

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

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

Title - Sujet UNIFORM CLOTHING PROGRAM FOR DFO		
Solicitation No. - N° de l'invitation FP859-110012/A	Date 2012-05-18	
Client Reference No. - N° de référence du client FP859-110012		
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-705-60496		
File No. - N° de dossier pr705.FP859-110012	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-28		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Williams, Laura		Buyer Id - Id de l'acheteur pr705
Telephone No. - N° de téléphone (819) 956-1349 ()		FAX No. - N° de FAX (819) 956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS STN 13W116 200 KENT ST OTTAWA Ontario K1A0E6 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

Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6B1, Place du Portage
Gatineau, Québec K1A 0S5

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

PART 1 - GENERAL INFORMATION

1. SECURITY REQUIREMENT
2. STATEMENT OF REQUIREMENT
3. DEBRIEFINGS

PART 2 - BIDDER INSTRUCTIONS

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
2. SUBMISSION OF BIDS
3. ENQUIRIES - BID SOLICITATION
4. APPLICABLE LAWS
5. TECHNICAL REQUIREMENT OF LINE ITEMS/SEALED SAMPLES

PART 3 - BID PREPARATION INSTRUCTIONS

1. BID PREPARATION INSTRUCTIONS
 - Section I: Technical Bid
 - Section II: Financial Bid
 - Section III: Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. EVALUATION PROCEDURES
2. BASIS OF SELECTION

PART 5 - CERTIFICATIONS

1. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD
2. CERTIFICATIONS REQUIRED WITH THE BID

PART 6 - RESULTING CONTRACT CLAUSES

1. SACC Manual Clause
2. CONTRACT FINANCIAL SECURITY

PART 7 - RESULTING CONTRACT CLAUSES

1. STATEMENT OF REQUIREMENT
2. STANDARD CLAUSES AND CONDITIONS
3. TERM OF CONTRACT
4. AUTHORITIES
5. PAYMENT
6. INVOICING INSTRUCTIONS
7. CERTIFICATIONS
8. APPLICABLE LAWS
9. PRIORITY OF DOCUMENTS
10. SACC MANUAL CLAUSES
11. MATERIALS: CONTRACTOR TOTAL SUPPLY
12. PROCEDURES FOR DESIGN CHANGE/DEVIATIONS
13. SUBCONTRACTOR(S)
14. OVERSHIPMENT
15. PRE-PRODUCTION SAMPLE(S)
16. ALL RISKS PROPERTY INSURANCE
17. SPECIFICATIONS AND STANDARDS
18. CONTRACT FINANCIAL SECURITY
19. JOINT VENTURE CONTRACTOR

Solicitation No. - N° de l'invitation

FP859-110012/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pr705

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

FP859-110012

pr705FP859-110012

ANNEX A - BASIS OF PAYMENT

1. FIRM LINE ITEM UNIT COSTS (LIUC)
2. FIRM LINE ITEM MARK-UP (LIM)
3. DESIGN AND ENGINEERING SUPPORT SERVICES
4. TRANSPORTATION COSTS
5. NEW LINE ITEMS
6. INVENTORY PURCHASE

TABLE ONE - LINE ITEMS

ANNEX B - STATEMENT OF REQUIREMENT

ANNEX C - SPECIFICATIONS (CD)

ANNEX D - LIST OF DFO OFFICES

PART 1 - GENERAL INFORMATION

DEPARTMENT OF FISHERIES AND OCEANS UNIFORM MANAGEMENT PROGRAM

This requirement is for a uniform management program for the Department of Fisheries and Oceans (DFO) as described in the Statement of Requirement. There are 50 clothing items and approximately 650 users.

The Contract period will be for two years from date of contract award.

There are three one-year options to extend the period of the Contract, each under the same terms and conditions, for a maximum contract period of five years.

1. SECURITY REQUIREMENT

There is no security requirement associated with the requirement.

2. STATEMENT OF REQUIREMENT

The Contractor will be required to provide the deliverables and the services in accordance with the following.

Annex A	Basis of Payment
Annex B	Statement of Requirement - Uniform Program (May 30, 2011)
Annex C	Technical Purchase Descriptions (supplied on CD)
Annex D	List of DFO Offices

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/achoc-eng.jsp>) 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 (2012-03-02) 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) calendar days

Insert: one hundred and eighty (180) calendar 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

3. ENQUIRIES - BID SOLICITATION

All enquiries must be submitted in writing to the Contracting Authority no later than four (4) 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 Ontario.

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.

5. TECHNICAL REQUIREMENT OF LINE ITEMS/SEALED SAMPLES

Specifications and item purchase descriptions (Annex C) are contained on CDs which will be provided to bidders upon request from the contracting authority. As there are so many different items, sealed samples will not be available for viewing.

PART 3 - BID PREPARATION INSTRUCTIONS

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

Section I - Technical Bid (4 hard copies)

Section II - Financial Bid (1 hard copies)

Section III - Certifications (1 hard copies)

Copies of the technical bid should be serially numbered from 1 to 4. If there is a discrepancy between the wording of the copies of the bid, the wording of copy 1 will have priority over the wording of all other copies.

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 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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "A". The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra.

1.1 SACC Manual Clause

C3011T	2010/01/11	Exchange Rate Fluctuation
A9033T	2007/11/30	Financial Capability

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, managerial and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

Stage 1: Mandatory Requirements

Proposals will first be evaluated against the Mandatory Requirements. To be considered responsive, a proposal must meet all the mandatory requirements of this solicitation. Proposals not meeting one or more of the mandatory requirements will be given no further consideration and will be considered to be non-responsive.

Stage 2: Rated Requirements

Proposals meeting the Mandatory Requirements will be evaluated against the Point-Rated Technical Requirements. The proposal will be assigned a score for each rated requirement. To be considered responsive, a proposal must achieve the required minimum total score of 77 for Section R.1 and 21 for Section R.2. The final score of the proposal will be calculated by applying the relative weights to the score of each rated requirement and adding each result together.

Note: The relative weights are shown at section 1.4 of Part 4

Stage 3: Pricing Proposal

Only responsive proposals as per Stages 1 and 2 will be considered for evaluation of the Pricing Proposal.

STAGE 1**MANDATORY REQUIREMENTS**

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

1.1 DEMONSTRATED EXPERIENCE

The Bidder **must** demonstrate its experience in the provision of Uniform Supply and Management Services through the provision of two (2) project summaries (individually numbered) in the past five (5) years, calculated as of the posting date of the RFP. Each project must have a minimum duration of one (1) year and a minimum value of \$200,000.00 per year.

Projects may be on-going.

Additional project summaries beyond the two (2) required will not be evaluated against this criterion.

Within each project summary provided, the Bidder **must** provide the following information:

- i. The name of the client organization for whom the work was undertaken;
- ii. The start and end dates of the project (dates should be identified by month and year – for example March 2004 – February 2007 and should indicate the project duration – for example 36 months). Projects may be on-going;
- iii. A brief description of the scope and complexity of the project (such as but not limited to types of items offered, locations of delivery, volume of items delivered, size of available catalogue);
- iv. The name and valid contact information (any of a telephone number or e-mail) of a resource affiliated with the identified client organization to which the work was delivered who is able to confirm the information provided by the bidder in the project summary, if contacted by Canada during the evaluation process.

The named individual identified as a client contact for the cited project **MUST** be a resource affiliated with the identified client organization to which the work was delivered, and not a member or affiliate of the Bidder's organization or Joint Venture Partner organization, or of a sub-Contractor of the Bidder.

Canada reserves the right to contact the named project client contact(s) to verify the information contained within the submitted project summaries.

In the event that any one (1) cited client contact provides a negative response in regard to the veracity and/or accuracy of the information contained within the Bidder's submitted project summary, Canada reserves the right to deem the Bidder's proposal non-compliant, whereupon no further consideration will be given.

1.2 Quality Assurance Plan - Solicitation

The Bidder must submit a Quality Assurance Plan with the bid. The Quality Assurance Plan must be in the same format that will be used after award of the Contract.

The Quality Assurance Plan may reference other documents. Where referenced documents do not already exist, but are required by the Quality Assurance Plan, the plan must identify them and also identify when, how and by whom they will be prepared and approved. The documents referenced in the Quality Assurance Plan must be made available when requested by PWGSC or DFO.

The Quality Assurance Plan will be used to assess the Bidder's quality assurance capability. ISO registration is not required, however, the Bidder's quality system should address each element contained in the model. The Quality Assurance Plan will be reviewed by the Bid Evaluation Team and will form part of any resultant contract.

1.3 Mandatory Financial Criteria

- the Bidder must submit firm line item unit costs in Canadian funds for the first two years for at least 47 of the items listed in Annex "A", GST/HST extra, DDP (DFO Offices across Canada) Incoterms 2000, transportation costs extra and shown separately on all invoices, and supported by certified copies of all waybills, all applicable Canadian Customs Duties and Excise taxes included.

- the Bidder must submit a firm line item Mark-up Rate to be in effect for the first two years of the Contract and all option periods at Annex A.

- the Bidder must submit firm all-inclusive hourly rates for Design and Engineering support services for the first two years of the Contract at Annex A. This pricing element will not form part of the bid evaluation but will be subject to time verification and rate certification and discretionary audit.

- the Bidder must provide contract financial security of \$100,000.00 within 20 calendar days of the Contract award date.

STAGE 2

RATED REQUIREMENTS

Bids which meet all of the mandatory requirements will be evaluated and scored on the following rated requirements. Bids must achieve the required minimum total score of 77 for R.1 and 21 for R.2 to be further considered. For each rated criterion, where a maximum number of points is shown, evaluators may award any number in the range of points from 0 up to the maximum number of points, for example, if the maximum number of points is 10, evaluators may award any score from 0 up to 10, including decimal points (e.g., a score of 5.6 points out of 10 may be awarded).

CLARITY AND DEPTH OF PROPOSALS

Elements contained in the bid should be stated in a clear and concise manner.

It is the responsibility of the Bidder to obtain clarification of the requirements, if necessary, from the Contracting Authority prior to submitting its bid.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team. Proposals will be evaluated on the completeness and level of detail by which they address the rated requirements. General statements should be avoided, as they cannot be compared to the description of the requirement, and therefore evaluated as to their relevancy in fulfilling the requirement. 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.

As well as directly addressing the requirements as stated, the Bidder should also provide any further information, relative to providing the service required, which would demonstrate their company's ability to carry out the work required.

The Point-Rated Evaluation will be based on the following Rated Requirements:

1.2.1 SUMMARY OF RATED REQUIREMENTS AND RELATIVE WEIGHT

REQUIREMENT	SCORES	RELATIVE WEIGHT (%)	RESULTS (SCORE X RELATIVE WEIGHT)
Section R.1			
R.1.1 - Company Experience	___ /10	20%	_____
R.1.2 - Project manager	___ /10	8%	_____
R.1.3 - Key personnel	___ /10	8%	_____
R.1.4 - Information Management	___ /10	4%	_____
R.1.5 - Quality Assurance	___ /10	5%	_____
R.1.6 - Inventory Management	___ /10	5%	_____
R.1.7 - Order Management / Fulfillment	___ /10	5%	_____
R.1.8 - Shipping/Distribution	___ /10	2%	_____
R.1.9 - Returns	___ /10	4%	_____
R.1.10 - Customer Service	___ /10	2%	_____
R.1.11 - Environmental Initiative	___ /10	2%	_____
Section R.2			
R.2.1 - Subcontractors-Manufacturing	___ /10	26%	_____
R.2.2 - Design and Engineering Services	___ /10	2%	_____
R.2.3 - Sizing	___ /10	7%	_____

Joint Ventures

Where the Bidder represents a joint venture, the proposal should address the joint venture members as applicable.

