide consulting services in the area of real property development feasibility and redevelopment for either PWGSC's requirements or other government departments (OGD) including: the preparation of plans for the development and redevelopment of property; the management of the development process needed to obtain development approval from local, regional, provincial and federal authorities; strategic options for issues affecting federal custodians and the assessment of actions required for implementing government strategic real property initiatives.

1.2 STATEMENT OF WORK

The work will generally be undertaken with respect to specific site or sites. Examples of such assignments could include the development of strategies related to: 1) the proposed acquisition of land for the construction of a federal office or special purpose building 2) the proposed construction of a building on existing land that might involve the severing of a larger parcel of land (for example, the creation of a site within an existing federal government campus); 3) the proposed renovation and possible expansion of an existing asset; and 4) the proposed disposal of an existing asset (this may include highest and best use studies).

1.3 DELIVERABLES

The offeror will be asked to undertake both comprehensive and specific assignments.
A comprehensive assignment encompasses the overall preparation and management of a real property development product. Comprehensive assignments are composed of component studies, tasks and activities of which some may be undertaken by the offeror, some by federal government staff and some by third parties.

Specific assignments relate to the component parts of a comprehensive assignment that may be needed for a project being undertaken by federal government staff or another offeror.

Examples of specific/comprehensive assignments could include:

1. site selection studies;
2. real property developments, redevelopment plans;
3. master plan, campus plans, site plans, and land use plans;

4. feasibility studies;
5. infrastructure studies;
6. highest and best use studies;
7. opportunity and constraint studies/analysis;
8. detailed research and analysis of issues surrounding local, regional, provincial and federal approvals;
9. preparation/analysis of traffic, parking, mass transit and pedestrian issues based on original data and/or information developed by third parties;
10. preparation/analysis of market opportunities based on original data and/or information developed by third parties;
11. presentation of findings and seek buy-in of stakeholders;
12. review and interpretation of municipal by-laws;
13. identification and interpretation of municipal approval process;
14. risk analyses associated with real property development schedules;
15. examinations of title issues;
16. understanding and analysis of private and public bodies and federal government methods and approaches to dispose and/or acquire real property;
17. benefit/cost analyses;
18. training as it relates to this work package;
19. communication plans as it relates to this work package.

1.4 REQUIREMENTS

Offerors for this Work Package should demonstrate/describe in their report relevant experience in the following areas:

1. understanding and managing the real property development process to the transaction stage from a strategic point of view and understanding the impact of laws and bylaws on project delivery;
2. identifying development strategies and options (as well as trend analysis of such approaches) such as: lease/purchase, lease-to-own, P3, build-to-lease, lease/leaseback/ sale-leaseback, private financing initiatives (PFI);
3. identifying costs, revenues, schedules, resources, risks, code compliance associated with project alternatives and preferred real property development solutions;
4. knowledge of the federal government's management and finance tools as well as machinery of government issues;
5. accessing information and obtaining feedback from senior levels of other levels of government, municipalities, research organizations, private industry, etc.;
6. providing high-level analysis of issues derived from many professional disciplines and presenting findings;
7. undertaking financial analyses based on Discounted Cash-Flow models;
8. strong consensus building experience;
9. understanding the federal government's real property community, the issues faced by custodians (buildings and land);
10. understanding the interrelationships between federal and private sector real property interests;
11. managing the preparation of all planning documents either through the offeror's own staff and/or through other professionals;
12. preparing clear and concise reports, minutes and presentations including approval documents to be used by government staff;
13. establishing deal structuring;
14. accessing third party professionals should the need arise;

15. incorporating risk, other levels of government issues, and other issues such as environmental issues, heritage matters, community objectives, etc. with program and project planning exercises.

1.5 LIVRABLES

The deliverables will be produced as a report The electronic format and the software to be used should be the version available April 1st, 2012 (MS Word).

The language to be used in first version of the report is French followed by English.

based on the expected outcomes set out in 1.3.The duration of the work will be between one (1) week and three (3) months and will be indicated on each call-up.

A draft report is to be submitted before the final report.

Two (2) copies of the final report are to be provided.

Annex « B - 1 »
BASIS OF PAYMENT

WORK PACKAGE NUMBER ONE (1)
Real Property Portfolio Planning

Professionnal Fees

Professionnal Fees

The rates must include all direct and indirect expenses, including telephone, long distance charges, fax, courriers, etc. No travel and living expenses will be reimbursed.

