

There are two (2) separate solicitation documents posted on MERX for this requirement: Solicitation 66XSB-120001/A aimed at the general Environmental Temporary Help firms and 66XSB-120001/B under the Procurement Strategy for Aboriginal Business set-aside program. Offerors that are eligible under the Aboriginal set-aside may choose as well to make an offer for the open requirement. In this case, they must submit a separate offer package for each requirement.

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PART 1 - GENERAL INFORMATION

1.1. Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
| | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

1.2. Summary

The Offeror is required to provide, as and when required, Environmental Temporary Help Services in

- | | |
|----------|-------------------------------------|
| Region 1 | Greater Vancouver and Fraser Valley |
| Region 2 | Vancouver Island |
| Region 3 | Central and Northern B.C. |
| Region 4 | Yukon Territory |

when called-up by various Federal Government Departments, but primarily Environment Canada, Fisheries & Oceans, and Public Works and Government Services Canada within the province of British Columbia and the Yukon Territory.

The period of the standing offer will be from December 1, 2012 to November 30, 2013.

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Multiple standing offers will be issued. Assuming a sufficient number of technically compliant offers are received that are determined to be fair value to Canada, one Standing Offer per region under each solicitation will be issued.

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

1.3. Security Requirement

While it is not required that the offeror or their staff have security clearance to receive a standing offer, Identified Users may specify a security requirement in their call-up. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Standing Offer and Resulting Contract Clauses.

1.4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

2.2. 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.

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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

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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.

2.4. 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 British Columbia.

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.

It is requested that this change be made on the Offer Submission Form found at Annex "D".

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (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;
- (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 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 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. The total amount of Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications required under Part 5

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- (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.
- (c) The evaluation team will evaluate the bids for the Open and Aboriginal Set-Aside solicitations separately.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Requirements Prior to Standing Offer Issue:

These requirements must be met prior to issue. Failure to meet any of the following mandatory requirements will render the submission non-compliant and given no further consideration. For your submission to be considered compliant, you must supply requested information within 7 days of a request by the Contracting Authority.

4.1.1.1.1 Offeror's Availability of Staff:

The Offeror must provide qualified individuals dedicated to the supply of Environmental Temporary Help Services for all environmental categories and levels detailed in Annex "A" in all Regions for which you are providing an offer.

4.1.1.1.2 Offeror's Corporate Temporary Help experience:

A statement demonstrating that as an entity, the Offeror has been providing Temporary Help Services in the Greater Vancouver & Fraser Valley Region; Vancouver Island Region; Central & Northern BC Region; and Yukon Territory for which you are offering services for a minimum of one (1) year, within the last two (2) years, prior to the submission of the Offer. To support this requirement, Offerors must provide:

- i) its corporate documentation or affiliation, and
- ii) a list of projects/contracts demonstrating that the corporate experience was acquired in the Environmental Temporary Help Services field.

4.1.1.1.3 Offeror's Corporate experience related to classifications offered:

A statement demonstrating that as an entity, the Offeror has been providing individuals qualified in the offered classifications in the geographical region for a minimum of three (3) months prior to the submission of its offer.

4.1.1.1.4 Offeror's Quality Control Process:

The Offeror must have a current internal Quality Control Process in place under its organization. In order to validate this requirement, the Offeror must provide a copy of its Quality Control Process which shall address as a minimum the following:

- i) The Offeror's detailed recruitment process;
 - ii) The Offeror's detailed testing and screening process;
 - iii) The Offeror's detailed process followed to ensure customer satisfaction;
- and
- iv) The Offeror's detailed performance tracking process during and post assignment.

4.2 Financial Evaluation

Each of the four regions will be evaluated separately. Suppliers should indicate the applicable all-inclusive hourly rate as detailed in Annex "B" for each of the regions where they wish to supply services. The price evaluation will be based on 100 days (800 hours) of call-ups over all categories of personnel. In addition, Travel and Living rates will be factored in for 25% of the call-ups or 25 days of

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Travel & Living. In addition, the daily cost of Additional "Non-Owned Vehicle Insurance" will be factored in for 10% of the call-ups or 10 days which require the additional insurance

4.3 Basis of Selection

One Standing Offer holder per region under each solicitation will be selected. To be considered valid, a bid must meet all of the mandatory requirements specified in the RFSO and only those proposals will be considered for standing offer authorization. Final selection will be based on the lowest priced valid proposal.