If, during the evaluation, it becomes apparent that the contact information for any of the representatives is incorrect, the Bidder will be permitted to provide the correct address, telephone number, facsimile number or mail address. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer organization. Bidders will not be permitted to submit an alternate customer organization as a reference after bid closing.

If the Bidder is a joint venture, each individual requirement identified for Bidder experience must be met by one of the members of the joint venture, for example, one of the members could meet the requirement for three years of experience in the full range of program management services, and another member could meet the requirement for experience in the clothing and textiles industry. Experience cannot be combined to meet any single element of bidder experience (for example, for three years' experience providing a full range of program management services at a comparable scale, it is not acceptable for a joint venture bidder consisting of three members to have one year experience each).

SECTION R.1

R.1.1 Company Experience ____ / 10

The Bidder should demonstrate the background and experience of its organization, particularly as it relates to this requirement, as well as the background and experience of joint venture members, if applicable.

The Bidder's proposal should include the number of years in business providing the kinds of services stated in the Statement of Requirement of this Request for proposal. The description should clearly demonstrate that the Bidder has the capacity and experience in processing multiple requirements in the course of normal business operations to be able to successfully complete this requirement as well as its other business commitments. The Bidder's description should concentrate on the Bidder's activities in providing total program management services in the clothing and textiles industry for other clients and particularly for programs on a scale comparable to this requirement or larger.

The Bidder should fully demonstrate that it has the requisite experience as a prime Contractor in providing total program management and/or project management services and include the names, title, addresses, telephone number and e-mail address (if applicable) of a contact person for reference purposes.

Sub-Criteria	SCORE
The bidder has demonstrated his experience in total program management services in the clothing and textiles industry on a scale comparable to this requirement or larger. Less than 3 years = 0 point 3 years = 3.5 points 4+ years = 5 points	_____
The bidder has addressed the integration of this project with on-going projects. Poorly addressed = 0 point Addressed satisfactorily = 1.5 points Exceeds requirement = 2.1	_____

R.1.2 Project manager ____ / _10_

The proposed management of the project and the qualifications and relevant experience of the Project Manager, including his/her position within the organization should be addressed.

The Bidder should provide the name of the Project Manager (PM) who will be assigned to this requirement, demonstrating his/her experience, education and qualifications. His/her curriculum vitae should also be included.

Sub-criteria	SCORE
The PM experience in projects of similar scale in the clothing and textiles industry. Does not meet requirement (less than 3 years) = 0 point Fully meets requirement (3 years) = 4.5 points Exceeds requirement (more than 3 years) = 6.1 points	_____
The PM has a relevant university degree and/or college diploma. Does not meet requirement (education lower than college diploma) = 0 point Fully meets requirement (college diploma or university degree) = 2.5 points Exceeds requirement (i.e.: multiple degrees, MBA, PHD, etc) = 3.9 points	_____

R.1.3 Key personnel ____ / _10_

The capability, relevant experience, qualifications and competence proven by similar and/or related work should be addressed. Key personnel is defined for this rated requirement as the executive level, senior direction, and management/supervisory levels of: Quality Assurance (QA), procurement, manufacturing, client service, warehousing, Information Management/Information Technology (IM/IT), finance.

The Bidder should provide the names of all key personnel who will be assigned to this requirement, demonstrating their experience, education, qualifications and language capability. Their curriculum vitae should also be included.

The Bidder should provide a complete organizational chart identifying responsibility centres for all key activities and identifying the incumbents of the key positions. For each activity the Bidder should provide a concise summary/resume of the proposed personnel and their previous experience with projects comparable to this requirement. Bidder should provide telephone numbers of the client(s) for whom services were provided.

Sub-Criteria	SCORE
Quality of the teams in charge of quality assurance, procurement, manufacturing, client service, warehousing, IM/IT, and finance: Does not meet requirement = 0 point Fully meets requirement = 5.3 points Exceeds requirement = 7.6 points	_____
Organization chart identifying responsibility centers for all key activities and identifying incumbents: Does not meet requirement (insufficient detail)) = 0 point Fully meets requirement (sufficient detail provided) = 1.7 points Exceeds requirement = 2.4 points	_____

R.1.4 Information Management ____ / _10_

The Bidder should describe its information management infrastructure as it relates to the management of the inventory, data management, and reporting requirements as described in the Statement of Requirement. The description

should include details on inventory management, tracking, level of integration of the information management functions, data back-up, contingency plans and security.

Sub-Criteria	SCORE
The Bidder's proposal details the information management infrastructure in relation to the Statement of Requirement (SOR) requirements: Does not meet requirement (Information management poorly addressed) = 0 point Fully meets requirement (Information Management is addressed, satisfactory) = 3.5 points Exceeds requirement = 5 points	_____
The Bidder's proposal details inventory management, tracking, and software system including architecture, level of integration of the information management functions, data back-up, contingency plans and security: Does not meet requirement (insufficient detail) = 0 point Fully meets requirement (sufficient detail provided) = 3.5 points Exceeds requirement = 5 points	_____

R.1.5 Quality Assurance ____ / 10

The Bidder should provide a detailed description of the Quality Assurance Program it has in place. The description should clearly describe the corporate quality assurance procedures including how quality assurance will be maintained in any arrangements with other suppliers providing goods or services. The bidder should include the specific quality practices, resources and processes that will be employed in the performance of all work detailed in the SOR.

Sub-criteria	SCORE
Bidder has addressed the above and provides detail indicating that the QA is modeled to ISO. The proposal demonstrates an adequate quality control program for subcontractors. Does not meet requirement (not addressed or poor QA Program) = 0 point Fully meets requirement (addressed, satisfactory QA Program) = 7 points Exceeds requirement (Highly efficient QA Program) = 10 points	_____

R.1.6 Inventory Management _____ / ____ 10 _____

The proposal should provide a clear and detailed explanation of the procedures to be followed for maintaining control of the inventory in connection with this requirement. The proposal should include details on inventory replenishment including the processes used to monitor activities conducted by other companies. The Bidder should also describe how they will handle Crown-owned goods, how they will be distinguished amongst the inventory, and maintaining records (coding/reporting).

Sub-Criteria	SCORE
The proposal demonstrates a clear understanding of the requirement with a plan to ensure compliance to the SOR requirements. Does not meet requirement (poorly demonstrated) = 0 point Fully meets requirement (satisfactory demonstration) = 3 points Exceeds requirement = 4.3 points	_____
The proposal clearly addresses the procedures for monitoring and controlling the subcontractor activities. Does not meet requirement (not addressed or poorly addressed) = 0 point Fully meets requirement (satisfactory procedure proposed) = 2.5 points Exceeds requirement = 3.6 points	_____
The bidder addresses the handling of Crown-owned goods, how they will be distinguished amongst the inventory, and maintaining records (coding/reporting) Does not meet requirement (not addressed or poorly addressed) = 0 point Fully meets requirement (addressed and found satisfactory) = 1.5 points Exceeds requirement = 2.1 points	_____

R.1.7 Order Management/Fulfillment _____ / ____ 10 _____

The proposal should give a detailed description of how the Bidder proposes to implement the ordering system and how the ordering system will integrate with any other relevant systems in order to provide reporting. Included in the plan should be a description of how the Bidder proposes to fulfill orders including how the system will differentiate and prioritize orders as well as address any back orders as a result of unforecasted activity.

Sub-Criteria	SCORE
The Bidder addresses implementation of the ordering system and integration. Does not meet requirement (poorly demonstrated) = 0 point Fully meets requirement(satisfactory demonstration) = 4 points Exceeds requirement (highly efficient integration and implementation of ordering system, innovativeness) = 5.7 points	_____
The Bidder describes how orders are to be fulfilled, including how the system will differentiate and prioritize orders. Does not meet requirement (poorly or not addressed) = 0 point Fully meets requirement (satisfactory demonstration) = 2 points Exceeds requirement (innovative, highly efficient) = 2.9 points	_____
The Bidder's proposal addresses how back-orders will be quickly resolved. Does not meet requirement (poorly or not addressed) = 0 point Fully meets requirement (solution to back-orders satisfactory) = 1 point Exceeds requirement = 1.4 points	_____

R.1.8 Shipping/Distribution ____ / 10

The proposal should provide a detailed description of how the Bidder will manage the shipping of all goods, including all tracking and reporting requirements, from their facility to the final destination points up to confirmation of receipt at destination. The Bidder's description should address how it will achieve the best available shipping rates while adhering to delivery requirements.

The Bidder should provide a description of its capability to distribute both small (single parcels) and large (skids) quantities of products destined to multiple addresses as described in the SOR. The description should include details on how the Bidder proposes to handle the distribution to the various destinations.

Sub-Criteria	SCORE
The bidder has provided a comprehensive proposal addressing delivery to remote, rural and urban destinations. Does not meet requirement (poorly or not addressed) = 0 point Fully meets requirement (satisfactory proposal) = 3 points Exceeds requirement = 4.3 points	_____
The proposal addresses the issue of optimizing costs for shipping. Does not meet requirement (poorly or not addressed) = 0 point Fully meets requirement (satisfactory proposal) = 2 points Exceeds requirement = 2.9 points	_____
The plan details handling orders of varying size. Does not meet requirement = 0 point Fully meets requirement = 1 point Exceeds requirement = 1.4 points	_____
The tracking and reporting functions are addressed and meet requirements. Does not meet requirement = 0 point Fully meets requirement = 1 point Exceeds requirement = 1.4 points	_____

R.1.9 Returns ____ / 10

The proposal should provide a detailed description of how the Bidder plans to handle returned garments. The bidder should address the return policy and its authorization and how it will distinguish Crown or Contractor error and apply credit/or cost for the return.

Sub-Criteria	SCORE
The return policy has been explained and addresses: authorization, distinction of error, handling of credit/cost and tracking. Does not meet requirement = 0 point Fully meets requirement = 7 points Exceeds requirement = 10 points	_____

R1.10 Customer Service ____ / _10_

The Bidder should provide a detailed description of the customer service function in order to respond to queries from identified users. The Bidder should address offered service level in response to inquiries that may include, but not be limited to, order status, return procedures, return authorization and complaint resolution in both official languages of Canada.

Sub-Criteria	SCORE
The Bidder provided a customer service plan that is comprehensive; addressing order status, return procedures, return authorization, and complaint resolution in both official languages of Canada. Does not meet requirement (not addressed or poorly addressed) = 0 point Fully meets requirement (satisfactory customer service plan) = 7 points Exceeds requirement = 10 points	_____

R1.11 Environmental Initiatives ____ / _10_

The Bidder should describe all aspects of their environmentally friendly initiatives and processes. Environmental initiatives should address, at minimum, the following: facilities, energy and water consumption, drying fabrics, waste management, labelling, packaging, fleet management, distribution, recycling, and paperless operations.

Sub-criteria	SCORE
The Bidder's description of their environmentally friendly initiatives and processes: Does not meet requirement = 0 point Fully meets requirement = 7 points Exceeds requirement = 10 points	_____

SECTION R.2**R.2.1 Subcontractors-Manufacturing ____ / _10_**

If the Bidder will be the manufacturer, it must identify and provide details including its experience in the provision of the same or similar items or services. The Bidder should list all of the manufacturing subcontractors for the line items and substantiate the subcontractor's experience and capability in the manufacture of same or similar items of similar quantity.