The offeror will be paid at the firm daily rate including all charges for consulting service delivery, GST or HST extra, if applicable, as follows:

	Period	Column A Principal Advisor (@ 7,5 hours/day)	Column B Professional High Level (@ 7,5 hours/day)	Column C Professional Intermediate level (@ 7,5 hours/day)	Column D Price calculated (Cololums A + B + C = Column D)
1	2012/2013	_____$ per day	______$ per day	_____ $_per day	_________$
2	2013/2014	_____$ per day	______$ per day	______$ per day	_________$
3	2014/2015	_____ $ per day	______$ per day	______$ per day	_________$
4	2015/2016	______$ per day	______$ per day	______$ per day	_________$
5	2016/2017	______$ per day	_____$ per day	______$ per day	__________$
				Total for the five (5) years:	_________$

Annex « B - 2 »
BASIS OF PAYMENT

WORK PACKAGE NUMBER ONE (2)
Real Property Financial Analysis

Professionnal Fees

Professionnal Fees

The rates must include all direct and indirect expenses, including telephone, long distance charges, fax, courriers, etc. No travel and living expenses will be reimbursed.

The offeror will be paid at the firm daily rate including all charges for consulting service delivery, GST or HST extra, if applicable, as follows:

	Period	Column A Principal Advisor (@ 7,5 hours/day)	Column B Professional High Level (@ 7,5 hours/day)	Column C Professional Intermediate level (@ 7,5 hours/day)	Column D Price calculated (Cololums A + B + C = Column D)
1	2012/2013	_____$ per day	______$ per day	_____ $_per day	_________$
2	2013/2014	_____$ per day	______$ per day	______$ per day	_________$
3	2014/2015	_____ $ per day	______$ per day	______$ per day	_________$
4	2015/2016	______$ per day	______$ per day	______$ per day	_________$
5	2016/2017	______$ per day	_____$ per day	______$ per day	__________$
	Total for the five (5) years:				_________$

Annex « B - 3 »
BASIS OF PAYMENT

WORK PACKAGE NUMBER THREE (3):
Real Property Transactions

Professionnal Fees

Professionnal Fees

The rates must include all direct and indirect expenses, including telephone, long distance charges, fax, courriers, etc. No travel and living expenses will be reimbursed.

The offeror will be paid at the firm daily rate including all charges for consulting service delivery, GST or HST extra, if applicable, as follows:

	Period	Column A Principal Advisor (@ 7,5 hours/day)	Column B Professional High Level (@ 7,5 hours/day)	Column C Professional Intermediate level (@ 7,5 hours/day)	Column D Price calculated (Cololums A + B + C = Column D)
1	2012/2013	_____$ per day	______$ per day	_____ $_per day	_________$
2	2013/2014	_____$ per day	______$ per day	______$ per day	_________$
3	2014/2015	_____ $ per day	______$ per day	______$ per day	_________$
4	2015/2016	______$ per day	______$ per day	______$ per day	_________$
5	2016/2017	______$ per day	_____$ per day	______$ per day	__________$
	Total for the five (5) years:				_________$

Annex « B - 4 »
BASIS OF PAYMENT

WORK PACKAGE NUMBER THREE (4):
Real Property Project Delivery and Working Tools

Professionnal Fees

Professionnal Fees

The rates must include all direct and indirect expenses, including telephone, long distance charges, fax, courriers, etc. No travel and living expenses will be reimbursed.

The offeror will be paid at the firm daily rate including all charges for consulting service delivery, GST or HST extra, if applicable, as follows:

	Period	Column A Principal Advisor (@ 7,5 hours/day)	Column B Professional High Level (@ 7,5 hours/day)	Column C Professional Intermediate level (@ 7,5 hours/day)	Column D Price calculated (Cololums A + B + C = Column D)
1	2012/2013	_____$ per day	______$ per day	_____ $_per day	_________$
2	2013/2014	_____$ per day	______$ per day	______$ per day	_________$
3	2014/2015	_____ $ per day	______$ per day	______$ per day	_________$
4	2015/2016	______$ per day	______$ per day	______$ per day	_________$
5	2016/2017	______$ per day	_____$ per day	______$ per day	__________$
	Total for the five (5) years:				_________$

Annex « B - 5 »
BASIS OF PAYMENT

WORK PACKAGE NUMBER FIVE (5):
Real Property Development and Strategies

Professionnal Fees

Professionnal Fees

The rates must include all direct and indirect expenses, including telephone, long distance charges, fax, courriers, etc. No travel and living expenses will be reimbursed.