Bids from a division or a branch office of a company already submitting a bid in the region covered by this solicitation will not be accepted. In the case of multiple bids from the same company, only the lowest rate bid per item will be evaluated.

4.4 Multiple Standing Offers

One standing offer per Region under each solicitation will be issued for each solicitation for this requirement.

4.5 Security Requirement

Agencies must meet the security levels required by Federal Government Departments and Agencies at the time of the call-up.

If Agencies intend to supply security cleared personnel, the Agency itself must apply for and have a Facility Security Clearance. Applications for a Facility Clearance must be submitted, in writing, to the Contracting Authority. Once a facility clearance is obtained, firms then have the ability to submit individuals to CISD (Canadian Industrial Security Directorate of PWGSC, in Ottawa) for individual clearance.

The individual clearance with CISD stays with the individual regardless of whom they work for and this clearance can be verified at any time through CISD at 1-866-368-4646 (date of birth is required). When Temporary Help Agencies receive a request for a security cleared individual, the paperwork verifying the individual's clearance through CISD should be provided to the government department initiating the call-up.

CISD has advised that clearance obtained through government departments are not transferable to other government departments and do not follow the individual, but lapse and are no longer valid once the placement has ceased (i.e.. if an individual worked at Justice and was cleared by Justice Canada at the Enhanced Reliability, that clearance ceases at the end of the placement, and cannot be forwarded to Fisheries and Oceans for the next placement). Only clearances obtained through CISD follow the individual and can be used by all government departments.

If you intend to offer security cleared personnel the bottom line is to make sure CISD Enhanced Reliability clearances have been initiated for all individuals that may be used for Federal Government placements. If a government department is willing to clear that individual so that they can start immediately, that is up to the government department, but make sure a clearance request has also been submitted to CISD so that individual can work at other government departments when their current placement is finished and the clearance has ceased and is no longer valid.

NOTE: CISD has advised that fingerprints are only required when requested and not as a matter of course for all clearances.

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.

5.1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

5.1.1 Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html)) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

5.2. 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.

5.2.1 Federal Contractors Program - Certification

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

5.2.1.1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some offerors 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 this issuance of a standing offer. If the Offeror is subject to the FCP-EE, evidence of its commitment must be provided before the issuance of a standing offer.

Offerors who have been declared ineligible contractors by Human Resources and Social 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. Offerors 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-EE for a reason other than the reduction in their workforce. Any offer from ineligible contractors will be declared non-responsive.

5.2.1.2. 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-EE, 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. The form can be found on the following Service Canada Website:
<http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>.

5.2.1.3. The Offeror certifies its status with the FCP-EE, as follows:
 The Offeror

- (a) () is not subject to the FCP-EE, having a workforce of less than 100 permanent full or part-time employees in Canada,
- (b) () is not subject to the FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of FCP-EE, having a workforce of 100 or more permanent full or part-time employees 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-EE, and has a valid certification number as follows: _____ (e.g. Has not been declared ineligible contractor by HRSDC).

Further Information on the FCP-EE is available on the following HRSDC Website:
<http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>.

5.1.2 Worker's Compensation

The Offeror certifies that the workers are covered by the Worker's Compensation during the period of the Standing Offer and the entire period or any call-up against the standing offer, in accordance with the labour laws for British Columbia.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6A.1. Offer

6A1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

6A.2. Security Requirement

While it is not required that the offeror or their staff have security clearance to receive a standing offer, There may be a security requirement associated with the call-up.

6A2.1 When applicable, the Offeror must ensure that the security requirements specified in the Work Request are met prior to accepting such Call-up pursuant to the Standing Offer. Agencies must meet the security levels required by Federal Government Departments and Agencies at the time of the call-up.

If Agencies intend to supply security cleared personnel, the Agency itself must apply for and have a Facility Security Clearance. Applications for a Facility Clearance must be submitted, in writing, to the Contracting Authority. Once a facility clearance is obtained, firms then have the ability to submit individuals to CISD (Canadian Industrial Security Directorate of PWGSC, in Ottawa) for individual clearance.

The individual clearance with CISD stays with the individual regardless of whom they work for and this clearance can be verified at any time through CISD at 1-866-368-4646 (date of birth is required). When Temporary Help Agencies receive a request for a security cleared individual, the paperwork verifying the individual's clearance through CISD should be provided to the government department initiating the call-up.