The Bidder should provide a list of the individual subcontracts proposed, describe the work to be performed by each one. The Bidder should address its methodology for sub-selection where competition exists and where it does not.

Sub-Criteria	SCORE
The subcontractors identified have sufficient experience and capability to meet DFO's requirement. The Bidder address its methodology for sub-selection where competition exists and where it does not. Does not meet requirement = 0 points Fully meets requirement = 7 points Exceeds requirement = 10 points	_____

R.2.2 Design and Engineering Services ____ / 10__

The Bidder should provide a detailed description of how it intends to meet design and engineering services requirements of any potential contract. This description should clearly detail the Bidder's experience, capability and that of potential subcontractors in providing these services.

The bidder should provide examples of specific projects.

Sub-Criteria	SCORE
The Bidder has indicated how it proposes to meet the requirement (in-house, subcontract etc.) and has identified the full range of related services (Pattern maker, designer, textile resource, specification writer, sample maker etc.). The bidder demonstrated that he has the capability to meet DFO's requirement. Does not meet requirement = 0 point Fully meets requirement = 7 points Exceeds requirement = 10 points	_____

R.2.3 Sizing ____ / 10__

The Bidder should include details on size selection and management of special production to meet the requirements for standard sizes, special sizes, maternity sizes, and made to measure garments, as detailed in the SOW.

Sub-Criteria	SCORE
The methodology for size selection has been clearly addressed demonstrating a full grasp of the sizing complexity for each category of item. Does not meet requirement = 0 points Fully meets requirement (satisfactory size selection methodology) = 7 points Exceeds requirement = 10 points	_____

STAGE 3**PRICING PROPOSAL**

For the purpose of establishing a bid price for evaluation purposes only, each of the Line Item Unit Costs (LIUCs) will be multiplied by the bid evaluation quantity (Annex "A") of each item for the two years. The resultant total for all items will be multiplied by the offered firm Line Item Mark-up (LIM) to establish the Total Bid Price.

Formula:

The sum of all

$$[\text{Line Item Unit Cost (LIUC)} \times \text{Bid evaluation quantity for 2 years} \times \text{Line Item Mark-up (LIM)}] \\ = \text{Total Bid Price}$$

The formula is for evaluation purposes only and the bid evaluation quantities must not be interpreted as a guarantee of actual usage.

Bidders must submit unit prices for a minimum of 47 of all items in Annex "A". Only common items from all bidders will be used to compare total bid prices. Before contract award, any un-priced items will be negotiated and added to the Contract.

Design and Engineering Support Services will not form part of the bid evaluation, as they are estimated to be less than 1% of the overall value of the requirement, and will be subject to time verification, rate certification, and agreement to discretionary audit.

2. BASIS OF SELECTION - LOWEST RESPONSIVE TOTAL COST PER POINT

To be declared responsive, a bid must:

- (a) meet all the mandatory requirements of the bid solicitation; and
- (b) achieve the required minimum total score of 77 for R.1 and 21 for R.2

Proposals not meeting (a) or (b) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposes the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

Financial Security

1. The Contractor must provide the Contracting Authority with financial security within 20 calendar days after the date of contract award. The financial security must be in the form of a security deposit as defined in clause E0008C in the amount of \$100,000.00 for the entire contract period, including any extension.

2. If, for any reason, Canada does not receive the security deposit in the amount set out above within the specified period, the Contractor will be in default. Canada may, at its discretion, retain the bid financial security and accept another bid, reject all bids or issue a new bid solicitation.

3. If the security deposit is in the form of government guaranteed bonds with coupons, all coupons that are unmatured at the time the security deposit is provided must be attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

4. If the security deposit is in the form of a bill of exchange, Canada will deposit the bill of exchange in an open account in the Consolidated Revenue Fund. Bills of exchange that are deposited to the credit of the Consolidated Revenue Fund will bear simple interest, calculated on the basis of the rates which are in effect during the period the deposit is held.

These rates are published monthly by the Department of Finance and are set to be equal to the average yield on 90-day Treasury Bills, less 1/8 of 1 percent. Interest will be paid annually or, when the security deposit is returned to the Contractor, if earlier. The Contractor may, however, request Canada to hold and not cash the bill of exchange, in which case no interest will become payable.

5. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.

6. When Canada so converts the security deposit:

(a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and

(b) if Canada enters into a contract to have the Work completed, the Contractor will:

(i) be considered to have irrevocably abandoned the Work; and

(ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not

sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.

7. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.

8. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be re-established to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

Security Deposit Definition

1. "security deposit" means

- (a) a bill of exchange that is payable to the Receiver General for Canada, and certified by an approved financial institution or drawn by an approved financial institution on itself; or
- (b) a Government guaranteed bond; or
- (c) an irrevocable standby letter of credit, or
- (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

2. "approved financial institution" means

- (a) any corporation or institution that is a member of the Canadian Payments Association;
- (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the "Régie de l'assurance-dépôts du Québec" to the maximum permitted by law;
- (c) a credit union as defined in paragraph 137(6) the *Income Tax Act*;
- (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by Canadian province or territory;
- (e) the Canada Post Corporation.

3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:

- (a) payable to bearer;
- (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
- (c) registered in the name of the Receiver General for Canada.

4. "irrevocable standby letter of credit"

- (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- (b) must state the face amount which may be drawn against it;
- (c) must state its expiry date;
- (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his\her office;

- (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
- (g) must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

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 the 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. 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.

1.1 FEDERAL CONTRACTORS PROGRAM - CERTIFICATION

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to 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 Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, <http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e> to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

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

Further information on the FCP is available on the following HRSDC Website:

<http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml>

2. CERTIFICATIONS REQUIRED WITH THE BID

2.1 Rate Certification (for design and engineering services)

The Contractor certifies that the rate quoted is based on costs computed in accordance with Contract Cost Principles, 1031-2, and includes an estimated rate of profit of _____ percent.

PART 6: RESULTING CONTRACT CLAUSES

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

1. STATEMENT OF REQUIREMENT

The Contractor must provide the work in accordance with the following:

Annex A	Basis of Payment - Line Items
Annex B	Statement of Requirement - Uniform Program (May 30, 2011)
Annex C	Technical Purchase Descriptions (supplied on CD)
Annex D	List of DFO Offices

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 <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp> issued by Public Works and Government Services Canada (PWGSC).

2.1 General Conditions

2030 (2012/03/02) General Conditions - Higher Complexity - Goods apply to and form part of the Contract.

2.2 Supplemental General Conditions

4006 (2010/08/16) Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

1031-2 (2008/05/12), PWGSC Contract Cost Principles, apply to and form part of the Contract.

3. TERM OF CONTRACT

3.1 Period of Contract

The period of the Contract will be from date of Contract to _____ (to be filled in at contract award).

3.2 Delivery Date

As per the Statement of Requirement, Annex B, all deliveries for regular size orders must be completed with 15 calendar days from receipt of order and size roll.

All deliveries for special orders (special sizes) are to be completed within 45 calendar days from receipt of order and concurrence of determined size.

3.3 Options to extend the period of the contract

The Contractor grants to Canada the irrevocable option to extend the period of the Contract by up to three additional one-year periods, under the same terms and 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 the option at any time by sending a written notice to the Contractor at least 180 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

3.4 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 60 days under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

3.5 Shipping Instructions - Delivery at Destination

1. Shipment must be consigned to the destination specified in this contract and delivered:

DDP Delivered Duty Paid (destination as indicated on order) Incoterms 2000 for shipments from commercial contractor.

2. The Contractor is responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

3.5.1 SACC Manual Clauses

C5201C 2008/05/12 Transportation Charges - Prepaid

W0002D 2000/12/01 Delivery Requirements Outside a CLCSA

4. AUTHORITIES

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Laura Williams
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone : 819-956-1349 Facsimile: 819-956-5454
E-mail address: laura.williams@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.

4.2 Project Authority

The Project Authority for the Contract is:

(to be advised at contract)

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 matter 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.

4.3 Contractor's Representative

The person responsible for :

General enquiries

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

4.4 No Partnership

Nothing in the Contract is intended to constitute or must be interpreted as constituting a partnership between the Parties, and the Contractor must not represent itself as a representative of the Government of Canada in its dealings with third parties.

5. PAYMENT

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as per Annex A. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2 Discretionary Audit - Commercial Goods and/or Services

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the Audit.

5.3 SACC Manual Clauses

C6000C	2011/05/16	Limitation of Price
H1001C	2008/05/12	Multiple Payments
C0710C	2007/11/30	Time and Contract Verification
C0711C	2008/05/12	TimeVerification

5.4 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the estimated value of the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6. INVOICING INSTRUCTIONS

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

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 :
Fisheries and Oceans Canada
200 Kent Street, Station 13W116
Ottawa, ON K1A 0E6
Attn: (to be advised at contract)

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

(c) One (1) copy must be forwarded to the consignee.

7. CERTIFICATIONS

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

8. APPLICABLE LAWS

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

9. 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) These Articles of Agreement;
- B) 2030 (2008/12/12) General Conditions - Higher Complexity - Goods
- C) 4006 (2010/08/16) Supplemental Conditions - Contractor to Own Intellectual Property Rights in Foreground Information
- D) 1031-2 (2008/05/12) Contract Cost Principles
- E) Annex "A", Basis of Payment
- F) Annex "B", Statement of Requirement;
- G) Annex "C", Specifications (supplied on CD);
- H) Sealed Samples;
- I) The Contractor's bid dated _____

10. SACC MANUAL CLAUSES

D2001C	2007-11-30	Labelling
H4500C	2007-11-30	Lien - Section 427 of the Bank Act
E0008C	2011-05-16	Security Deposit Definition
A9113C	2008-12-12	Handling of Personal Information

11. MATERIALS: CONTRACTOR TOTAL SUPPLY

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.

12. DESIGN CHANGES AND MODIFICATIONS

All changes to purchase descriptions must be first proposed to the Technical Authority through the use of a form developed by the Contractor and approved by the Technical Authority. Each request for change requires approval by the Technical Authority, the Administrative, the Contracting Authority, and the Contractor.

13. SUB-CONTRACTORS

Pursuant to subsection 06 of the General Conditions 2030 - High Complexity - Goods, the sub-contractors listed in Annex “__” (to be included at contract) will be utilized in the performance of the Contract.

Subcontractors, other than those listed above, may not be utilized without the written permission of the Minister of PWGSC.

14. OVERSHIPMENT

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

15. PRE-PRODUCTION SAMPLES

1. The Contractor must submit one pre-production sample of each line item accompanied by the sealed samples if applicable, to the Technical Authority for acceptance within 60 calendar days from date of contract award. Textile test reports must be accompanied with a one-metre sample of the textile. For “findings” (thread, buckles, elastic, domes, etc.) Certificates of Conformance are acceptable.

2. Pre-production samples will also be a requirement when 1) there is a change in a sub-contractor during the life of the Contract; or 2) there is a major technical change to the item; or 3) at the discretion of the Technical Authority a pre-production sample may be required.

3. If the first samples are rejected, the Contractor must submit the second samples within 20 calendar days of notification of rejection from the Technical Authority.

4. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.

5. The Contractor must provide the samples, and a copy of the inspection and test reports to the Technical Authority, transportation charges prepaid, and without charge to Canada. The samples submitted by the Contractor will remain the property of Canada.

