

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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Offender Instructor/Site Supervisor	
<b>Solicitation No. - N° de l'invitation</b> 21839-110155/A	<b>Date</b> 2012-08-14
<b>Client Reference No. - N° de référence du client</b> 21839-110155	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-524-6766	
<b>File No. - N° de dossier</b> VAN-1-34392 (524)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-30</b>	<b>Time Zone Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Yamamoto, Albert	<b>Buyer Id - Id de l'acheteur</b> van524
<b>Telephone No. - N° de téléphone</b> (604) 775-7549 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA CORCAN REGIONAL OPERATIONS DELIVERY TO VARIOUS LOCATIONS ABBOTSFORD British Columbia V2T5L7 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, , the Task Authorization Form 572, Consent to a Criminal Record Verification, Evaluation Criteria, and any other annexes.

### **2. Summary**

Correctional Services Canada provides inmates with marketable employment skills training, counseling and employment support services to federally sentenced offenders to facilitate their successful reintegration into society. CORCAN construction business line is foremost an offender rehabilitation/training program with a comprehensive education, skills enhancement and work experience program established to prepare offenders for post-release employment into the construction industry. Within the CORCAN construction business, the Contractor is required to provide direct instruction, supervision, and evaluation of inmate work, while ensuring that safety and security of the work site, and ensuring compliance with applicable building codes.

The period of the Contract will be for one year with an option to extend the term of the Contract by up to three additional one year periods under the same conditions.

Canada intends to issue four Task Authorization Contracts for a total of \$1,760,000. The period of the Task Authorization Contracts will be up to four years from Contract award.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian goods and/or services.

Pursuant to section 01 of Standard Instructions 2003 and 2004, a Consent to a Criminal Record Verification form, must be submitted with the bid, by the bid solicitation closing date, for each

individual who is currently on the Bidder's Board of Directors.

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than eight (8) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 4. Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

**Note:** A Bidder must propose only one individual in their proposal, however, may submit multiple proposals. Should a bidder propose more than one individual in the same proposal, only the individual named that appears first in the proposal will be evaluated and considered for contract award.

## 1. Bid Preparation Instructions

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

Section I: Technical Bid (three hard copies)

Section II: Financial Bid (1hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process 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, bidders are encouraged to :

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

### Section I: Technical Bid

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

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

### Document Required for Bid Evaluation Purposes

The Bidder must provide the following documents with its bid:

Refer to Annex F - F.1.0 DOCUMENTS TO BE PROVIDED FOR EVALUATION

### Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

- 1.2** Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex F.

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Criteria**

1.2.1.1 SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

1.2.1.2 Hourly rates stated in the Basis of Payment must be within 20% of the hourly rates of the evaluated best value bid, for all four years, in order to be awarded a Contract.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

To be declared responsive, a bid must:

- A. comply with all the requirements of the bid solicitation;
- B. meet all mandatory criteria; and
- C. Obtain a minimum score of 60% for each point rated criteria for the technical evaluation subject to point rating.

**The rating is performed on a scale of 80 points.**

**Bids not meeting (a), (b) and (c) will be declared non-responsive.**

**The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20% for the price.**

**To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.**

**To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20% .**

**For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.**

**Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.**

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

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

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

## **PART 5 - CERTIFICATIONS**

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the

certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

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

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

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

## **2. Certifications Precedent to Contract Award and Certifications Required with the Bid**

**Bidders must submit the certifications as provided below:**

### **2.1 Certifications Precedent to Contract Award**

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

#### **2.1.1 Federal Contractors Program - Certification**

Federal Contractors Program - \$200,000 or more

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

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

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

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

The Bidder or the member of the joint venture



a.( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b.( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c.( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

d.( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

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

### **2.1.2 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, bidders 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 Bidder a FPS in receipt of a pension as defined above? Yes ( ) No ( )

If so, the Bidder 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 Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes ( ) No ( )

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force 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 a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### 2.1.3 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting

Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### **2.1.4 Education and Experience**

**2.1.4** SACC Manual clause A3010T (2010-08-16) Education and Experience

#### **2.1.5 Use of Government Vehicle**

The Bidder certifies that he possesses a valid vehicle driver's license. Upon request, the Contractor will provide the Project Authority with a copy of their driving history for the past five years, obtained from their Provincial Minister of Transportation, in addition to a valid license and proof of current insurance for their personal vehicle.