CISD has advised that clearance obtained through government departments are not transferable to other government departments and do not follow the individual, but lapse and are no longer valid once the placement has ceased (i.e.. if an individual worked at Justice and was cleared by Justice Canada at the Enhanced Reliability, that clearance ceases at the end of the placement, and cannot be forwarded to Fisheries and Oceans for the next placement). Only clearances obtained through CISD follow the individual and can be used by all government departments.

If you intend to offer security cleared personnel the bottom line is to make sure CISD Enhanced Reliability clearances have been initiated for all individuals that may be used for Federal Government placements. If a government department is willing to clear that individual so that they can start immediately, that is up to the government department, but make sure a clearance request has also been submitted to CISD so that individual can work at other government departments when their current placement is finished and the clearance has ceased and is no longer valid.

NOTE: CISD has advised that fingerprints are only required when requested and not as a matter of course for all clearances.

6A3. Standard Clauses and Conditions

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

6A3.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications - Standing Offer of 2005 (2012-07-11) referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

6A.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on Environmental Temporary Help Services for workers. This information is to be completed and submitted quarterly to PWGSC, Attention: Wendy Armstrong, address as shown herein. The reports must show the number of call ups; the classification called up; number of regular hours; number of overtime hours; and travel costs. The report shall still be submitted should no services be requested during a given month (NIL report).

6A.4. Term of Standing Offer**6A.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from December 1, 2012 to November 30, 2013 inclusive.

6A.5. Authorities**6A.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Wendy Armstrong
Supply Specialist
Public Works and Government Services Canada
Pacific Region Acquisitions
12th Floor - 800 Burrard St.
Vancouver, B.C. V6Z 2V8
Tel: (604) 775-7691
Fax: (604) 775-7692
E-Mail: wendy.armstrong@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.

6A.5.2. Service Site Authority

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

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

6A.5.3 Offeror's Representative

Bidders are to provide the following contact information:

Firm's Contact Person:

Name

Title

Address

Telephone number

Fax number

Email address

It is requested that this change be made on the Offer Submission Form found at Annex "D".

6A.6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act, R.S., 1985, c. F-11*.

6A.7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer" or electronic document.

6A.8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Harmonized Sales Tax included).

6A.9. Limitation of Expenditure - each Offeror will not be limited to the value of business that they may obtain through this authority and therefore each Standing Offer document is marked with a "NIL" total estimated value.

6A.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 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2012-07-16), - Higher Complexity - Services
- e) Annex, A - Statement of Work;
- f) Annex, B - Basis of Payment;
- h) Annex, C - Insurance Requirement;
- i) the Offeror's offer _____ (dated)

6A.12. Certifications

6A.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.

6A.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 British Columbia.

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.

6B.1. Statement of Work

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

6B.2. Standard Clauses and Conditions

6B.2.1 General Conditions

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

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of (2035 (2012-07-11) referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

6B.3. Term of Contract

6B.3.1 Period of the Contract

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

6B.4. Payment

6B.4.1 Basis of Payment

The Contractor will be paid in accordance with the firm, all-inclusive rates specified as described in Annex "B"

6B.4.2 Method of Payment

Payment by Canada for the Work will be made upon presentation of invoices and any other substantiating documentation as Canada requires.

6B.5. Invoicing Instructions

The Offeror shall send the original and two (2) copies of each invoice to the Identified User or as otherwise instructed on the call-up.

6B.5.1. The following information shall be included on the Offeror's invoices:

- a) Offeror's name and address;
- b) address of the Departmental Responsibility Center indicated on the PWGSC-TPSGC 8251-Call-up for Temporary Help Services;
- c) Identified User Code from the PWGSC-TPSGC 8251 (where available);
- d) Standing Offer Serial Number;
- e) Identified User Department's Requisition Number from PWGSC-TPSGC 8251 and Client Reference Number (CRN), if applicable;
- f) Identified User Department's Financial Coding from PWGSC-TPSGC 8251;
- g) period in which services were rendered; and
- h) services provided, by classification and associated rate on date order placed, temporary employee's name.