6. The Technical Authority will notify the Contractor, in writing, of the conditional acceptance, acceptance or rejection of the samples. A copy of this notification is to be provided by the Technical Authority to the Contracting Authority. The notice of conditional acceptance or acceptance does not relieve the Contractor from complying with all requirements of the specifications and all other conditions of the Contract.

7. The Contractor will not commence or continue with production of the items under this contract and, if applicable, will not make any deliveries in response to any order quantity, until the Contractor has received notification from the Technical Authority that the samples are acceptable. The production of the Contract balance prior to sample acceptance is at the sole risk of the Contractor.

8. Rejection by the Technical Authority of the second samples submitted by the Contractor for failing to meet the contract requirements, will be grounds for termination of the Contract for default.

9. The samples may not be required if the Contractor is currently in production. The request for waiver of samples must be made by the Contractor in writing to the Technical Authority. The waiving of this requirement will be at the discretion of the Technical Authority and will be evidenced, for contract administration purposes only, through a contract amendment.

CERTIFICATE OF COMPLIANCE - DEFINITION

A certificate of compliance is defined for this solicitation as a signed and dated certification by an appropriate official of the component manufacturer (e.g. zipper, hook and loop, webbing, etc.). It must specifically address the adherence of the offered component to the specification or manufacturing data of the technical requirement.

A separate certificate of compliance is required for each individual product or component. It must be current (within the 6 months of the solicitation posting date) and must certify that the product for which the Certificate of Compliance was issued is the same product used in the bid submission, or in the pre-production samples, or in the production units as applicable.

Copies of invoices, purchase orders and Certificate of Compliance for products or components that are not manufactured by the certifier are not suitable for use as a Certificate.

16. ALL RISKS PROPERTY INSURANCE

The Contractor must obtain All Risks Property Insurance while the Government Property is under its care, custody, or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$500,000.00. The Government's Property must be insured on a replacement cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate, and document losses of or damage to ensure that claims are properly made and paid.

2. The All Risks Property Insurance policy must include the following:

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

(b) Loss Payee: Canada as its interest may appear or as it may direct.

(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by DFO and PWGSC for any and all loss of or damage to the property however caused.

17. SPECIFICATIONS AND STANDARDS

Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the Contract is available and may be purchased from:

Canadian General Standards Board Sales Centre

Place du Portage III, 6B1

11 Laurier Street

Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5740

E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>.

18. CONTRACT FINANCIAL SECURITY

1. The Contractor must provide the Contracting Authority with financial security within 20 calendar days after the date of contract award. The financial security must be in the form of a security deposit as defined in clause E0008C in the amount of \$100,000.00 for the entire contract period, including any extension.

2. If, for any reason, Canada does not receive the security deposit in the amount set out above within the specified period, the Contractor will be in default. Canada may, at its discretion, retain the bid financial security and accept another bid, reject all bids or issue a new bid solicitation.

3. If the security deposit is in the form of government guaranteed bonds with coupons, all coupons that are unmatured at the time the security deposit is provided must be attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

4. If the security deposit is in the form of a bill of exchange, Canada will deposit the bill of exchange in an open account in the Consolidated Revenue Fund. Bills of exchange that are deposited to the credit of the Consolidated Revenue Fund will bear simple interest, calculated on the basis of the rates which are in effect during the period the deposit is held.

These rates are published monthly by the Department of Finance and are set to be equal to the average yield on 90-day Treasury Bills, less 1/8 of 1 percent. Interest will be paid annually or, when the security deposit is returned to the Contractor, if earlier. The Contractor may, however, request Canada to hold and not cash the bill of exchange, in which case no interest will become payable.

5. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.

6. When Canada so converts the security deposit:

- (a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and
- (b) if Canada enters into a contract to have the Work completed, the Contractor will:
 - (i) be considered to have irrevocably abandoned the Work; and
 - (ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not

sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.

7. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.

8. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be re-established to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

19. JOINT VENTURE CONTRACTOR

(a) The Contractor represents and warrants that the name of the joint venture is _____ and that it is comprised of the following members:

_____.

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i) _____ has been appointed as the "representative member" of the joint venture Contractor and has full authority to act as agent for each member regarding all matters relating to the Contract;

(ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii) all payments made by Canada to the representative member will act as a release from all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

ANNEX A BASIS OF PAYMENT

The Contractor will be paid in accordance with the following:

1. FIRM LINE ITEM UNIT COSTS (LIUC)

The LIUCs must be firm unit costs for the Contract line items, in Canadian funds for the two (2) years, Delivered Duty Paid (DDP DFO offices across Canada), (Incoterms 2000), transportation costs extra, Goods and Services Tax or Harmonized Sales Tax are extra. Canadian Customs Duties, where applicable, sales, excise and other and similar taxes levied, assessed or imposed under any legal jurisdictions in respect of anything to be furnished, sold or delivered by the Contractor pursuant to this proposal; all export and import licenses, permits where applicable; and any other related costs must be included in the LIUC.

1.1 Line Item Unit Cost (LIUC) - Option Periods

The Contractor agrees that, for each of the three option periods of the Contract, if exercised, the line item unit costs (LIUC) (increases or decreases) will be adjusted in accordance with Statistics Canada's average Consumer Price Index (all items) for municipalities in Canada, with the municipality closest to the Contractor's area of operations used for this purpose. The adjustment will be made annually, at the exercise of the option, based on the average of the CPI of the most recently reported twelve-month period using the LIUC of the previous year.

2. FIRM LINE ITEM MARK-UP (LIM)

This mark-up is intended to cover all elements of the Contractor's costs, excluding the firm LIUC which is addressed separately above. The LIM must include all of the functions required in the Statement of Requirement, attached as Annex "B", excluding Design and Engineering Support Services, transportation costs, and applicable taxes.

**Firm Line Item Mark-up (LIM) offered
for the first two years and three option periods** _____ %

3. DESIGN AND ENGINEERING SUPPORT SERVICES

Firm all-inclusive hourly rates are as follows:

Categories	First Year	Second Year
Junior Designer*	\$	\$
Senior Designer	\$	\$
Junior Paper Pattern Grader	\$	\$
Senior Paper Pattern Grader	\$	\$
Junior Textile Technician	\$	\$
Senior Textile Technician	\$	\$
* Junior is up to seven years of experience in the category; senior is more than seven years of experience in the category.		

Adjustment of firm all-inclusive hourly rates for option years will be subject to negotiation between the Contracting Authority and the Contractor.

Procedure for Design and Engineering Services:

Authorization to undertake services will be received and processed as follows:

1. The Technical Authority will request an estimate for the task requirement and deliverables from the Contractor using a detailed Statement of Requirement (SOR) describing the work that is required. Estimates will be in accordance with the terms and conditions of the Contract;

2. A Requisition on a contract (Form 942) will be issued along with the SOR outlining the work requirement, providing the target dates for the deliverables and indicating the types of reports required based on the estimates provided by the Contractor. The Contractor must only undertake the task(s) upon receiving a duly signed Form 942 from the Technical Authority;

3. If at any time during the work it becomes evident that the authorized level of expenditure will be exceeded, the Contractor must immediately cease work and submit a revised funding estimate and a schedule, as applicable, along with a clear explanation of the reason(s) why the Contractor's existing forecast is no longer valid to the Technical Authority and await further instructions. Under no circumstances is the authorized level of expenditure to be exceeded;

4. If the value of the Form 942 exceeds \$25,000.00 a review and approval are required from the Contracting Authority at PWGSC prior to issuing the Form 942 to the Contractor to commence work;

5. Cost estimates referred to above are to include all applicable charges, including GST/HST; and

6. Any materials, findings and services required to perform the Design and Engineering Support Services will be reimbursed at cost supported by invoice. Any materials/equipment required to perform the work must be included in the estimate. Any unexpected expenses must be forwarded under a revised cost estimate to the Technical Authority for approval.

4. TRANSPORTATION COSTS

Goods must be shipped pre-paid by the Contractor, including all delivery charges DDP to Destination specified. Prepaid transportation charges must be shown at cost as a separate item on the invoice, supported by a certified copy of the pre-paid transportation bill.

The Contractor must negotiate the most cost-effective rates possible on an on-going basis. The Contractor must make the selection of carriers in a competitive manner and maintain records which, at the discretion of Canada, may be subject to an audit during the Contract period. If the said audit demonstrates that the transportation costs are excessive, it is agreed that the Contractor must make repayment to Canada in the amount found to be excessive.

5. NEW LINE ITEMS

Canada reserves the right to add new items to the Contract as required by departmental programs in keeping with the scope of items on the Contract. The following procedures will apply:

1. For any new item having an estimated total annual cost up to \$25,000.00, the Contractor will certify as follows:

"The price submitted is not in excess of the lowest price charged anyone else, including the Contractor's most favored customer, for like quality and quantity of the products. The Contractor's certification that the price is not in excess of the lowest price charged anyone else is subject to verification by government audit, at Canada's discretion; or

2. For any new line item having a total estimated annual cost over \$25,000.00, the Contractor will be required to demonstrate that competitive costs are submitted as follows:

A) For goods produced by the Contractor within their facilities the Contractor must submit their costs plus prices submitted by two competing firms;

B) For goods produced by sub-contractors, the Contractor must submit prices from three competing firms, where possible;

C) In the event that there is only one source available for a particular item, the proposed cost along with price justification (published price list, previous invoices, or cost breakdown) must be made available to the Contracting Authority for review and cost approval; and

D) The cost of a new line item will not exceed the current cost of a similar item on the Contract.

6. INVENTORY PURCHASE

6.1 Obligatory Inventory Purchase

At the end of the Contract, Canada will purchase on-hand inventory and related textiles of Contractor-owned goods subject to the following limitations:

A) Canada will not be obligated to purchase more than 25% percent of DFO's consumption/acquisition during the most recent 1 year period starting 6 months before Contract end date. This consumption/acquisition will be established on a per-uniform item rather than aggregate basis. The sizing for each item acceptable under this provision will be determined using the total quantity per size ordered during the same one (1) year period.

B) The purchase price of Contractor-owned goods inventory subject to this purchase will not exceed the the total of the LIUC and 50% of LIM.

Government owned inventory must be returned to Canada at contract completion, unless the current Contractor is awarded the Contract. The mark-up on the return of government owned inventory will be negotiated and will not exceed 50% of LIM.