### **2.2 Certifications Required with the Bid**

**Bidders must submit the following duly completed certifications with their bid.**

**2.2.1** Canadian Content Certification

**2.2.2** SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

**2.2.3** Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

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

#### **1. Security Requirement**

**1.1** Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

**1.2.** Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

- 1.3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## **2. Insurance Requirements**

### **2.1 Commercial General Liability Insurance**

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

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

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

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

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

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

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g.) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(Contracting officers must insert the applicable options below and renumber accordingly.)

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

## **2.2 Automobile Liability Insurance**

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

2.2.2. The policy must include the following:

a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

b. Accident Benefits - all jurisdictional statutes

c. Uninsured Motorist Protection

d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

#### 1.1 Task Authorization

##### 1.1.1 Task Authorization Process

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

As more than one contract has been awarded for this requirement, a request to perform a task will be sent to the first ranked contractor. If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under a TA, the request to perform a task will then be forwarded to the contractor ranked second. This process will continue until the task can be performed by another contractor. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor may advise the *Project Authority* and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under a TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the *Project Authority* and the Contracting Authority that it is available to perform additional tasks.

#### Task Authorization Process:

**The *Project Authority* will provide the Contractor with a description of the task using the Task Authorization" form specified in Annex D .**

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

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

The Contractor must not commence work until a TA authorized by the *Project Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of up to \$100,000.00 Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

### 1.1.3 Task Authorization - Order of Ranking

\*\*\*\*\**To be completed at Contract Award*\*\*\*\*\*

\_\_\_ (insert number) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: \_\_\_\_\_ (insert number). The contractors' order of ranking is as follows:

Ranked first: \_\_\_\_\_

Ranked second: \_\_\_\_\_

Ranked third: \_\_\_\_\_

Ranked fourth: \_\_\_\_\_

### 1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations

1.1.4.1. In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means

Ranked first: 20% of the Maximum Contract Value (first year only)

Ranked second: 18% of the Maximum Contract Value (first year only)

Ranked third: 16% of the Maximum Contract Value (first year only)

Ranked fourth: 14% of the Maximum Contract Value (first year only)

1.1.4.2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

1.1.4.3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

1.1.4.4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.1.4.5. For this Contract, the Minimum Work Guarantee applies only to the first year of the Contract and not to any subsequent option years.

### **1.1.5 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

The data must be submitted on a quarterly basis.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

### **1.1.6. Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- iv .the total amount, GST or HST extra, expended to date against each authorized task;
- v .the start and completion date for each authorized task; and



vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

i. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

ii. the total amount, GST or HST extra, expended to date against all authorized TA's.

## **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### **2.1 General Conditions**

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

## **3. Security Requirement**

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

#### **PWGSC FILE # 21839-11-0155**

- 3.1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 3.2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 3.3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 3.4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 3.5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

## **4. Term of Contract**

### **4.1 Period of the Contract**

\*\*\*\*\*To be completed at Contract Award\*\*\*\*\*

The period of the Contract is from \_\_\_\_\_ (fill in start date of the period) to \_\_\_\_\_ inclusive (fill in end date of the period).

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 7 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Albert Yamamoto  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions, Vancouver  
800 Burrard Street, Room 641  
Vancouver, British Columbia V6Z 2V8  
Canada

Telephone : 604-775-7549

Fax : 604-775-7526

E-mail : albert.yamamoto@pwgsc-tpsgc.gc.ca

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

#### 5.2 Project Authority

\*\*\*\*\*To be completed at Contract award\*\*\*\*\*

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

### 5.3 Contractor's Representative

\*\*\*\*\*To be completed at Contract award\*\*\*\*\*

## 6. Payment

### 6.1 Basis of Payment

Basis of Payment - Firm Unit Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price in accordance with the basis of payment, in Annex B - Basis of Payment, as specified in the authorized TA. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### 6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

\*\*\*\*\*To be completed at Contract award\*\*\*\*\*

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

6.2.2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.2.3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

a. when it is 75 percent committed, or

b. four (4) months before the contract expiry date, or

c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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

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

### 6.4 SACC Manual Clauses

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

## 6.5 Time Verification

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

## 7. Invoicing Instructions

7.1. 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.