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6B.6. Foreign Nationals (Canadian Offeror)

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

ANNEX "A"

STATEMENT OF WORK

A.1 REQUIREMENT

The Offeror is required to provide the environmental services professionals, in one or more regions (as detailed in Annex "B" Basis of Payment Services), in the following categories:

- (a) Biologist - level A & B
- (b) Fish Sorters / Inspectors
- (c) Ecosystem Technician - junior, intermediate & senior
- (d) Ecosystem Analyst - Level I & II

The Offeror must be capable of supplying technical expertise in all of the above categories, in the region(s) for which they supply pricing.

A.2 STANDARDS FOR PERSONNEL SUPPLIED

The Offeror understands that all temporary workers supplied must meet the minimum standards specified in Classification Descriptions. It is understood and agreed that Identified Users may request and receive career/personnel resumes and/or work samples of candidates offered. Following receipt of this information, the selected candidate(s) may also be interviewed by the department's Service Site Authority at no charge.

A.3 CLASSIFICATIONS DESCRIPTIONS

BIOLOGIST

BIOLOGIST A (BI-A):

Plans, develops recommends and conducts projects in Wildlife Habitat Management, or Land management, or Forest Wildlife management, or Wetlands management; liaises and cooperates with other government and private agencies in Estuary/Land Conservation or Interior Wetlands Conservation or Forest Ecosystem Diversity. Promotes public awareness in wildlife values and goals of the Fraser River Action Plan.

Researching and recommending criteria to protect and enhance biodiversity in upland, wetlands or forest ecosystems; organizing and conducting the collection of biological geographical or economic data; developing and originating principles and methodology in the preservation and management of important wildlife habitat in the Fraser Basin; development of plans to secure by various means important migratory bird habitats within the Fraser Basins; and other related duties.

Essential qualifications: University graduation in biology with specialization in a biological science such as zoology, biology or wildlife management. Experience in conducting scientific field investigations of the ecology, and dynamics of wildlife populations; evaluating data and reporting results.

BIOLOGIST B (BI-B):

Plans, develops, collects and analyzes data on wildlife habitat to protect and enhance biodiversity in ecosystems vital to migratory birds. Using all the information available assesses the requirements to protect upland ecosystems, wetlands ecosystems and forest ecosystems. Provides recommendations to protect wildlife resources and their habitats in a sustainable fashion. Participates on a variety of interdisciplinary committees established to evaluate the goals of the Fraser River Action plan.

Obtaining up to date knowledge of related research to protect and enhance the biodiversity of ecosystems within the Fraser Basin; applying theoretical and practical knowledge to protect and enhance upland, wetland and forest ecosystems; implementation of plans to secure habitat vital to migratory Birds within the Fraser Basin; recommendation and implementation of plans to rehabilitate wetlands to

improve biodiversity, waterfowl productivity and sustainable water table and quality; the development in cooperation with governments and private organizations plans to improve forest management, benefiting biodiversity, wildlife and threatened ecosystems within the Fraser Basin, the rehabilitation of wetlands and the securing of habitat to protect those systems; preparing written management plans reflecting the recommendations arising out of coordinated studies to meet the goals and objectives of the Fraser Basin Action plan; and other related duties.

Essential qualifications: University graduation in biology with specialization in a biological science such as zoology, biology or wildlife management. Experience in the wildlife biology in North America. Experience in evaluating habitat within the region and the selection of new sites.

FISH SORTERS SORTERS (SOR):

Candidates will be required to sort returning adult salmonids by sex, age, maturity and species; enumerate by class; enumerate marked fish, sample marked and unmarked fish for biological information, including scales, lengths and heads for coded wire tag recovery; store samples and data in prescribed manner; crowding and lifting of fish in holding ponds and other related duties.

Candidates must have the ability to sort and sample as described and the physical capability to handle crowders and large fish. A minimum of one (1) season hatchery experience as detailed above is desirable.

FISH INSPECTORS

PERSONNEL REQUIRED FOR THE INSPECTION AND VERIFICATION OF CARCASS GRADE HATCHERY SURPLUS SALMON, (FIS).

Candidates will be required, under the direction of the District Inspection Supervisor or designated Inspection Staff to differentiate between all salmon species; verify arrival of, and exact weights of carcass grade hatchery surplus delivered to various federally registered processing facilities by species and hatchery; verify weights of salmon eggs extracted from carcass grade and surplus; contact hatcheries and processors on Vancouver Island and Lower Mainland to keep informed of all pick up and deliveries; report to Inspection Officer responsible for the registered plans when a carcass grade surplus is delivered; must possess a valid driver's licence; other duties related to the distribution of carcass grade hatchery surplus.