Table One - Line Items

DFO ITEM #	Description	Spec #	Estimated Quantity (for 2 years)	Line Item Unit Cost (LIUC), For two years, GST/HST extra, freight extra
610	TROUSERS, WORK, MALE, GREEN	610	720	\$ _____
611	TROUSERS, DRESS, MALE, GREEN	611	190	\$ _____
660	TIE, CLIP-ON, MALE, GREEN	660 & 760	600	\$ _____
671	TUNIC, DRESS, MALE, GREEN	671	100	\$ _____
710	SLACKS, WORK, FEMALE, GREEN	710	20	\$ _____
711	SLACKS, DRESS, FEMALE, GREEN	711	12	\$ _____
712	SLACKS, MATERNITY, WORK, GREEN	712	20	\$ _____
730	SHIRT, MATERNITY, LONG SLEEVES, TAN	235, 237 & 730	30	\$ _____
731	SHIRT, MATERNITY, SHORT SLEEVES, TAN	234, 237 & 731	20	\$ _____
760	TIE, CLIP-ON, FEMALE, GREEN	660 & 760	50	\$ _____
763	MOCK NECK DICKEY, TAN, UNISEX	763	200	\$ _____
764	TUQUE	764	100	\$ _____
770	POLAR FLEECE JACKET, MATERNITY, GREEN	770	10	\$ _____
771	TUNIC, DRESS, FEMALE, GREEN	771	20	\$ _____
810	OPERATIONAL PANTS, GREEN	810	1500	\$ _____
811	PANT, WATERPROOF BREATHABLE,	811	180	\$ _____

FP859-110012/A

pr705

FP859-110012

pr705FP859-110012

	GREEN			
830	SHIRT, LONG SLEEVES, TAN	131, 133, 231, 233 & 830	1500	\$ _____
831	SHIRT, SHORT SLEEVES, TAN	130, 132, 230, 232 & 831	1300	\$ _____
832	SHIRT, LONG SLEEVES, WHITE	832	450	\$ _____
833	SHIRT, SHORT SLEEVES, WHITE	833	400	\$ _____
850	CAP, SERVICE DRESS, GREEN	850	120	\$ _____
851	CAP, FIELD, SOLID BACK, GREEN	851	870	\$ _____
853	HAT WITH MUSKRAT FUR, GREEN	853	250	\$ _____
860	BELT, LEATHER, BLACK	860	380	\$ _____
861	BELT, NYLON WEBBING, BLACK	861	200	\$ _____
862	COVERALLS, GREEN	862	200	\$ _____
863	GLOVES, CEREMONIAL, WHITE, UNISEX	863	260	\$ _____
871	PARKA WITH REMOVABLE SLEEVELESS VEST, GREEN	871	100	\$ _____
873	RAINCOAT, BLACK	873	80	\$ _____
874	REMOVABLE LINER, QUILTED, BLACK	874	150	\$ _____
875	POLAR FLEECE JACKET, GREEN	875	300	\$ _____
876	JACKET, WATERPROOF BREATHABLE, GREEN	876	180	\$ _____
877	JACKET, SOFT SHELL, DARK GREEN, UNISEX	877	100	\$ _____
900	CAP BADGE	900 & 901	200	\$ _____
901	COLLAR DOGS	900 & 901	1450	\$ _____
902	SHOULDER FLASHES	902	220	\$ _____
903	DRESS EPAULETTES FOR SUPERVISOR (1 STRIPE)	903	100	\$ _____
904	DRESS EPAULETTES FOR SUPERVISOR (2 STRIPES)	904	60	\$ _____
905	DRESS EPAULETTES FOR SUPERVISOR (3 STRIPES)	905	30	\$ _____
906	DRESS EPAULETTES FOR SUPERVISOR (4 STRIPES)	906	10	\$ _____
907	DRESS EPAULETTES FOR SUPERVISOR (5 STRIPES)	907	2	\$ _____
908	WORK EPAULETTES FOR SUPERVISOR (1 STRIPE)	908	320	\$ _____
909	WORK EPAULETTES FOR SUPERVISOR (2 STRIPES)	909	140	\$ _____
910	WORK EPAULETTES FOR SUPERVISOR (3 STRIPES)	910	90	\$ _____
911	WORK EPAULETTES FOR SUPERVISOR (4 STRIPES)	911	20	\$ _____
912	WORK EPAULETTES FOR SUPERVISOR (5 STRIPES)	912	10	\$ _____
913	EPAULETTE, CADET	913	20	\$ _____
914	LANYARD, GOLD	914	80	\$ _____
961	NAME TAGS	961	740	\$ _____

Solicitation No. - N° de l'invitation

FP859-110012/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pr705

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

FP859-110012

pr705FP859-110012

962	TIE CLIP	962	200	\$ _____
-----	----------	-----	-----	----------

ANNEX B STATEMENT OF REQUIREMENT

1. BACKGROUND

The Department of Fisheries and Oceans (DFO) provides uniform clothing to approximately 650 Fishery Officers in Conservation and Protection (C&P) located across Canada.

This statement of requirement describes the deliverables, tasks, services and work effort to be performed by a prime contractor who will be responsible to provide DFO with all aspects of uniform supply from manufacturing, sourcing, quality assurance, inventory management, warehousing, distributing, order taking and web-based ordering, design and engineering support services, data management, tracking, and reporting of activity.

A private sector company is currently providing uniforms under a contract ending September 19, 2012. Should a different company be awarded the new contract it shall be required to accept transfer of government inventory from the current company's facility to its own facility.

In addition, other government inventory may be transferred/delivered to the contractor for management and distribution.

2. MANUFACTURING

The contractor will be responsible for the manufacturing and/or sourcing of the line items identified in Annex A. The contractor shall manufacture the contract line items in strict accordance with the authorized technical requirements specified at Annex C (CD). Items must be produced in the size range specified in the scales of measurement. Management of inventory shall be such that the delivery terms specified in the contract are met.

Textiles/components used to manufacture the line items must be in accordance with the specifications. The contractor will be responsible for meeting the supply requirements of the contract whether through use of their own facilities or through sub-contractors.

Sealed Samples are the authorized prototype of the item to be produced and are provided only as a guide to the appearance of the garment. They are not to be used as a substitute for the technical specification. Sealed samples will be provided to the contractor following award of the contract.

Paper Patterns are not available for any items under this requirement.

2.1 Sizing

- Stock Items - Standard Sizes

The contractor will be responsible for the analysis of the body measurements submitted on the order form and for selecting the optimum size from the scale of measurements.

Existing users will provide their measurements, as well as previously ordered size, and the contractor must determine the garment size. If there are discrepancies between the size as determined from the measurements and the size indicated by the employee, the contractor will ship the size entered by the employee and this size will be locked in the system until advised otherwise by the user.

- Stock Items - Special Sizes

A special size garment must be made for personnel whose body measurements fall outside the range of sizes pre-determined by the contract and/or in order to obtain an appropriate fit for 'non-standard' body shapes. A special size will not be manufactured when minor modifications (i.e. waist, hem) can be made by the user to

obtain a proper fit without distorting the garment. Garment alterations for personal preference are not part of the requirement.

Special size requests are not expected to exceed 5% of the total number of users.

- Non-Stock Items - Maternity Sizing

The contractor will be responsible to determine the optimum size for all maternity garments to ensure a proper fit through the various stages of pregnancy. Maternity usage is identified in Annex A.

2.2 Item Addition / Deletion

Products or services may be added or deleted over the term of the contract. Canada reserves the right to negotiate the addition of any product or service. The decision to include any new product or service in the contract is solely that of DFO, subject to PWGSC approval.

3. DESIGN & ENGINEERING SUPPORT SERVICES

The contractor must, on an "as and when requested" basis, provide clothing design, product improvement and engineering support to DFO. Such support may include the development of new styles or design solutions in response to user problems or requirements. Such services may include, but not be limited to, one or more of the following tasks:

- provision of sketches to illustrate proposed design solution;
- manufacture prototypes which incorporate the design solution;
- manufacture to industry standards a sample batch of the new/improved product, identified by the Technical authority, for evaluation;
- prepare and provide the technical authority with an user opinion questionnaire relevant to the item identified on the order request form;
- evaluate the completed questionnaires and provide the technical authority with an evaluation report;
- provide a scale of measurements designating key dimensions of the product for the approved size range;
- provide technical data as required to describe materials and/or manufacturing processes and/or testing standards;
- carry out testing of the product using test methods specified and provide results to the technical authority;

Refer to the Basis of Payment for the specific procedures for this service.

4. ORDERING

Orders for items will come from DFO offices across Canada (Annex D). The quantities of the various items ordered and the ordering frequency are subject to demand. Historically, the peak ordering period has been during the Spring and Fall of each year.

The contractor must provide an Online Ordering System hosted site requiring only a web-browser to access and utilize the site with the features specified below. The site must be secure and access must be controlled by the

contractor to include only those identified by DFO-HQ as authorized users. The site must have clear and logical navigation paths with links marked by text labels. The site must allow simultaneous users.

4.1 Web Based Ordering

Web Based ordering will be available on a contractor-hosted website. The site is to be designed to take advantage of the latest technology, industry standards and best business practices, in order to maximize the effectiveness and efficiency of the Web Based ordering system.

The Web Based ordering system will provide the ability for authorized Conservation and Protection (C&P) personnel to order uniform clothing and have it delivered to a pre-determined address, as identified by a destination code. The primary function of the ordering system will be to allow employees to order uniform clothing. However, as specified below, the system will also have the capability to track orders, post back orders, generate reports, record uniform issue history by employee, transfer employees to new managers, etc.

Web Based ordering supports access only by customers identified by C&P. A listing of customers will be provided by C&P to the uniform provider.

The DFO Project Authority will be responsible for the User Acceptance Testing of the Contractor's Web-Based Ordering System. This includes confirmation of all necessary data fields and database contents, such as the uniform catalogue components, in accordance with the requirement. Formal written acceptance of the Contractor's Web-Based Ordering System by the DFO Project Authority is required within 45 days after contract award.

Tasks/Activities:

- Provide a sizing system that will allow authorized C&P uniformed members to measure themselves accurately.
- Develop and produce reports to accurately identify: order activity, cost, and customer service activity. Reports will have a query down capability in order to provide more detail on specific issues and highlight common issues/problem areas with the Web Based system.
- Work with C&P to help prevent misuse of the system.
- Provide services in both official languages (English and French), including the electronic storefront, and all communications/customer service in both official languages.
- Provide an electronic storefront to be available on the Internet site. This electronic storefront is to provide an electronic interface for authorized C&P members to order uniform clothing items. Reserve a section of the electronic storefront for C&P communiqués and updates. The electronic storefront is to be available on a round-the-clock basis (24 hours/day), 7 days/week, 365 days/year. The exception being short maintenance periods agreed upon between the contractor and C&P.
- Provide an electronic catalogue for use through the electronic storefront. The catalogue shall display prices as well as written and pictorial descriptions of all items of uniform clothing (including front and back) specified for sale and/or replacement through the direct delivery system. Include a measuring guide for use by customers. The contractor shall update the catalogue within 10 calendar days after receiving written notification from C&P of a change or addition to the inventory of items. Products or services may be added or deleted over the term of the contract.

-
- Capability to acknowledge all orders directly to the authorized C&P members, immediately after the orders have been received, with expected delivery.
 - Provide a built-in program overview and help site guide as well as a password access to the site.
 - Provide the ability to be able to order by individual or in bulk order form.
 - Provide a built-in tracking system for the customer to check on order status.
 - Provide a personal information section where an individual personal profile can be updated by an authorized officer.
 - Provide a built-in historical data system to view previous orders and items of uniform clothing received by individual employees.
 - Set tombstone data such as financial coding fields, destination code, employee name, order office, etc. To mandatory fields so orders are not delayed.
 - Provide the ability to transfer an employee between managers within the site.
 - Provide the ability to track an order from the time of receipt by the contractor to delivery to the client.
 - Provide the ability to track the status of back orders.
 - Orders must be received by the contractor on its Web site. When the contractor receives an order from an authorized user, the order must be processed and shipped.
 - DFO is responsible for updating the list of destination and billing F-codes, and sending any modifications to the contractor. This list identifies the specific mailing address that each code represents (Appendix D).

4.2 Urgent Orders

Urgent orders, expected to be no more than 5% of all orders, require authorization from the employee's supervisor prior to action.

4.3 DFO External Orders

External orders from other government departments or non-government agencies will NOT be processed for any article of C&P clothing.

4.4 Bulk Orders:

Bulk orders will only be made by C&P, National and Regional Headquarters

5. PACKING AND PACKAGING

Packing and packaging must be in accordance with good commercial practice to ensure safe arrival of all items at destination in an undamaged condition. Appropriate documentation to record the transaction and material shall be included.

