

ANNEX G – LIST OF ACRONYMS & DEFINITIONS

1. Information Regarding Acronyms

1.1. Whenever possible in this document, PWGSC has attempted to explain its use of acronyms. For clarification purposes the following list is included.

1.1.1. Table - List of Acronyms

Acronym	Explanation
AFD	Alternative Forms of Delivery
AMP	Asset Management Plan
ASHRAE	American Society of Heating, Refrigerating and Air-conditioning Engineers
BCR	Building Condition Report
BMP	Building Management Plan
BOMA	Building Owners and Managers Association
CLC	Canada Labour Code
DP	Departmental Policy
FHBRO	Federal Heritage Buildings Review Office
FSDS	Federal Sustainable Development Strategy
GFE	Government Furnished Equipment
GhG	Greenhouse Gas
GST	Goods and Services Tax
HST	Harmonized Sales Tax
HVAC	Heating, ventilation and air conditioning
IM/IT	Information Management/Information Technology
ISO	International Organization for Standardization
KPI	Key Performance Indicator
NPMS	National Project Management System
O&M	Operation & Maintenance
OGD	Other Government Department
OH&S	Occupational Health and Safety
PDS	Project Delivery Services
PI	Performance Indicator
PMS	Property Management Services
PST	Provincial Sales Tax
PWGSC	Public Works and Government Services Canada
QMS	Quality Management System
RFP	Request for Proposals
SDS	Sustainable Development Strategy
SOP	Standard Operating Procedure
SOW	Statement of Work

2. List of Definitions

Term	Definition
Asset	means economic resources controlled by a government as a result of past transactions or events and from which future economic benefits may be obtained. An asset includes land, grounds, sites and buildings, and anything affixed to the building and/or land.
Asset Management Plan	means a comprehensive business plan that outlines the strategy for managing an asset over its economic life or the planning horizon. It takes into account government-wide and PWGSC policies and standards, sound business practices, the economic value of the asset and the short-term planning and maintenance of the asset. It consolidates detailed asset information and evaluates this information against performance objectives and establishes, in conjunction with community and national investment strategies, the long-term management direction for the asset.
Base Building System	means architectural, mechanical and electrical items and equipment that are required to provide the intended building interior and exterior environments or to satisfy legislation or other Government objectives such as tenant health and safety, accessibility, or energy conservation.
Building Condition Report	means a report prepared by technologists, engineers and architects every three to five years or on an ad-hoc basis. It contains an in-depth assessment of mechanical, electrical, architectural, structural and building envelope components of a facility.
Building Infrastructure Continuity Plan	means a plan aimed at maintaining or restoring building operations in the event of an emergency or system failure, and mitigating any impact on the tenants' operations.
Building Management Plan	means a comprehensive management plan and budget of revenues and expenses for managing all activities relating to a building, particularly operations, maintenance, repairs and improvements.

Term	Definition
Building Performance Review	means an annual review of building performance, including a review of financial and human resources, tenant satisfaction, physical condition, and compliance with environment, health and safety and other priorities, conducted by property managers and building operators, the results of which provide primary input for the development of the annual Building Management Plan and contribute to ensuring the integrity and value of the asset.
Business Continuity Plan	means a plan developed for the timely executions of plans, measures, procedures and arrangements to ensure minimal or no interruption to the availability of critical services and assets in the event of an emergency.
Campus	means a grouping or collection of buildings including the land and grounds on which they are situated. Campuses typically share common infrastructure such as utilities, roads and grounds, and integrated systems.
Consumer Price Index	is the All Item Consumer Price Index by Province, and for Whitehorse, Yellowknife and Iqaluit as determined in Statistics Canada Catalogue No. 62-001-XPB.
Fiscal Year	means the period from April 1 to March 31.
Government Furnished Equipment	means equipment supplied by the Crown for use in support of federal government departmental programs or activities including any item supplied at the beginning of the Contract by the Crown and any equipment acquired throughout the term of the Contract as an allowable cost or provided by PWGSC.
Government Property	means all materials, parts, components, specifications, equipment, software, and articles supplied to the Contractor by or on behalf of the Crown for the purposes of performing the Contract. It also includes anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by the Crown under the Contract and, without restricting the generality of the foregoing, includes Government Furnished Equipment.
Investment Analysis Report	means a business case prepared to compare options and to make a best value recommendation.

Term	Definition
Occupancy Instrument	means a formal agreement between a department or agency and PWGSC concerning occupancy in a particular asset. It records the rentable and usable areas, the civic address and the planned general use of the particular parcel of accommodation that is subject to the agreement. It also records the terms and conditions that govern the provision and occupancy of the accommodation, as well as charges for accommodation and agreed upon services.
Office Space	<p>includes office/workstation areas, general support space and circulation for all four generic office types which are given below.</p> <p>General Administrative Offices: Offices that accommodate general office functions and activities that do not require special security or other special features. General administrative offices do not have high interface with the public. These offices comprise the majority of PWGSC office space occupied by customer departments and agencies.</p> <p>Public Contact Offices: Offices accommodating functions that provide face-to-face services to the public. Functions and operations may include, but are not limited to: inquiries from walk-in customers; training/testing/meetings; and application/form processing.</p> <p>Quasi-judicial Offices: Offices that accommodate adjudicative or legislative functions. They often require confidentiality or enhanced security and are used by organizations that interpret and administer legislation and regulations, conduct inquiries and hearings and/or perform adjudication functions on complaints, appeals and claims. Functions and operations may include, but are not limited to: management - adjudicative body operates separately from the administrative unit which provides service to the adjudicative body; meetings - conducted on a scheduled basis with internal staff and members of the public; and secure and confidential courtroom/hearing room space where physical protection of staff could be required.</p> <p>Secure Administrative Offices: Offices accommodating activities which require enhanced levels of security. Functions and operations may include, but are not limited to the review and storage of sensitive files and little or no public contact.</p>

Term	Definition
Portfolio	means all of the buildings and lands listed in the Contract, as given in the Information for Bidders, for which services described in the Statement of Work are provided under the Contract. PWGSC may establish Sub-Portfolios within a Portfolio to address operational requirements. The Contractor shall provide services, invoices and a cost submission at the Sub-Portfolio level when directed to do so by the Technical Authority.
Quality Monitoring	means the review of the effectiveness of an organization's quality management system as well as the accuracy of reported performance data.
Rentable Area	means the space used to calculate rental payments. Rentable areas include usable areas and areas such as lobbies, washrooms and electrical rooms. Stairways, entrances and elevators or duct shafts are not included in rental areas.
Representations	means any or all covenants, promises, assurances, agreements, representations, conditions, warranties, statements and understandings expressed or implied, collateral or otherwise.
Square Metre	means a unit of area measurement (square measure) that is one (1) metre long on each side. A square metre of floor rentable area is determined in accordance with PWGSC's Area Measurement Policy.
Work	means the whole of one or both of: (i) the services, activities and things required to be done or performed by the Contractor in accordance with the terms of the Contract; and (ii) the materials, equipment, software, matters and things required to be delivered by the Contractor in accordance with the terms of the Contract.