Candidates must have the ability to do the work as described, the personal suitability to converse with various levels of plan personnel and the physical capability to work (climb totes, etc.) in cold storage.

ECOSYSTEM TECHNICIAN

JUNIOR (ET-J):

Under the close supervision of a project officer, carries out technical work in the field, laboratory and office such as: captures, bands and cares for wildlife; samples, surveys, and inventories plant and animal communities in aquatic and terrestrial environments; established and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital data bases, paper maps, reports and field notes; enters, compiles and summarized data on forms, paper maps, or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment.

Essential Qualifications: High school education, some technical training or related experience, attention to detail and accuracy.

INTERMEDIATE (ET-I):

According to protocols provided by a project officer carries out technical work in the field, laboratory and office such as: captures, bands, measures, takes tissue samples, and cares for wildlife; samples, surveys, and inventories plant and animal communities in aquatic and terrestrial environments; collects and identifies plants and animals using keys in the field and laboratory; establishes and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital data bases, paper maps, reports and field notes; enters, compiles and summarized data on forms, paper maps, or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment; operates some more sophisticated equipment/and programs such as geographic information systems, computer aided drafting, image processing software, database management and graphical design software, and analytical laboratory equipment; writes data and summary reports; trains coworkers and volunteers; makes contact with public, government and industry as required.

Essential Qualifications: Post secondary education in a related technical field, two years related experience in technical work, attention to detail and accuracy.

SENIOR (ET-S):

In consultation with the project officer develops and then supervises and/or independently carries out technical work in the field, laboratory and office such as: capture, band, measures, takes tissue samples, and care for wildlife; samples, surveys, and inventories plant and animal communities in aquatic and terrestrial environments; identifies plants, animals and their parts in the field and laboratory including both visual and auditory cues; establishes and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital data bases, paper maps, reports and field notes; enters, compiles and summarizes data on forms, paper maps, or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment; operates some more sophisticated equipment/and programs such as geographic information systems, computer aided drafting, image processing software, database management and graphical design software, and analytical laboratory equipment; summarizes and carries out basic statistical analyses of data and writes reports for circulation within government; trains coworkers and volunteers; discusses issues with public, government and industry and makes recommendations to the project leader.

Essential Qualifications: A degree from a recognized technical school or university, more than two years related experience, demonstrates ability to lead individuals or groups working in the field or laboratory.

ECOSYSTEM ANALYST I (EA I)

Carries out technical work in the field, laboratory and office such as: captures, bands and cares for wildlife; samples, surveys and inventories plant and animal communities in aquatic and terrestrial environments; establishes and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital databases, paper maps, reports and field notes; enters, compiles and summarizes data on forms, paper maps or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment.

Qualifications

Bachelor degree from a recognized university in Biology, Geography, Environmental Studies or equivalent, with two years related experience, demonstrates ability to lead individuals or groups working in the field or laboratory. Must have biological/ecosystem analytical skills, evaluating data and reporting results. Must have field work experience.

ECOSYSTEM ANALYST II (EA-II)

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In consultation with the project officer, develops and then supervises and/or independently carries out technical work in the field, laboratory and office such as: captures, bands, measures, takes tissue samples, and cares for wildlife; samples, surveys, and inventories plant and animal communities in aquatic and terrestrial environments; identifies plants and animals and their parts in the field and laboratory including both visual and auditory cues; establishes and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital databases, paper maps, reports and field notes; enters, compiles and summarizes data on forms, paper maps or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment; operates some more sophisticated equipment/and programs such as geographic information systems, computer aided drafting, image processing software, database management and geographical design software, and analytical laboratory equipment; summarizes and carries out basic statistical analyses of data and writes reports for circulation within government; trains coworkers and volunteers; discusses issues with public, government and industry and makes recommendations to the project leader.

Qualifications

Masters Degree in Biology, Geography, Environmental Studies or equivalent, with related experience in applying analysis of biological/ecosystem data towards development of policies and strategies, technical work, attention to detail and accuracy, demonstrates ability to lead individuals or groups working in the field or laboratory. Must have related field work experience.