6. DELIVERY/SHIPPING STANDARDS

Regular Orders - Standard Stock Sizes

All orders must be delivered within **15 calendar days** after receipt of order (ARO).

Urgent Orders - Standard Stock Sizes

Urgent Orders must be delivered as follows:

- Metropolitan areas: To be received by consignee within **2 calendar days** ARO.
- Urban Areas (defined as over 1,000 persons): To be received by consignee within **3 calendar days** ARO.
- Remote areas: To be received by consignee within **8 calendar days** ARO.

Special Size, Maternity and Made to Measure Orders

Special Sizes, Maternity and Made to Measure orders must be received by the consignee within **45 calendar days** ARO.

Shipping requirements:

- The shipment of orders must be consolidated to minimize shipping costs while not exceeding the applicable time frame.
- If an order is partly shipped, the packing slip must clearly identify the quantity ordered, quantity shipped, quantity back-ordered, and expected delivery of back order.
- Annex D provides a list of DFO offices.

7. INVENTORY

The contractor must have an inventory system that maintains records of materiel to track inventory, track usage, monitor costs and produce reports. The inventory system must not have proprietary rights on DFO data that will block the electronic transfer of information reports to DFO.

The contractor must maintain a sufficient level of inventory to meet the contract delivery requirements within the established time frame.

Sealed samples, provided by DFO, must be stored by the contractor for contractual purposes.

The contractor will be responsible for the secure storage of all government owned tooling. Tooling must be shipped to the contractor as required and inspected by DFO upon its return. DFO will provide tooling: 4 dies and 1 hub for collar dogs and 2 dies and 1 hub for cap badges.

8. WAREHOUSING

Warehousing services must consist of providing the necessary storage space for the apparel in a secure climate-controlled storage space. The Contractor must ensure that the warehousing space used in fulfilling the terms of the contract complies with the physical standards required for the goods being warehoused.

Storage facilities must ensure that the garments are kept clean and unwrinkled and not subjected to odours, chemicals, water, high or low humidity, high heat, cold, stagnant air, insects or pests.

9. CONTRACT PROGRESS REVIEW AND TECHNICAL REVIEW MEETINGS

The contractor must appoint a Program Manager, by name, to act as the point of contact for DFO. The Program Manager must have the authority to make decisions related to the work, and must provide planning control for all aspects of the work.

Contract Progress Review and Technical Review meetings with DFO, Project and Technical Authority. Conference calls or meetings are to be held in Ottawa as required commencing with a meeting to be held within 2-4 weeks after contract award;

Agendas for Contract and Technical Review meetings. The Contractor must prepare both English and French agendas in consultation with the Project and Technical Authorities and distribute the agenda for receipt at least one week prior to a scheduled meeting. The Contractor must confirm attendance through contact with the Project and Technical Authority; and

Minutes of Meetings. The Contractor must record and distribute, in English and French, the minutes from all meetings within two weeks to the Project and Technical Authority. The minutes will be used only as a record of proceedings. The Minutes must include but not be limited to a summary of all action items and decisions.

10. DELIVERY OF REPORTS

The contractor must provide reports to the DFO project authority in an agreed-upon electronic format which must be compatible with DFO's systems (i.e. MS Word and Excel) and, when requested, in a paper format. As a minimum, the following reports are required and the contractor's system must have the capability to develop ad hoc reports.

Reports must be delivered to the requester within five (5) working days from the date of request.

C&P Report Requirements

A Monthly Sales Statement must be sent to each Billing Consignee that was issued clothing during the month, for reconciliation purposes. The report shall identify each order processed by employee name.

A Summary Sales Report by Region must be sent to C&P, NHQ every month, with a cumulative total of all sales. The report shall provide C&P with information concerning the total quantity by item and size and value of goods sold.

A Restocking Charges report must be sent to C&P, NHQ every three months. This report should be sufficiently detailed so that DFO can take corrective action to minimize these charges (i.e. returns without cause).

A Shipping Charges report must be sent to C&P, NHQ every three months.

An Outstanding Backorders Report must be sent to C&P, NHQ every three months. The summary report should identify the quantity of each back-ordered item and the anticipated release date. The detailed report should identify the specific order.

PWGSC Report Requirements

Monthly Total Sales Value report must be sent electronically (Excel or Lotus 123) to the contracting authority within ten (10) calendar days following the previous month's activity.

11. TRACKING

All order transactions must be tracked. As a minimum, the following information must be captured: consignee, order control number, item number, item description, quantities ordered, date order received, date order shipped, quantities shipped, cost of each item, and total shipment value.

Returns

All return transactions from consignees must be tracked. As a minimum, the following information must be captured: consignee, return control number, item and description, quantities returned, date of receipt of return, reason for return, resolution taken, date of resolution, cost to the Government, if applicable.

Receipts

The contractor must have the capability to confirm that goods shipped have been received by the consignee prior to invoicing the Government.

Inventory

The contractor must track inventory levels of both crown and contractor-owned contract line items.

Modifications

The contractor must track authorized technical modifications by line item recording changes in sufficient detail to amend specifications.

Complaints

Complaints received through Customer Service must include source of complaint, item description, item number, complaint description, and resolution.

Problems

The contractor must track production problems, shortages, and other significant problems, which may impact, on filling of orders; identifying the area of responsibility for corrective action and; describing the corrective action taken to resolve significant problems.

Usage

The contractor must track usage by specific item number and consignee.

12. CUSTOMER SERVICE

The contractor must provide a bilingual (English, French) customer service function in order to respond to queries from DFO offices. This function will respond to contacts made by telephone from 08:00 to 20:00 EST Monday to Friday to answer inquiries that may include, but not be limited to, order status, return procedures, return authorization and complaint resolution.

The contractor must provide a telephone messaging service system to capture messages left by customers between 20:01 to 07:59 EST. These messages must be addressed and returned during the following morning.

13. QUALITY ASSURANCE PLAN

No later than 30 calendar days after the effective date of the Contract, the Contractor must submit, for acceptance by the department of Fisheries and Oceans, a Quality Assurance Plan prepared according to the latest issue (at contract date) of ISO 10005 Quality management systems - Guidelines, for quality plans. The Quality Assurance Plan must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Assurance Plan.

The documents referenced in the Quality Assurance Plan must be made available when requested by Public Works and Government Services Canada or DFO.

Where the Quality Assurance Plan was submitted as part of the bidding process, the Contractor must review and, where appropriate, revise the submitted plan to reflect any changes in requirements or planning which may have occurred as a result of pre-contract negotiations.

Upon acceptance of the Quality Assurance Plan by DFO, the Contractor must implement the Quality Assurance Plan. The Contractor must make appropriate amendments to the Quality Assurance Plan throughout the term of the

Contract to reflect current and planned quality activities. Amendments to the Quality Assurance Plan must be acceptable to DFO.

14. CONTRACT TRANSITIONS

The Contractor must submit a Contract Initiation Plan to the Project Authority for review and acceptance within 15 calendar days from contract award, unless the contractor is already in contract with Canada for this requirement. The plan must address the transfer of stock and all appropriate timelines before full implementation. Any costs associated with the the Contract initiation period including the transfer of stock will be at the Contractor's expense.

If the contractor is not presently in contract with Canada for this requirement, the contractor must transfer the government inventory from the previous contractor within 30 calendar days of the Contract award date. The Contractor must organize and coordinate the transfer of stock.

All of the on-line requirements must be operational for DFO use within 45 calendar days of the Contract award date.

At the completion of the Contract, the Contractor must submit, upon request from Canada, a Contract Completion Plan describing the strategies to wind down the Contract deliverables and functions. The plan must include a strategy to efficiently and effectively transfer all Contract activities from the Contractor to the Successor (next contractor for this requirement), without service disruptions to the DFO. The plan must be submitted to the Project Authority and Contracting Authority no later than 30 calendar days following Canada's request. The Contract Completion Plan must be approved in writing by the DFO Project Authority prior to its implementation by the Contractor. Upon acceptance by DFO, the Contractor must implement the Contract Completion Plan and report to DFO on a bi-weekly basis (and on an as-requested basis by DFO), the status of the plan activities for which the Contractor is responsible, issues or obstacles to meeting the schedule time lines and corrective actions taken.

15. POST CONTRACT AWARD MEETING

The Project Authority or his/her delegated representatives at DFO Headquarters and the regions must be afforded access to the Contractor's plant and all other premises where pertinent processes are being performed.

A post-contract award meeting may be convened within twenty calendar days after award of contract. Participants may include representatives of the Contractor, Project Authority, the Technical Authority, the Contracting Authority, and the Administrative Authority. Other meetings may be convened as required.

The Contractor is responsible for the recording and distribution of the minutes for all contract-related meetings. The minutes must be sent to the Project Authority for acceptance prior to the distribution to all participants or as otherwise directed in the Contract within ten calendar days of the subject meeting. The minutes will be used only as a record of proceedings.

Solicitation No. - N° de l'invitation

FP859-110012/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pr705

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

FP859-110012

pr705FP859-110012

**ANNEX C
FISHERIES AND OCEANS CANADA
SPECIFICATIONS**

Annex C is provided electronically to all bidders requesting a Request for Proposal, upon request from the Contracting Authority at laura.williams@tpsgc-pwgsc.gc.ca

Solicitation No. - N° de l'invitation

FP859-110012/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pr705

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

FP859-110012

pr705FP859-110012

ANNEX D
LIST OF OFFICES

ANNEX D

List of DFO Offices

NEWFOUNDLAND & LABRADOR				
F-CODE	ADDRESS	CITY	PROVINCE	POSTAL CODE
F6019	CONSERVATION & PROTECTION P.O. BOX 340	BONAVISTA	NL	A0C 1B0
F6023	CONSERVATION & PROTECTION PO BOX 118	FERRYLAND	NL	A0A 2H0
F6024	CONSERVATION & PROTECTION P.O. BOX 147	GLOVERTOWN	NL	A0G 2M0
F6031	CONSERVATION & PROTECTION P.O. BOX 11	TREPASSEY	NL	A0A 4B0
F6032	CONSERVATION & PROTECTION P.O. BOX 119	ARNOLD'S COVE	NL	A0B 1A0
F6038	CONSERVATION & PROTECTION GENERAL DELIVERY	HERMITAGE	NL	A0H 1S0
F6039	CONSERVATION & PROTECTION P.O. BOX 189	HARBOUR BRETON	NL	A0H 1P0
F6043	CONSERVATION & PROTECTION P.O. BOX 8	BAIE VERTE	NL	A0K 1B0
F6047	CONSERVATION & PROTECTION P.O. BOX 88	JOE BATT'S ARM	NL	A0G 2X0
F6055	CONSERVATION & PROTECTION P.O. BOX 99	LUMSDEN	NL	A0G 3E0
F6058	CONSERVATION & PROTECTION P.O. BOX 324	RODDICKTON	NL	A0K 4P0
F6100	CONSERVATION & PROTECTION RHQ NAFC BUILDING, WHITE HILLS, P.O.BOX 5667	ST JOHNS	NL	A1C 5X1
F6101	CONSERVATION & PROTECTION OFFSHORE SURVEILLANCE NAFC BLDG WHITE HILLS P.O.BOX 5667	ST JOHNS	NL	A1C 5X1
F6102	CONSERVATION & PROTECTION SPECIAL INVESTIGATIONS UNIT NAFC BLDG WHITE HILLS P.O.BOX 5667	ST JOHNS	NL	A1C 5X1
F6105	CONSERVATION & PROTECTION 1144 TOPSAIL ROAD	MOUNT PEARL	NL	A1N 5E8
F6106	CONSERVATION & PROTECTION P.O.BOX 804	BAY ROBERTS	NL	A0A 1G0
F6107	CONSERVATION & PROTECTION 8 MYER'S AVENUE, SUITE 101	CLARENVILLE	NL	A5A 1T5
F6108	CONSERVATION & PROTECTION 15 PRINCE WILLIAM DRIVE, PO.O. BOX 475	PLACENTIA	NL	A0B 1Y0
F6109	CONSERVATION & PROTECTION P.O.BOX 1208	MARYSTOWN	NL	A0E 2M0
F6111	CONSERVATION & PROTECTION 4A BAYLEY ST.	GRAND FALLS-WINSOR	NL	A2A 2T5
F6113	CONSERVATION & PROTECTION P.O.BOX 97	TWILLINGATE	NL	A0G 4M0
F6114	CONSERVATION & PROTECTION 383 LITTLE BAY RD., P.O.BOX 328	SPRINGDALE	NL	A0J 1T0
F6115	CONSERVATION & PROTECTION P.O.BOX 7003, STN.	GOOSE BAY, LABRADOR	NL	A0P 1S0
F6118	CONSERVATION & PROTECTION J R SMALLWOOD BLDG, 1 REGENT SQUARE	CORNER BROOK	NL	A2H 7K6
F6119	CONSERVATION & PROTECTION P.O.BOX 315	STEPHENVILLE	NL	A2N 2Z5