Instruction to contracting officers: Use the following paragraph when invoices must be accompanied by supporting documents. The documents listed are examples only and must be revised to reflect the requirement. Delete this paragraph if no supporting documents are required.

Each invoice must be supported by:

- a. Template log provided by the Project Authority

7.2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

CORCAN Construction  
PO Box 3333  
33344 King Road  
Abbotsford BC V2S 5X7

ATTN: Lisa Tanasichuk

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 8. Certifications

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

## 9. Applicable Laws

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2035 (2012-07-16) Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Form PWGSC-TPSGC 572 Task Authorization;
- (g) the signed Task Authorizations (including all of its annexes, if any)
- (h) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award.", as clarified on \_\_\_\_\_ " or ", as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)).

## 11. Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

## 12. Insurance Requirements

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

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

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

## 13. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

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**ANNEX A****STATEMENT OF WORK****OFFENDER INSTRUCTOR/SITE SUPERVISOR  
CORCAN, PACIFIC REGION****Preamble:**

This Contractor is to provide the following services:

1. Provision of an Offender Instructor/ Site Supervisor, which may be required for various projects located in the Province of British Columbia, in accordance with the Statement of Work herein.
2. Services shall be performed to the satisfaction of the Project Authority at the individual sites where the work is to be performed on an "as and when requested" basis through a series of Task Authorizations during the period of the Contract.

**Background:**

1. CORCAN is "Special Operating Agency" (SOA), operating within the Correctional Service Canada (CSC).
2. CORCAN is an organization with the primary objective of providing marketable employment skill training, counseling and employment support services to federally-sentenced offenders to facilitate their successful reintegration into society.
3. CORCAN, as reflected in section 105 of the Corrections and Conditional Release Regulations (CCRR), is legislated to provide offenders with a work environment that strives to mimic private sector standards with respect to productivity and quality.
4. CORCAN construction business line is foremost an offender rehabilitation/training program with a comprehensive education, skills enhancement and work experience program established to prepare offenders for post-release employment into the construction industry.
5. It is intended that instructors serve as role models and have a transformative impact on offender behaviour by showing the value of working hard and producing quality products and services.

**Statement of Requirement:**

1. Offender Instructor duties of this position make up the principal aspect of the requirement.

- 
2. In addition to their duties instructing offenders in construction skills, the Contractor is required to coordinate and supervise the day-to-day construction of various projects within correctional institutions in British Columbia as well as serving as the work site custodian and site contact for sub-trades working on portions of the project.
  3. The majority of these projects will take place in the Fraser Valley area of B.C. (Abbotsford, Mission and Agassiz).
  4. Specific requirements in the provision of services include:
    - 4.1 As Offender Instructor, to:
      - 4.1.1 instruct, and coordinate the instruction of, semi-skilled and unskilled offenders in day-to-day construction activities/techniques to optimize a balance between training and project completion deadlines;
      - 4.1.2 monitor and pass on skills, knowledge and expertise in construction services to offenders in a correctional environment;
      - 4.1.3 observe offenders in a "real world" work environment and assess how well they have integrated the skills they have developed through correctional programs;
      - 4.1.4 ensure that the offenders meet the requirements of their Work Agreement, which sets out the employability skills they are seeking to assimilate;
      - 4.1.5 generate and maintain training attendance records and performance evaluations for the offenders working on the site; and to
      - 4.1.6 provide planning, scheduling, expediting, technical coordination and supervision necessary for execution of work by offenders as may be required on individual projects.
    - 4.2 As Site Supervisor, to:
      - 4.2.1 ensure that all approvals, permits, licenses and inspections required for each project are posted as required and in place as per specifications and legal requirements;
      - 4.2.2 ensure all applicable safety requirements are followed as defined in the CORCAN Construction Site Safety Manual and Federal (Canada Labour Code) and, Provincial (Work Safe BC) legislation, including any specific contractual and/or institutional regulations and PWGSC Guidelines;
      - 4.2.3 ensure that deficiencies identified by CSC or PWGSC through the Project Coordinator are rectified;

4.2.5 attend site meetings, as required;

4.2.6 ensure that all work performed by offenders is in compliance with applicable building codes;

4.2.7 identify site specific needs and work with the construction office to secure items and ensure that all materials delivered on site comply with requirements, specifications and quantity, and identify deficiencies to the Project Coordinator in a timely manner.