ANNEX "B" BASIS OF PAYMENT

B.1 BASIS OF PAYMENT

B.2 RATES

- a) the Suppliers will be paid for the actual time worked, as well as time in travel if required*, according to the hourly rates identified.
- b) the rates include all normal expenses incurred in providing the services, including interviews and the utilization reports - the cost of preparing and delivering the required monthly reports.

*** approx 25% of the current call-ups for environmental professionals involve travelling to remote areas to perform the work. Per Diem travel & living expenses will be reimbursed. Hourly rates must include administrative overhead to process travel claims for payment.**

B.3 RATES BY REGION

The tables below provide the rates for each category of environmental services professional by region. Rates must remain firm for the two-year period.

Price will be evaluated on the estimated usage as indicated below. The elements in [square brackets] provide information about the periods used in the evaluation of the rates and will be removed in the actual standing offers.

B.3.1 REGION 1: GREATER VANCOUVER & FRASER VALLEY:

CATEGORY	[EVAL PERIOD]	RATE	[EVALUATION TOTAL]
Biologist			
Level A	[15 days (120 hrs) @]	\$ _____/hr	[\$ _____]
Level B	[15 days(120 hrs) @]	\$ _____/hr	[\$ _____]
Ecosystem Technician			
Junior	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Intermediate	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Senior	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Ecosystem Analyst			
Level I	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Level II	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]
Fish Sorters	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]
Fish Inspectors	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]

B.3.1.1 Travel & Living Expenses:

Meal Allowance:

Breakfast \$ _____

Lunch \$ _____

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Dinner \$ _____

 \$ _____ / day

Incidentals \$ _____ / day

Private Accomodation (ie. Tent) \$ _____ / day

 \$ _____ / day [x 25 days] =
 [\$ _____]

Hotel, parking, equipment and other purchases will be reimursed according to actual receipt.

B.3.1.2 Additional Insurance:

Non-Owned Automobile Insurance (Borrowed Vehicle Insurance)

\$ _____ / day [x 10 days] = [\$ _____]

[Total evaluated cost \$ _____]

B.3.1.3 Offeror's Regional Contact

Regional Contact for call-ups and technical matters: _____

Phone Number / Fax Number _____ / _____

B.3.2 REGION 2: VANCOUVER ISLAND**CATEGORY [EVAL PERIOD] RATE [EVALUATION TOTAL]****Biologist**

Level A [15 days (120 hrs) @] \$ _____/hr [\$ _____]

Level B [15 days(120 hrs) @] \$ _____/hr [\$ _____]

]

Ecosystem Technician

Junior [10 days (80 hrs)@] \$ _____/hr [\$ _____]

Intermediate [10 days (80 hrs)@] \$ _____/hr [\$ _____]

Senior [10 days (80 hrs)@] \$ _____/hr [\$ _____]

Ecosystem Analyst

Level I [10 days (80 hrs)@] \$ _____/hr [\$ _____]

Level II [5 days (40 hrs)@] \$ _____/hr [\$ _____]

Fish Sorters [5 days (40 hrs)@] \$ _____/hr [\$ _____]**Fish Inspectors** [5 days (40 hrs)@] \$ _____/hr [\$ _____]**B.3.2.1 Travel & Living Expenses:**

Meal Allowance:

Breakfast \$ _____

Lunch \$ _____

Dinner \$ _____

\$ _____ / day

Incidentals \$ _____ / day

Private Accomodation (ie. Tent) \$ _____ / day

\$ _____ / day [x 25 days] =

[\$ _____]

Hotel, parking, equipment and other purchases will be reimbursed according to actual receipt.

B.3.2.2 Additional Insurance:

Non-Owned Automobile Insurance (Borrowed Vehicle Insurance)

\$ _____ / day [x 10 days] = [\$ _____]

[Total evaluated cost \$ _____]**B.3.2.3 Offeror's Regional Contact**

Regional Contact for call-ups and technical matters: _____

Phone Number / Fax Number _____ / _____

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B.3.3 REGION 3: CENTRAL & NORTHERN BC

CATEGORY	[EVAL PERIOD]	RATE	[EVALUATION TOTAL]
Biologist			
Level A	[15 days (120 hrs) @]	\$ _____/hr	[\$ _____]
Level B	[15 days(120 hrs) @]	\$ _____/hr	[\$ _____]
Ecosystem Technician			
Junior	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Intermediate	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Senior	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Ecosystem Analyst			
Level I	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Level II	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]
Fish Sorters	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]
Fish Inspectors	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]

B.3.3.1 Travel & Living Expenses:

Meal Allowance:

Breakfast \$ _____
Lunch \$ _____
Dinner \$ _____

\$ _____ / day

Incidentals \$ _____ / day

Private Accomodation (ie. Tent) \$ _____ / day

\$ _____ / day [x 25 days] =
[\$ _____]

Hotel, parking, equipment and other purchases will be reimursed according to actual receipt.