Annex D

F6120	CONSERVATION & PROTECTION P.O.BOX 190	ROCKY HARBOUR	NL	A0K 4N0
F6121	CONSERVATION & PROTECTION P.O.BOX 5	ST. ANTHONY	NL	A0K 4S0
F6749	CONSERVATION & PROTECTION P.O. BOX 119	PORT AUX CHOIX	NL	A0K 4C0
F6750	CONSERVATION & PROTECTION P.O. BOX 850	PORT AUX BASQUES	NL	A0M 1C0
F6751	CONSERVATION & PROTECTION P.O. BOX 40	L'ANSE AU LOUP, LABR	NL	A0K 3L0
F6760	CONSERVATION & PROTECTION P.O. BOX 39	CARTWRIGHT	NL	A0K 1V0
F6761	CONSERVATION & PROTECTION P.O. BOX 105	ST. LEWIS, LABRADOR	NL	A0K 4W0
F6762	CONSERVATION & PROTECTION GENERAL DELIVERY	MAKKOVIK, LABRADOR	NL	A0P 1J0
F6763	CONSERVATION & PROTECTION GENERAL DELIVERY	NAIN, LABRADOR	NL	A0P 1L0
F6764	CONSERVATION & PROTECTION GENERAL DELIVERY	BURGEO	NL	A0M 1A0
F6765	CONSERVATION & PROTECTION GENERAL DELIVERY	RIGOLET	NL	A0P 1P0
F6877	CONSERVATION & PROTECTION P.O.BOX 55	BRIG BAY	NL	A0K 4A0

MARITIMES				
F-CODE	ADDRESS	CITY	PROVINCE	POSTAL CODE
F5124	CONSERVATION & PROTECTION 488 OLD PORT MOUTON RD	LIVERPOOL	NS	B0T 1K0
F5127	CONSERVATION & PROTECTION RR # 1, BOX 8	METEGHAN	NS	B0W 2J0
F5128	CONSERVATION & PROTECTION AREA CHIEF C&P 3866 HIGHWAY 3, DOCTORS COVE, PO BOX 146	BARRINGTON PASSAGE	NS	B0W 1G0
F5132	CONSERVATION & PROTECTION P.O. BOX 81, POST OFFICE BUILDING	INGONISH BEACH	NS	B0C 1L0
F5134	CONS.&PROT.RECRUITMENT, TRAINING & STAND 5TH FLOOR, MARINE HOUSE,176 PORTLAND ST.	DARTMOUTH	NS	B2Y 4T3
F5136	CONSERVATION & PROTECTION 24 INDUSTRIAL DRIVE	SEABROOK, NS	NS	B0V 1A0
F5138	CONSERVATION & PROTECTION P.O. BOX 158	ST. PETER'S	NS	B0E 3B0
F5147	CONSERVATION & PROTECTION P.O. BOX 160	BADDECK	NS	B0E 1B0
F5150	CONSERVATION & PROTECTION P.O. BOX 124	CANSO	NS	B0H 1H0
F5158	CONSERVATION & PROTECTION 209 SLOCOMB CRESCENT, P.O. BOX 158	TUSKET	NS	B0W 3M0
F5159	CONSERVATION & PROTECTION PO BOX 72, HIGHWAY 7	SHEET HARBOUR	NS	B0J 3B0
F5162	CONSERVATION & PROTECTION BOX 1085 - 1270 WESTMOUNT ROAD	SYDNEY	NS	B1P 6J7
F5163	CONSERVATION & PROTECTION BOX 2500, 280 LOGAN ROAD	BRIDGEWATER	NS	B4V 3X1
F5169	CONSERVATION & PROTECTION POST OFFICE BLDG., P.O. BOX 274	SHERBROOKE	NS	B0J 3C0
F5183	CONSERVATION & PROTECTION - AREA CHIEF 99 MOUNT PLEASANT ROAD, P.O. BOX 1009	ST. GEORGE	NB	E5C 3S9

Annex D

F5194	CONSERVATION & PROTECTION 979 ROUTE 776	GRAND MANAN	NB	E5G 4E5
F5204	CONSERVATION & PROTECTION P.O. BOX 277, 40 AVONLEA COURT	FREDERICTON	NB	E3B 4Y9
F5213	CONSERVATION & PROTECTION PO BOX 9057 - 18 GALLOP COUNT	WOODSTOCK	NB	E7M 1Z7
F5221	CONSERVATION & PROTECTION 20 WARD STREET, P.O. BOX 700	SAINT JOHN	NB	E2L 4X6
F5222	CONSERVATION & PROTECTION 194 PARKWAY DRIVE	TRURO	NS	B2N 5A9
F5223	CONSERVATION & PROTECTION 13B AKERLEY BLVD	DARTMOUTH	NS	B3B 1J6
F5228	CONSERVATION & PROTECTION 215 MAIN STREET	YARMOUTH	NS	B5A 1C6
F5233	CONSERVATION & PROTECTION 99 MOUNT PLEASANT ROAD, P.O. BOX 1009	ST. GEORGE	NB	E5C 3S9
F5259	DIR. CONSERVATION & PROTECTION BR. 5TH FLOOR, MARINE HOUSE, 176 PORTLAND ST. BOX 1035	DARTMOUTH	NS	B2Y 4T3
F5266	CONSERVATION & PROTECTION 3866 HIGHWAY #3, DOCTOR COVE PO BOX 193	BARRINGTON PASSAGE	NS	B0W 1G0
F5267	CONSERVATION & PROTECTION P.O. BOX 490	SHELBURNE	NS	B0T 1W0
F5275	CONSERVATION & PROTECTION P.O. BOX 479 WILSONS BEACH	CAMPOBELLO ISLAND	NB	E5E 1K7
F5290	ENFORCEMENT & TRAINING 5TH FLOOR, MARINE HOUSE, 176 PORTLAND ST. BOX 1035	DARTMOUTH	NS	B2Y 4T3
F5294	CHIEF, SURVEILLANCE OPERATIONS 5TH FLOOR, MARINE HOUSE, 176 PORTLAND ST. BOX 1035	DARTMOUTH	NS	B2Y 4T3

GULF				
F-CODE	ADDRESS	CITY	PROVINCE	POSTAL CODE
F4637	CONSERVATION & PROTECTION 460, RUE CHALEUR	CHARLO	NB	E8E 2G4
F4638	CONSERVATION & PROTECTION P.O. BOX 30	NEGUAC	NB	E9G 1P1
F4642	CONSERVATION & PROTECTION 9603 ROUTE 134	ALDOUANE	NB	E4W 5J2
F4644	CONSERVATION & PROTECTION 74 OHIO ROAD	SHEDIAC	NB	E4P 2J9
F4650	CONSERVATION & PROTECTION C.P. 5621 - 150, BOULEVARD ST-PIERRE EST	CARAQUET	NB	E1W 1B7
F4656	CONSERVATION & PROTECTION 485, ROUTE 420	SOUTH ESK	NB	E1V 4L9
F4659	CONSERVATION & PROTECTION 704 RUE PRINCIPALE	BERESFORD	NB	E8K 2Y1
F4660	CONSERVATION & PROTECTION P.O. BOX 240, 5443 ROUTE 17	BAIE STE ANNE	NB	E9A 1E5
F4663	CONSERVATION & PROTECTION 226, AVENUE HOTEL DE VILLE	SHIPPAGAN	NB	E8S 3J4
F4667	CONSERVATION & PROTECTION RTE 17, C.P. 128, 172 RUE NOTRE DAME	KEDGWICK	NB	E8B 2A9
F4671	CONSERVATION & PROTECTION 139 MAIN STREET	PLASTER ROCK	NB	E7G 2H2

Annex D

F4677	CONSERVATION & PROTECTION - AREA CHIEF 2920 HIGHWAY 104	ANTIGONISH COUNTY	NS	B2G 2K7
F4678	CONSERVATION & PROTECTION 750 RUE PRINCIPALE, CP 880	ST. LEONARD	NB	E7E 2H7
F4682	CONSERVATION & PROTECTION 630 MAIN STREET, P.O. BOX 190	ALBERTON	PE	C0B 1B0
F4686	CONSERVATION & PROTECTION - AREA CHIEF 1 QUEEN ST., P.O. BOX 1236	CHARLOTTETOWN	PE	C1A 7N3
F4687	CONSERVATION & PROTECTION POST OFFICE BLDG, MAIN STREET, BOX 340	MONTAGUE	PE	C0A 1R0
F4688	CONSERVATION & PROTECTION POST OFFICE BUILDING, BOX 1385	SUMMERSIDE	PE	C1N 4K2
F4689	CONSERVATION & PROTECTION 41 BREAKWATER STREET, BOX 448	SOURIS	PE	C0A 2B0
F4693	CONSERVATION & PROTECTION - AREA CHIEF 3267 RUE PRINCIPALE, CP 3338	TRACADIE-SHEILA	NB	E1X 1G5
F4700	CONSERVATION & PROTECTION DIRECTOR OF C&P 343 UNIVERSITÉ AVE, P.O. BOX 5030	MONCTON	NB	E1C 9B6
F4701	CONSERVATION & PROTECTION REGULATIONS UNIT 343 UNIVERSITÉ AVE, P.O. BOX 5030	MONCTON	NB	E1C 9B6
F4702	CONSERVATION & PROTECTION SURVEILLANCE 343 UNIVERSITÉ AVE, P.O. BOX 5030	MONCTON	NB	E1C 9B6
F4703	CONSERVATION & PROTECTION REGIONAL TRAINING 343 UNIVERSITY AVE, P.O. BOX 5030	MONCTON	NB	E1C 9B6
F4704	CONSERVATION & PROTECTION SPECIAL PROGRAMS 343 UNIVERSITY AVE, P.O. BOX 5030	MONCTON	NB	E1C 9B6
F4705	CONSERVATION & PROTECTION FOCPP NATIONAL TRAINING 343 UNIVERSITY AVE, P.O. BOX 5030	MONCTON	NB	E1C 9B6
F4706	CONSERVATION & PROTECTION 343 UNIVERSITY AVE, P.O. BOX 5030	MONCTON	NB	E1C 9B6
F4733	CONSERVATION & PROTECTION 15625 CABOT TRAIL ROAD, P.O. BOX 508	CHETICAMP	NS	B0E 1H0
F4734	CONSERVATION & PROTECTION 13627 ROUTE #6, P.O. BOX 174	WALLACE	NS	B0K 1Y0
F4737	CONSERVATION & PROTECTION P.O. BOX 88 - 8787 HIGHWAY 19	PORT HOOD	NS	B0E 2W0
F4738	CONSERVATION & PROTECTION P.O. BOX 460, 1 HARBOUR DRIVE	PICTOU	NS	B0K 1H0
F4800	CONSERVATION & PROTECTION 23 MACNEIL STREET	RENOUS	NB	E9E 2C5