4.2.8 ensure that all security requirements regarding safe keeping of tools and other site related equipment are met;

4.2.9 maintain documentation (drawings, plans, specifications, etc.) at the site office for the specific project;

4.2.10 provide regular updates to the Project Coordinator and/or Project Authority with the site progress regarding the various stages of completion and the meeting of deadlines as outlined;

4.2.11 supply their own cell phone; and,

4.2.12 maintain a valid driver's license and proof of current insurance for their personal vehicle. Upon request, the Contractor shall provide satisfactory evidence to the Project Authority.

### **Provision by the Crown:**

The roles and responsibilities of the Project Authority include:

1. provision of all materiel associated with individual projects, which will remain the property of the Crown upon completion;
2. provision of all equipment required for installation and training;
3. provision of administrative services and supplies directly associated with individual projects;
4. provision of a landline telephone at the site office required for individual projects;
5. administration of all tendering and contract awards for goods and services required for the completion of individual projects; and
6. processing for payment all approved invoices for goods and services required for individual projects.

### **Delivery of Service:**



Solicitation No. - N° de l'invitation

21839-110155/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van524

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

21839-110155

File No. - N° du dossier

VAN-1-34392

CCC No./N° CCC - FMS No/ N° VME

- 
1. The Contractor will deliver their services during the institutions' normal hours of operation. Holidays and lockdowns would be exceptions.
  2. In accordance with the nature of the construction industry, the Contractor must be available to provide their services on a flexible schedule.
  3. The Contractor will provide a copy of their anticipated schedule to the Project Authority at the beginning of each month, template to be provided by the Project Authority.

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van524

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21839-110155

VAN-1-34392

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**ANNEX B - BASIS OF PAYMENT**  
**OFFENDER INSTRUCTOR/SITE SUPERVISOR**  
**CORCAN CONSTRUCTION, PACIFIC REGION**

Item	Period	Unit of Measure	Estimated Hrs/Year	Unit Price (\$)	Total (\$)
<b>Year One</b>					
1	Firm hourly rate*	Hours	2,200	\$ _____	\$ _____
<b>Optional Year Two</b>					
2	Firm hourly rate*	Hours	2,200	\$ _____	\$ _____
<b>Optional Year Three</b>					
3	Firm hourly rate*	Hours	2,200	\$ _____	\$ _____
<b>Optional Year Four</b>					
4	Firm hourly rate*	Hours	2,200	\$ _____	\$ _____

Solicitation No. - N° de l'invitation

21839-110155/A

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Buyer ID - Id de l'acheteur

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21839-110155

File No. - N° du dossier

VAN-1-34392

CCC No./N° CCC - FMS No/ N° VME

**TOTAL (1-4) \$**

Travel time or mileage will not be paid for services rendered in the Fraser Valley.

For occasional travel required to sites outside the Fraser Valley:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

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21839-110155

File No. - N° du dossier

VAN-1-34392

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**

**Attached separately**

**ANNEX D**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

**Attached separately**

**ANNEX E**

**CONSENT TO A CRIMINAL RECORD VERIFICATION**

**Attached separately**

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## **ANNEX F - EVALUATION CRITERIA**

### **OFFENDER INSTRUCTOR/SITE SUPERVISOR CORCAN, PACIFIC REGION**

#### **F.1.0 DOCUMENTS TO BE PROVIDED FOR EVALUATION**

It is requested that the following documents be provided to form the basis of the technical evaluation.

F.1.1 Resume of the individual proposed, providing a detailed description of specific projects calling upon the experience factors detailed below

F.1.2 Minimum two letters of reference for the individual proposed (as detailed below)

F.1.3 Bidder's description of their understanding of the statement of work and the requirements and challenges of working in a correctional environment (providing examples)

F.1.4 Bidder's description of their site supervision experience in a construction setting

F.1.5 Bidder's description of their experience instructing socially disadvantaged persons or offenders in or out of a correctional environment

F.1.6 Bidder's description of any experience working within a correctional environment

F.1.7 Bidder's description of their experience managing multiple aspects of a construction project at one time

#### **F.2.0 MANDATORY CRITERIA**

F.2.1 Minimum three years experience in Site Supervision in a construction setting within the past seven years, supported by a minimum of one letter of reference.