B.3.3.2 Additional Insurance:

Non-Owned Automobile Insurance (Borrowed Vehicle Insurance)

\$ _____ / day [x 10 days] = [\$ _____]

[Total evaluated cost \$ _____]

B.3.3.3 Offeror's Regional Contact

Regional Contact for call-ups and technical matters: _____

Phone Number / Fax Number _____ / _____

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B.3.4 REGION 4: YUKON TERRITORY

CATEGORY	[EVAL PERIOD]	RATE	[EVALUATION TOTAL]
Biologist			
Level A	[15 days (120 hrs) @]	\$ _____/hr	[\$ _____]
Level B	[15 days(120 hrs) @]	\$ _____/hr	[\$ _____]
Ecosystem Technician			
Junior	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Intermediate	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Senior	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Ecosystem Analyst			
Level I	[10 days (80 hrs)@]	\$ _____/hr	[\$ _____]
Level II	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]
Fish Sorters	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]
Fish Inspectors	[5 days (40 hrs)@]	\$ _____/hr	[\$ _____]

B.3.4.1 Travel & Living Expenses:

Meal Allowance:

Breakfast \$ _____
Lunch \$ _____
Dinner \$ _____

\$ _____ / day

Incidentals \$ _____ / day

Private Accomodation (ie. Tent) \$ _____ / day

\$ _____ / day [x 25 days] =

[\$ _____]

Hotel, parking, equipment and other purchases will be reimbursed according to actual receipt.

B.3.4.2 Additional Insurance:

Non-Owned Automobile Insurance (Borrowed Vehicle Insurance)

\$ _____ / day [x 10 days] = [\$ _____]

[Total evaluated cost \$ _____]**B.3.4.3 Offeror's Regional Contact**

Regional Contact for call-ups and technical matters: _____

Phone Number / Fax Number _____ / _____

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B.4 TRAVEL AND LIVING EXPENSES

All travel must have the prior approval of the Service Site Authority/Call Up Authority. Time in travel, as well as meals, transportation, and accommodation will be reimbursed on a "per diem" basis as specified in each suppliers Basis of Payment. All travel must be at economy (or lower) class. Entertainment expenses are excluded. Travel and Living Per Diem rates of each Agency will be factored into the price evaluation and will be reflected in any resulting S.O.'s. If an Agencies' Travel & Living Per Deim rates are above those offered by the Treasury Board, the Treasury Board rates will prevail and will be used in the price evaluation.

Should the temporary help worker be required to travel as part of the actual performance of the work, reasonable and proper traveling and living expenses, as authorized in advance by the Service Site Authority, shall be reimbursed on a per diem basis not exceeding the applicable allowances listed in the current Treasury Board Travel Directive.

B.5 INSURANCE EXPENSES: (see Annex "C")

Hourly rates listed must include Commercial General Liability Insurance. In addition, approx. 10% of all call-ups require that environmental professional personnel drive Government Vehicles. In order for this to happen, suppliers must obtain "Non-Owned Vehicle Insurance" through ICBC. The additional cost of this insurance must be stated on a daily basis (See Basis of Payment) and will be itemized separately on each call-up document. The cost of this additional Insurance will be factored into the Price Evaluation.

B.6 RENTAL CAR REQUESTS

Occasionally, environmental personnel may be requested to additionally rent a vehicle to perform the work. The cost of renting the vehicle, along with the cost of any additional insurance required for off-road situations, additional scratch/dint situations, etc. , along with Agency overhead required to arrange the rental vehicle, will be itemized on the call-up document and payable by the government department requesting the rental.