The offeror will be paid at the firm daily rate including all charges for consulting service delivery, GST or HST extra, if applicable, as follows:

	Period	Column A Principal Advisor (@ 7,5 hours/day)	Column B Professional High Level (@ 7,5 hours/day)	Column C Professional Intermediate level (@ 7,5 hours/day)	Column D Price calculated (Cololums A + B + C = Column D)
1	2012/2013	_____$ per day	______$ per day	_____ $_per day	_________$
2	2013/2014	_____$ per day	______$ per day	______$ per day	_________$
3	2014/2015	_____ $ per day	______$ per day	______$ per day	_________$
4	2015/2016	______$ per day	______$ per day	______$ per day	_________$
5	2016/2017	______$ per day	_____$ per day	______$ per day	__________$
				Total for the five (5) years:	_________$

Annex « C »

Evaluation procedures and Basis of selection

1. Evaluation Procedures

A) EACH WORK PACKAGE WILL BE EVALUATED SEPARATELY.

The successful offeror for each work package will be selected on the basis of the lowest cost per point.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criterion (MTC)

At RFSO closing date and time, the Offeror must comply with the following mandatory technical criterion herunder.

Any offer that fails to meet the following mandatory technical criterion will be deemed non responsive and will not be given any further consideration.

MTCO1	**The offeror must be able to provide the services in either of Canada's two (2) official languages, as chosen by the client.** **To be completed:** **YES _______ _______ NO**

1.1.2 Point Rated Technical Criteria

Each technical offer that meets the mandatory requirement above will be evaluated and rated in accordance with the point rated technical criteria (PRTC). Offerors should ensure that they have considered the following criteria in sufficient detail for a thorough assessment to be conducted.

Point Rated Technical Criteria	**Maximum Points**
Criterion 1: Approach and methodology in provinding the services	**35**
Criterion 2: Corporate experience	**30**
Criterion 3: Consultants' experience	**20**
Criterion 4: Teamwork experience	**15**
Criterion 5: Understanding of scope of services and clarity of offers	**10**
Total :	**110**

Offerers **MUST** achieve a **total** score of seventy (70) per cent for their offer to be considered responsive.

DETAILED SCORING GRID FOR THE OTHER CRITERIA

Criterion 1

Approach and methodology in providing the services (maximum 35 points)

What we are looking for

A clear indication of the approach and methodology the Offeror intends to use in providing the requested services to PWGSC. This includes the following:

a) A description of the Offeror's approach to delivering these services, including the flexibility to adapt to a changing environment, a fluctuating workload and client requirements. Situational examples should be provided. **(Score: 15 points)**

Point allocation

- Superficial understanding of the approach, fails to demonstrate the flexibility to adapt to a changing environment, a fluctuating workload and client requirements and does not provide situational examples.
  0 to 5 points

- General understanding of the approach, generally demonstrates some flexibility to adapt to a changing environment, a fluctuating workload and client requirements, and provides some situational examples.
  6 to 10 points

- Extensive understanding of the approach, demonstrates the flexibility to adapt to a changing environment, a fluctuating workload and client requirements, and provides a number of situational examples.
  11 to 15 points

b) Description of the Offeror's resources, including management structure and organization, quality control and risk management as they relate to these services. **(Score: 10 points)**

Point allocation

- Limited abilities and little related experience according to the description of the management structure and resources (less than three years and fewer than five projects), fails to demonstrate quality control and risk management as they relate to these services.
  0 to 4 points

- Some abilities and satisfactory or extensive related experience according to the description of the management structure and resources (more than three years and more than five projects), generally demonstrates quality control and risk management as they relate to these services.
  5 to 6 points

- Good abilities and satisfactory related experience according to the description of the management structure and resources (more than three years and more than five projects, in addition to a master's degree), demonstrates quality control and risk management as they relate to these services.
  7 to 10 points

c) Task preparation time and time required to start work once the contract is issued. **(Score: 10 points)**

Point allocation

- The work plan for the proposal is weak and/or the schedule is unrealistic for starting work once the contract is issued.
  0 to 5 points

- The work plan for the proposal is detailed and there is a rigorous schedule for starting work once the contract is issued.
  6 to 7 points

- The work plan for the proposal is outstanding and the schedule is complete in order to avoid delays in starting work once the contract is issued.
  8 to 10 points

Criterion 2

Offeror's corporate experience (maximum 30 points)