F.2.2 Minimum three years experience in the provision of instruction to unskilled or semi-skilled people in the Construction trade within the past seven years, supported by a minimum of one letter of reference.

F.2.3 Must be able to obtain a Correctional Service Canada (CSC) Security clearance upon contract award.

### F.3.0 EVALUATION OF PROPOSALS AND METHOD OF SELECTION

A minimum score of 60% for each criterion is required

	CRITERIA	MAXIMUM POINTS	POINTS GUIDE
<b>1</b>	Demonstrated understanding of the statement of work and provide examples.	25 points	0-12 Little to None 13-20 Meets Expectations 21-25 Exceeds Expectations
<b>2</b>	Level of experience in the area of Site Supervision.	25 points	0-12 Little to None 13-20 Meets Expectations 21-25 Exceeds Expectations
<b>3</b>	Level of experience in the provision of instruction to unskilled or semi-skilled people in the construction trade.	20 points	0-9 Little to None 10-16 Meets Expectations 17-20 Exceeds Expectations
<b>4</b>	Experience working directly with the socially disadvantaged, or with offenders in a correctional environment.	5 points	0-2 Little to None 3-4 Meets Expectations 5 Exceeds Expectations
<b>5</b>	Experience managing multiple aspects of a construction project	5 points	0-2 Little to None 3-4 Meets Expectations 5 Exceeds Expectations
	<b>Total</b>	<b>80 points</b>	

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

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

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

**Solicitation No. :21839-110155/A SD U000**

**Solicitation Closes at : 2:00 PM Pacific Time**  
**on : 2012-08-30**

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**Réception des soumissions**  
**Travaux publics et services gouvernementaux Canada**  
**800 rue Burrard, 12<sup>e</sup> étage**  
**Vancouver (C.-B) V6Z 2Z8**

**N° de l'invitation : 21839-110155/A SD U000**

**La réception des soumissions prend fin le : 2012-08-30**  
**à : 14h HP**

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Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

2183M-11-0165

Security Classification / Classification de sécurité

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Div. / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitant		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / (Bref) description du travail			
Provision of an Offender Training is checked the Supplier, which may be required, for various projects located in the Province of British Columbia, within the Correctional Program of C/NICAM Pacific Region. This will require the contractor to team with PWSEC, various codes and CSC staff. The contractor will be required to attend the trials, prepare tender documents, obtain a license and obtain from various agencies and obtain proper contracting paperwork and processing on all items. They will provide construction testing to inmates. It is not to be done in CSC manner for a study of sites including small, preparing and updating documents and other needs.			
5. a) Will the supplier require access to Controlled Goods?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
6. Indicate the type of access required / Indiquer le type d'accès requis			
a) Will the supplier and its employees require access to PROTECTED under CLASSIFIED information or assets?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS sous 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)			
b) Will the supplier and its employees require access to restricted access areas? No access to PROTECTED under CLASSIFIED information or assets is permitted.		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Le fournisseur et ses employés (y compris les personnes possédant l'accès) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS sous CLASSIFIÉS n'est pas autorisé.			
c) Is this a commercial contract or military equipment with no example storage?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
S'agit-il d'un contrat de matériel ou de matériel militaire sans exemple de stockage?			
7. Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada / <input checked="" type="checkbox"/>	NATO / OTAN / <input type="checkbox"/>	Foreign / Étranger / <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion / <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN / <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion / <input type="checkbox"/>	
Not releasable / À ne pas diffuser / <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :			
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A / <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ / <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A / <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B / <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE / <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B / <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C / <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL / <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C / <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL / <input type="checkbox"/>	NATO SECRET / NATO SECRET / <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL / <input type="checkbox"/>	
SECRET / SECRET / <input type="checkbox"/>	COGNIC TOP SECRET / COGNIC TRÈS SECRET / <input type="checkbox"/>	SECRET / SECRET / <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET / <input type="checkbox"/>		TOP SECRET / TRÈS SECRET / <input type="checkbox"/>	
TOP SECRET (RIGHT) / TRÈS SECRET (DROIT) / <input type="checkbox"/>		TOP SECRET (RIGHT) / TRÈS SECRET (DROIT) / <input type="checkbox"/>	