QUEBEC				
F-CODE	ADDRESS	CITY	PROVINCE	POSTAL CODE
F3716	CONSERVATION ET PROTECTION EDIFICE FEDERAL 120, RUE DE LA REINE	GASPE	QC	G4X 2R2
F3717	CONSERVATION ET PROTECTION 235 CHEMIN PRINCIPAL, PORTE 206 CAP-AUX-MEULES	ILES-DE-LA-MADELEINE	QC	G4T 1R7
F3720	CONSERVATION ET PROTECTION EDIFICE FEDERAL 701 LAURE, SUITE 203	SEPT-ILES	QC	G4R 1X8
F3725	CONSERVATION ET PROTECTION	GRANDE-RIVIERE	QC	G0C 1V0

Annex D

	84 RUE DU CARREFOUR, C.P. 698 CTE GASPE			
F3727	CONSERVATION ET PROTECTION 10 BOULEVARD STE-ANNE OUEST BUREAU M	STE-ANNE-DES-MONTS	QC	G4V 1P3
F3728	CONSERVATION ET PROTECTION ROUTE DU QUAI C.P. 70	BLANC SABLON	QC	G0G 1C0
F3729	CONSERVATION ET PROTECTION 337 BOUL LASALLE, SUITE 209	BAIE COMEAU	QC	G4Z 2Z1
F3732	CONSERVATION ET PROTECTION 104 DALHOUSIE, 3E ETAGE	QUEBEC	QC	G1K 7Y7
F3761	CONSERVATION ET PROTECTION 772 AVENUE AMICALE	HAVRE-SAINT-PIERRE	QC	G0G 1P0

CENTRAL & ARCTIC				
F-CODE	ADDRESS	CITY	PROVINCE	POSTAL CODE
F2419	CONSERVATION & PROTECTION 501 UNIVERSITY CRES	WINNIPEG	MB	R3T 2N6
F2441	CONSERVATION & PROTECTION SUITE 301-DIAMOND PLAZA 5204-50TH AVENUE	YELLOWKNIFE	NT	X1A 1E2
F2442	CONSERVATION & PROTECTION 42043 MACKENZIE HIGHWAY	HAY RIVER	NT	X0E 0R9
F2444	CONSERVATION & PROTECTION P.O.BOX 1871	INUVIK	NT	X0E 0T0
F2450	CONSERVATION & PROTECTION P.O.BOX 358	IQALUIT	NT	X0A 0H0
F2451	CONSERVATION & PROTECTION BAG 001	RANKIN INLET	NT	X0C 0G0
F2471	CONSERVATION & PROTECTION 4253 - 97 STREET	EDMONTON	AB	T6E 5Y7
F2481	CONSERVATION & PROTECTION 125 32ND STREET W	PRINCE ALBERT	SK	S6V 8E2
F2938	CONSERVATION & PROTECTION 3027 HARVESTER ROAD - UNIT 304	BURLINGTON	ON	L7R 4K3
F2944	CONSERVATION & PROTECTION 501 TOWERHILL ROAD	PETERBOROUGH	ON	K9H 7S3
F2950	CONSERVATION & PROTECTION 28 WAUBEEK STREET	PARRY SOUND	ON	P2A 1B9

PACIFIC				
F-CODE	ADDRESS	CITY	PROVINCE	POSTAL CODE
F1473	CONSERVATION & PROTECTION P.O.BOX 610 - 1121 EAST YELLOW HEAD HWY	CLEARWATER	BC	V0E 1N0
F1474	CONSERVATION & PROTECTION BOX 1160-1751- 10TH AVENUE S.W.	SALMON ARM	BC	V1E 4P3
F1482	CONSERVATION & PROTECTION P.O.BOX 490 - 4351-11TH AVENUE	NEW HAZELTON	BC	V0J 2J0
F1483	CONSERVATION & PROTECTION 280C 3RD AVE NORTH	WILLIAMS LAKE	BC	V2G 4T5
F1484	CONSERVATION & PROTECTION 111, NASS ROAD, P.O.BOX 216	NEW AIYANSH	BC	V0J 1A0
F1488	CONSERVATION & PROTECTION GENERAL INVESTIGATION SERVICE 104-417, 2ND AVENUE WEST	PRINCE RUPERT	BC	V8J 1G8
F1504	CONSERVATION & PROTECTION DIRECTOR OPERATIONS BRANCH SUITE 200 - 401 BURNARD STREET	VANCOUVER	BC	V6C 3S4

Annex D

F1512	CONSERVATION & PROTECTION 327 - 44500 SOUTH SUMAS ROAD	CHILLIWACK	BC	V2R 5M3
F1513	CONSERVATION & PROTECTION 12551 #1 ROAD	RICHMOND	BC	V7E 1T7
F1517	CONSERVATION & PROTECTION 5245 TRANS CANADA HWY	DUNCAN	BC	V0R 2C0
F1524	CONSERVATION & PROTECTION AREA CHIEF - C&P 100 ANNACIS PARKWAY, UNIT 3	NEW WESTMINSTER	BC	V3M 6A2
F1525	CONSERVATION & PROTECTION 215 - 940 ALDER ST	CAMPBELL RIVER	BC	V9W 2P8
F1526	CONSERVATION & PROTECTION VICTORIA AREA OFFICE 4250 COMMERCE CIRCLE	VICTORIA	BC	V8Z 4M2
F1529	CONSERVATION & PROTECTION NANAIMO DET. OFFICE SUITE 304, 60 FRONT STREET	NANAIMO	BC	V9R 5H7
F1530	CONSERVATION & PROTECTION 104 - 417 - 2ND AVE. WEST	PRINCE RUPERT	BC	V8J 1G8
F1533	CONSERVATION & PROTECTION P.O. BOX 48 - 161 FIRST STREET	TOFINO	BC	V0R 2Z0
F1534	CONSERVATION & PROTECTION P.O.BOX 99, 1590 OLD BEACH ROAD	MASSET	BC	V0T 1M0
F1535	CONSERVATION & PROTECTION P.O.BOX 578, 3177 TATLOW ROAD	SMITHERS	BC	V0J 2N0
F1536	CONSERVATION & PROTECTION P.O.BOX 99 - 137 BAY STREET	QUEEN CHARLOTTE	BC	V0T 1S0
F1537	CONSERVATION & PROTECTION A-1 7266 RIVER PLACE	MISSION	BC	V4S 0A2
F1538	CONSERVATION & PROTECTION P.O.BOX 38	BELLA BELLA	BC	V0T 1B0
F1539	CONSERVATION & PROTECTION P.O. BOX 130 BLDG 293, MACKENZIE HWY	BELLA COOLA	BC	V0T 1C0
F1540	CONSERVATION & PROTECTION 250-4877 ARGYLE STREET	PORT ALBERNI	BC	V9Y 1V9
F1542	CONSERVATION & PROTECTION 5235 A KEITH AVENUE	TERRACE	BC	V8G 1L2
F1543	CONSERVATION & PROTECTION P.O. BOX 2360, 1120 HUNTER PLACE	SQUAMISH	BC	V0N 3G0
F1545	CONSERVATION & PROTECTION 1205 -NORTH CARIBOO HIGHWAY # 97	QUESNEL	BC	V2J 2Y3
F1548	CONSERVATION & PROTECTION PENDER HARBOUR AREA OFFICE P.O. BOX 10, 12841 MADERIA PARK ROAD	MADEIRA PARK	BC	V0N 2H0
F1549	CONSERVATION & PROTECTION 985 MCGILL PLACE	KAMLOOPS	BC	V2C 6X6
F1551	CONSERVATION & PROTECTION 148 PORT AUGUSTA ST	COMOX	BC	V9M 3N6
F1552	CONSERVATION & PROTECTION RM 224 - 417 2ND AVENUE WEST	PRINCE RUPERT	BC	V8J 1G8
F1553	CONSERVATION & PROTECTION PO BOX 315 - 654 INDUSTRIAL PLACE	LILLOET	BC	V0K 1V0
F1554	CONSERVATION & PROTECTION 3690 MASSEY DRIVE	PRINCEGEORGE	BC	V2N 2S8
F1555	CONSERVATION & PROTECTION 7255 DUNCAN ST	POWELL RIVER	BC	V8A 5M6
F1556	CONSERVATION & PROTECTION PORT HARDY AREA OFFICE P.O.BOX 10, 8585 WOLLASON STREET	PORT HARDY	BC	V0N 2P0

Annex D

F1558	CONSERVATION & PROTECTION 100 - 419 RANGE ROAD	WHITEHORSE	YT	Y1A 3V1
F1569	CONSERVATION & PROTECTION SOUTH COAST AREA OFFICE 3225 STEPHENSON POINT ROAD	NANAIMO	BC	V9T 1K3
F1591	CONSERVATION & PROTECTION SUITE 200 - 401 BURRARD STREET	VANCOUVER	BC	V6C 3S4
F1595	CONSERVATION & PROTECTION FRASER VALLEY WEST 5550, 268TH ST	LANGLEY	BC	V4W 3X4
F1659	CONSERVATION & PROTECTION GEN. INVEST. SECTION 5550, 268TH ST	LANGLEY	BC	V4W 3X4
F1672	CONSERVATION & PROTECTION 224 - 417 - 2ND AVENUE WEST	PRINCE RUPERT	BC	V8J 1G8
F1673	CONSERVATION & PROTECTION AREA CHIEF C&P 224 - 417, 2ND AVENUE WEST	PRINCE RUPERT	BC	V8J 1G8
F1947	CONSERVATION & PROTECTION P.O. BOX 130 - 499 MUCHALAT DRIVE	GOLD RIVER	BC	V0P 1G0

NATIONAL CAPITAL REGION				
F-CODE	ADDRESS	CITY	PROVINCE	POSTAL CODE
F1492	FISHERY OFFICER CADET TRAINING - RCMP TR 1101- 45337 CALAIS CRESCENT	CHILLIWACK	BC	V2R 0N6
F3011	ÉCOLE NATIONAL DE POLICE DU QUEBEC PÊCHES ET OCÉANS, LOCAL E2-18 (S. BIRON) 350, RUE MARGUERITE D'YOUVILLE	NICOLET	QC	J3T 1X4
F5161	FISHERY OFFICER CADET TRAINING CANADIAN COAST GUARD COLLEGE 1190 WESTMOUNT RD.	SYDNEY	NS	B1R 2J6
F9001	FISHERY OFFICER CADET TRAINING RCMP DEPOT- ATT: HEATHER CROOKS 5600 - 11TH AVENUE, P.O. BOX 6500	REGINA	SK	S4P 3J7
FP859	CONSERVATION & PROTECTION 200 KENT STREET STATION 13W116	OTTAWA	ON	K1A 0E6