What we are looking for

A clear indication of the Offeror’s relevant experience and demonstrated ability to complete similar assignments on time and within budget as it relates to this work package. This includes the following:

i) Relevant projects

- A brief description of a minimum of three (3) governement or institutional office and/or multipurpose projects undertaken and/or completed over the last ten (10) years by the firm **(Score: 10 points)**

Point Allocation

- Limited experience in directly related projects or no references
  0 to 4 points
- Some experience in comparable projects and success confirmed (references verified)
  5 to 7 points
- Good experience in comparable projects and success confirmed (references verified)
  8 to 10 points

b) Scope of services rendered, project objectives, constraints and deliverables; for the above projects, must include the names of senior personnel and project personnel who were part of the teams responsible for undertaking these projects and specify their respective responsibilities. **(Score: 10 points)**

Point allocation

- Scope and related objectives, constraints and deliverables not mentioned. The names of senior personnel and project personnel and their respective responsibilities are not mentioned or are not clear.
  0 to 4 points

- Scope mentioned but barely, and the same applies to related objectives, constraints and deliverables. The names of senior personnel and project personnel and their respective responsibilities are mentioned, but not in enough detail.
  5 to 7 points

- Scope and related objectives, constraints and deliverables mentioned. The names of senior personnel and project personnel and their respective responsibilities are mentioned.
  8 to 10 points

c) Total usable square metres in the above-mentioned projects.
(Score: 2 points)

Point allocation

- The total usable square metres in the above-mentioned projects are not mentioned.
  0 points

- The total usable square metres in the above-mentioned projects are mentioned, but the information is not sufficiently detailed.
  1 point

- The total usable square metres in the above-mentioned projects are mentioned.
  2 points

d) Demonstrated ability to meet resource and time commitments. **(Score: 3 points)**

Point allocation

- The ability to meet resource and time commitments has not been demonstrated.
  0 point

- The ability to meet resource and time commitments has been demonstrated, but not in enough detail.
  1 to 2 points

- The ability to meet resource and time commitments has been demonstrated.
  3 points

ii) Team composition

e) The name, position and role of each of the Offeror's team members and the designated contact person. **(Score: 5 points)**

Point allocation

- The name, position and role of each of the Offeror's team members and the designated contact person are not mentioned.
  0 points

- The name, position and role of each of the Offeror's team members and the designated contact person are mentioned, but not in enough detail.
  1 to 2 points

- The name, position and role of each of the Offeror's team members and the designated contact person are mentioned.
  3 to 5 points

Criterion 3

Experience/knowledge of proposed consultants (maximum 20 points)

What we are looking for:

A clear indication of the relevant experience of the proposed consultants and of their demonstrated ability to perform similar tasks. This includes the following:

a) Detailed résumés of no more than two (2) pages for each of the proposed consultants, including an explanation of how each consultant will contribute towards this work package, are to be included in the annexes to the proposal.

Point allocation

- Little related experience with respect to government or institutional office projects (less than three projects)
  0 to 8 points

- Some related experience with respect to government or institutional office projects (more than three projects)
  9 to 14 points

- A vast amount of related experience with respect to government or institutional office projects (more than three major projects)
  15 to 20 points

Criterion 4

Teamwork experience (maximum 15 points)

What we are looking for:

A clear indication of the skill and relevant experience of the proposed consultants and of their demonstrated ability to work as a member of a team to perform similar tasks. This includes the following:

i) Details of eight (8) relevant assignments or projects must be provided. Each assignment or project must have been carried out by at least two (2) of the proposed consultants over the past ten (10) years. The offers are to contain no more than eight (8) descriptions.

ii) The consultants on the teams may differ from one project/assignment to another. At least two (2) consultants included in the Offeror's proposal must be identified in each applicable project. Descriptions shall be a maximum of one (1) page per project/assignment and shall include:

- the names of the persons involved,
  each person's role and how each one contributed to the success of the project/assignment;
- description of the project;
- the relevance of the project or assignment compared to this package;
- the project duration; and
- a contact person chosen from among the clients (name, title, organization and current phone number).