Y88/ECT 336-103(2004/12)

Security Classification / Classification de sécurité

Canada





Government of Canada  
Gouvernement du Canada

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21830-11-0155

Security Classification / Classification de sécurité

9. Will the supplier require access to "PROTECTED under CLASSIFIED COMSEC information or assets?" Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC dénommés PROTÉGÉS ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui		
10. 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 sensibles? Short Title(s) of material / Titre(s) du matériel: Document Number / Numéro du document:		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui		
11. 11) Personnel security screening is not required / Niveau de contrôle de la sécurité du personnel requis:					
<input checked="" type="checkbox"/> RELIABILITY STATUS: COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET		
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COMINT TOP SECRET COMINT TRÈS SECRET		
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux:				
NOTE: If multiple levels of screening are indicated, a Security Classification Guide must be provided. REMARQUE: Si plus d'un niveau de contrôle de sécurité est requis, un guide de classification de la sécurité doit être fourni.					
12. 12) May unescorted personnel be used for portions of the work? Du personnel sans supervision adéquate peut-il se voir confier des parties du travail? If Yes, will unescorted personnel be escorted? Dans l'affirmative, le personnel a-t-il quelqu'un avec lui?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui		
13. 13) Will the supplier be required to receive and store PROTECTED under CLASSIFIED information or assets at its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS ou CLASSIFIÉS?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
14. 14) Will the supplier be required to sign and store COMSEC information or assets? Le fournisseur sera-t-il tenu de signer des renseignements ou des biens COMSEC?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
15. 15) Will the production (manufacturer, assembler) require modification of PROTECTED under CLASSIFIED material or equipment prior to the supplier's use or premises? Les installations du fournisseur auront-elles à la production (fabrication ou assemblage) de matériel PROTÉGÉ ou CLASSIFIÉ?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
16. 16) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED under CLASSIFIED information or data? Le fournisseur aura-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS ou CLASSIFIÉS?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
17. 17) Will there be an electronic link between the supplier's IT systems and the government department or agency? Y aura-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

21836-11-0155

Security Classification / Classification de sécurité

**Part C - Summary Chart (Partie C - Tableau récapitulatif)**

For users completing this form manually use the Summary Chart below to indicate the category(ies) and level(s) of categorization required in the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent indiquer le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sécurité 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	INFO REQUIREMENTS / REX / REX	INFO CONFIDENTIAL / INFO CONFIDENTIEL	INFO SECRET	SECRET	SECRET TOP SECRET / SECRET TRÈS SECRET	PROTECTED / PROTÉGÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / ASSETS / Informations / BIENS															
Production															
Finance / Assets / Finances / BIENS															
IT / Assets / IT / BIENS															

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

La description du travail visé par le présent LVERS est-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

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

12. a) 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 marking the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

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



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Contract Number / Numéro du contrat

21639-11-0155

Security Classification / Classification de sécurité

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres capitales)		Title - Titre	Signature
Lisa Teraschuk		Regional Manager Operations	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
804-459-8309	804-868-8331	lisa.teraschuk@csd-acc.gc.ca	December 1, 2011
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres capitales)		Title - Titre	Signature
MICHAEL BLACK		RDSO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-870-6136			2012-01-22
15. Are there additional instructions (e.g., Security Ombuds, Security Classification (Escal) attached)? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres capitales)		Title - Titre	Signature
Albert Yamamoto		Supply Specialist	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres capitales)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			13-APRIL-2012

Jacques Saumur  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Tel/Tél. 613-948-1132 / Fax/Télé. 613-954-4171

TPSGC/TPSG 380-NQ(2004/12)

Security Classification / Classification de sécurité

Canada

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (GST/HST extra)**

Enter the amount

**Coût total estimatif de la tâche (TPS/TVH en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (GST/HST Extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (GST/HST Extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

**Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****(a) Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**(b) Insert GST/HST as a separate item under the Basis of Payment****D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****(a) Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement****D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

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## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui    If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

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

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

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

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

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

Contract Number - Numéro du contrat

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date