B.7 HOURLY RATES ADJUSTMENT

- 1) The hourly rates indicated herein may be subject to review and adjustment by the Minister if:
 - a) a legislation change in the Federal or Provincial minimum wage takes effect. Any adjustment will be equal to the amount by which the new minimum wages exceed an employee's hourly wage plus the related increase in employer contributions, expressed in cents per hour;
 - b) a Federal or Provincial legislative change affecting employer contributions takes effect. Any adjustment will be equal to the increase in employer contributions, expressed in cents per hour;
 - c) the date on which a legislative change is deemed to take effect is defined as the actual date on which the Offeror is required to increase its employer contributions, or the actual date on which the new minimum wage becomes effective.
- 2) Offerors will be required to submit a written request to the Administrative Authority for the Minister's authorization for any adjustment as specified herein. Such request will include the following, if applicable:
 - a) certification of existing wages paid to employees who will be affected by the said legislative changes, and;
 - b) the amount of the increase in employer contributions.
- 3) The hourly rates indicated herein may be subject to a decrease in the event of a Federal or Provincial legislated decrease in employer contributions. Any adjustment will be equal to the decrease in employer contributions expressed in cents per hour.

B.8 OVERTIME

In the context of the Standing offer, overtime is regulated by provincial government legislation and not federal government collective agreements. Overtime in the province of British Columbia means time worked in excess of 8 hours in any day or 40 hours in any week or time worked in any week by the

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employee during the 32 hour period the employee would otherwise be entitled to have free from work. All overtime work require the prior approval of the Service Site Authority.

B.8.1 Calculation of Overtime Rates

The increase in billing rate for authorized overtime work shall not include any element of overhead and profit, and will be confined solely to the increase in wages and employer contributions.

B.8.2 Working Week

For billing purposes and calculating the overtime, the first day of the working week is Sunday.

Annex "C"
INSURANCE REQUIREMENT

C.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
Libel
 - (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 provisions, 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.

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ANNEX "D"
OFFER SUBMISSION FORM

The following Offer Submission Form is being provided to assist offerors in preparing their offers. It contains basic information required by PWGSC to evaluate bids. Use of this form is not mandatory (i.e., Bidders may choose to submit the information in a different format) but provision of all of the information and signatures contained in the form is required.

Offer Submission Form													
Offeror's full legal company name													
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)													
	<table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Title</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>Telephone #</td><td></td></tr> <tr><td>Fax #</td><td></td></tr> <tr><td>Email</td><td></td></tr> </table>	Name		Title		Address		Telephone #		Fax #		Email	
Name													
Title													
Address													
Telephone #													
Fax #													
Email													
Offeror's Procurement Business Number (PBN)													
<p>Federal Contractors Program for Employment Equity (FCP EE):</p> <p>If the Bidder is exempt, please indicate the basis for the exemption to the right. If the Bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the Bidder is required either to:</p> <p>(a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or</p> <p>(b) submit a valid Certificate number confirming its adherence to the FCP-EE.</p> <p>Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their Bid; if this information is not provided in the Bid, it must be provided upon request by the Contracting Authority during evaluation.</p>	<p>On behalf of the Bidder, by signing below, I further confirm that the Bidder [check the box that applies]:</p>												
	<p>(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;</p>												
	<p>(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i>;</p>												

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CCC No./N° CCC - FMS No/ N° VME

	(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR	
	(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (i.e., has not been declared an Ineligible Contractor by HRSD).	
Certification that Insurance detailed in Annex "C" will be in place for entire period of the RISO and any call-ups.		
Certification that Workers Compensation coverage will be provided for all workers		
Authorized Representative of Offeror who will act as the Contact Person for any resulting standing offer.		
	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Security Status:		
Province in Canada the Offeror wishes to be the legal jurisdiction applicable to any resulting standing offer (if other than as specified in solicitation)		
OTHER BID INFORMATION:		
On behalf of the Offeror, by signing below, I further confirm that I have read the entire RFSO including the documents incorporated by reference into the RFP and that:		
1. The Offeror considers itself and its resources able to meet all the mandatory requirements described in the RFSO;		
2. This Offer is valid for the period requested in the RFSO; and		
3. If the Offeror is issued a RISO, it will accept all the terms and conditions set out in the resulting standing offer clauses included in the RFSO, those set out in the Statement of Work as well as all other annexes, appendices and forms.		
Signature of Authorized Representative of Offeror		

Solicitation No. - N° de l'invitation

66XSB-120001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

xsb005

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

BID RECEIVING
Public Works and Government Services Canada
12th Fl., 800 Burrard St.
Vancouver, BC V6Z 2V8

Solicitation No.: _____

Closing Date: 1400 PT, _____