<u>Point allocation</u>

- Limited skills and little related experience: less than three years and less than five projects
  0 to 4 points

- Some skills and related experience: over three years and more than five projects
  5 to 10 points

- Satisfactory or extensive skills and related experience: over five years and more than ten projects, as well as holding degrees or diplomas
  11 to 15 points

<u>Criterion 5</u>

<u>Understanding scope of services and clarity of offers (maximum 10 points)</u>

<u>What we are looking for:</u>

A clear indication that the Offeror understands the scope of services and the way they are to be delivered. This will include:

Point allocation

- Superficial understanding of the clarity and thoroughness of the proposal and the approach. The proposal does not demonstrate the full range of services offered to satisfactorily meet the requirements associated with the Work Package. Superficial understanding of how the Offeror's proposal relates to the services required.
  0 to 4 points

- General understanding of the clarity and thoroughness of the proposal and approach. The proposal demonstrates the full range of services offered to satisfactorily meet the requirements associated with the Work Package. General understanding of how the Offeror's proposal relates to the services required.
  5 to 8 points

- Clear understanding of the clarity and thoroughness of the proposal and approach. The proposal clearly demonstrates the full range of services offered to satisfactorily meet the requirements associated with the Work Package. Clear understanding of how the Offeror's proposal relates to the services required.
  9 to 10 points

2. Basis of Selection

a) Comply with all the requirements of the bid solicitation;
b) Meet mandatory evaluation criterion; and
c) Achieve a minimum score of 70% on all criteria. The rating scale contains 110 points.

Offers not meeting requirements (a), (b) or (c) above will be declared non-responsive.

Responsive offers will be grouped together in packages applicable to them (Packages 1, 2, 3, 4 and 5), and each package will be evaluated separately and will be issued as follows:

Offer no.1 for a value of $47,250.00 (Package no.1) will be issued at the lowest cost per point.

Offer no.2 for a value of $131,250.00 (Package no.2), which $91,875.00 (70%) will be issued at the lowest cost per point and $39,375.00 (30%) will be issued at the second lowest per point.

Offer no.3 for a value of $84,000.00 (Package no.3)will be issued at the lowest cost per point.

Offer no.4 for a value of $131,250.00 (Package no.4), which $91,875.00 (70%) will be issued at the lowest cost per point and $39,375.00 (30%) will be issued at the second lowest cost per point.

Offer no.5 for a value of $47,250.00 (Package no.5) will be issue at the lowest cost per point.

Subject to the evaluation criteria above, the successful offeror will be the firm with the lowest price per point. Only offers that meet the mandatory criterion and achieve an overall score of at least 70% on the rated requirements will be considered for a Standing Offer award.

The lowest price per point for each offer will be calculated by dividing the total price proposed (for the three (3) categories mentioned at the Basis of Payment at the Annex ''B''and over five (5) years) by the overall score achieved in the technical evaluation.

If more than one respnsive offer has the same lowest price per point, the offer with the highest score for the "Consultants' Experience" evaluation criterion will be recommended for the Standing Offer award.

If no responsive offers are received in a package, Canada reserves the right to award a Standing Offer to the package where there are enough responsive offers based on the lowest price per point.

ANNEX «D»

SECURITY REQUIREMENTS CHECK LIST

See attached document

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
EF932-120023
Security Classification / Classification de sécurité SANS CLASSIFICATION

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: Travaux publics et Services gouvernementaux Canada	2. Branch or Directorate / Direction générale ou Direction: Biens immobiliers
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
Services conseils en biens immobiliers Région du Québec

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

6. Indicate the type of access required / Indiquer le type d'accès requis

	No / Non	Yes / Oui
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		✓
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.	✓	
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?	✓	

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

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion ✓	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

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

Canada		NATO		Foreign / Étranger	
PROTECTED A / PROTÉGÉ A	☐	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	☐	PROTECTED A / PROTÉGÉ A	☐
PROTECTED B / PROTÉGÉ B	✓	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	☐	PROTECTED B / PROTÉGÉ B	☐
PROTECTED C / PROTÉGÉ C	☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL	☐	PROTECTED C / PROTÉGÉ C	☐
CONFIDENTIAL / CONFIDENTIEL	☐	NATO SECRET / NATO SECRET	☐	CONFIDENTIAL / CONFIDENTIEL	☐
SECRET / SECRET	☐	COSMIC TOP SECRET / COSMIC TRÈS SECRET	☐	SECRET / SECRET	☐
TOP SECRET / TRÈS SECRET	☐			TOP SECRET / TRÈS SECRET	☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
EF932-120023
Security Classification / Classification de sécurité SANS CLASSIFICATION

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
☑ No / Non ☐ Yes / Oui

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

☑ 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 / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No / Non ☐ Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
EF932-120023
Security Classification / Classification de sécurité SANS CLASSIFICATION

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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	PROTECTED / PROTÉGÉ B	PROTECTED / PROTÉGÉ C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET 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, classifier 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, classifier 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).