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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include the Statement of Works for Stream 1, Stream 2, Stream 3, the Pricing for Stream 1, Stream 2, Stream 3, the Security Requirement Check List, the Non-Disclosure Agreement and the Mandatory Technical Evaluation Criteria for Stream 1, Stream 2 and Stream 3.

### 2. Summary

This requirement is to establish a Regional Individual Standing Offer (RISO) for the Vehicles and Engines Testing and Emissions Verification (VETEV) Section of Environment Canada (EC) for Engine and Motorcycle Testing and Service Accumulation in accordance with the attached Statement of Works.

This requirement will be for an initial period of one (1) year from the effective date of the Standing Offer with the provision to extend the offer for two (2) additional periods of one (1) year.

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

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### **3. Security Requirement**

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

### **4. Debriefings**

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

Subsection 1.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: in its entirety

Insert:

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

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

Subsection 1.5 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: in its entirety

Insert:

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

### **1.1 Basis for Canada's Ownership of Intellectual Property**

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## **2. Submission of Offers**

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

## **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

## **5. Improvement of Requirement During Solicitation Period**

Offerors considering that the Statements of Work contained in the RFSO could be improved technically or technologically are invited to make suggestions, in writing, to the Standing Offer Authority named in the RFSO. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Offeror will be given consideration provided they

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are submitted to the Standing Offer Authority at least seven (7) days before the RFSO closing date and time. Canada will have the right to accept or reject any or all suggestions.



## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

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

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

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

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Part 7B, and Annex D - Pricing for Stream, Annex E - Pricing for Stream 2 and Annex F - Pricing for Stream 3.

#### **Section III: Certifications and Additional Information**

##### **1. Certifications**

Offerors must submit the certifications required under Part 5.

##### **2. Additional Information**

Canada requests that offerors submit the following information:

## 2.1 Delivery

While delivery is requested within one hundred and twenty (120) calendar days from receipt of the test specimen at the Offeror's facility, the best delivery that could be offered is as follows:

Stream 1 - within \_\_\_\_\_ calendar days from receipt of the test specimen at the Offeror's facility

Stream 2 - within \_\_\_\_\_ calendar days from receipt of the test specimen at the Offeror's facility

Stream 3 - within \_\_\_\_\_ calendar days from receipt of the test specimen at the Offeror's facility

## 2.2 Delivery for Urgent Requirements

While delivery for Urgent Requirements is requested within forty-five (45) calendar days from receipt of a call-up against the Standing Offer, the best delivery that could be offered is as follows:

Stream 1 - within \_\_\_\_\_ calendar days from receipt of the test specimen at the Offeror's facility

Stream 2 - within \_\_\_\_\_ calendar days from receipt of the test specimen at the Offeror's facility

Stream 3 - within \_\_\_\_\_ calendar days from receipt of the test specimen at the Offeror's facility

## 2.3 Offeror's Representative

### General Enquiries

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Backup for General Enquiries

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

### 1.1 Technical Evaluation Criteria

#### 1.1.1 Mandatory Technical Evaluation Criteria

Offers must be completed in full and provide with the offer, for all Streams for which they are submitting an offer, all technical information requested in Annex A - Statement of Work for Stream 1, Annex B - Statement of Work for Stream 2, Annex C - Statement of Work for Stream 3, Annex I - Mandatory Technical Evaluation Criteria for Stream 1, Annex J - Mandatory Technical Evaluation Criteria for Stream 2 and Annex K - Mandatory Technical Evaluation Criteria for Stream 3.

Offerors submitting an Offer for Stream one (1) must meet all the mandatory technical evaluation criteria detailed in Annex I - Mandatory Technical Evaluation Criteria for Stream 1.

Offerors submitting an Offer for Stream two (2) must meet all the mandatory technical evaluation criteria detailed in Annex J - Mandatory Technical Evaluation Criteria for Stream 2.

Offerors submitting an Offer for Stream three (3) must meet all the mandatory technical evaluation criteria detailed in Annex K - Mandatory Technical Evaluation Criteria for Stream 3.

### 1.2 Financial Evaluation Criteria

#### 1.2.1 Mandatory Financial Evaluation Criteria

Offerors submitting an Offer for Stream one (1) must complete Annex D - Pricing for Stream 1 in full and provide it with their offer.

Offerors submitting an Offer for Stream two (2) must complete Annex E - Pricing for Stream 2 in full and provide it with their offer.

Offerors submitting an Offer for Stream three (3) must complete Annex F - Pricing for Stream 3 in full and provide it with their offer.

The offer, for the initial and extended periods, must be in Canadian dollars, FCA Free Carrier at the Offeror's facility, Custom Duties are subject to exemption, Goods and Services Tax or the Harmonized Sales Tax extra, if applicable.

#### 1.2.2 Aggregate Evaluated Price

The sum of all total prices per table, in accordance with Annex D - Pricing for Stream 1, Annex E - Pricing for Stream 2 and Annex F - Pricing for Stream 3, will determine the aggregate evaluated price per Stream of the offer.

**2. Basis of Selection**

An offer must comply with all the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive.

Responsive offers with the lowest aggregate evaluated price per Stream will be recommended for issuance of a standing offer. Up to a maximum of two (2) responsive offers, per Stream, will be recommended for issuance of a Standing Offer as follows:

- The responsive offer with the lowest aggregate evaluated price per Stream will be ranked number one (1)
- The responsive offer with the second lowest aggregate evaluated price per Stream will be ranked number two (2).

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## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### **1. Code of Conduct Certifications - Certifications Required Precedent to Issuance of a Standing Offer**

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

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

For information purposes an electronic copy of the Consent to a Criminal Record Verification can be found at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

### **2. Certifications Precedent to Issuance of a Standing Offer**

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

#### **2.1 Federal Contractors Program - Certification**

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

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

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

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

The Offeror or the member of the joint venture

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

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

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

### **1. Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:

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

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

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

### **2. Financial Capability**

SACC Manual clause M9033T (2011-05-16) Financial Capability

### **3. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Part 7B.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

The Offeror offers to fulfill the requirement in accordance with Annex A - Statement of Work for Stream 1, Annex B - Statement of Work for Stream 2, Annex C - Statement of Work for Stream 3, Annex D - Pricing for Stream 1, Annex E - Pricing for Stream 2, Annex F - Pricing for Stream 3, Annex G - Security Requirement Check List and Annex H - Non-Disclosure Agreement.

#### 1.1 Technical Changes, Substitutes and Alternatives

Any technical changes, equivalent products and alternatives proposed by the Offeror must be evaluated for acceptance by the Technical Authority. Any equivalent products and alternatives must be equivalent in form, fit, function and performance. Equivalent products and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A standing offer revision or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the equivalent product or the alternative and the Offeror is unable to meet the technical requirement, Canada may set-aside the Standing Offer in accordance with the general conditions stated in the Standing Offer.

#### 2. Security Requirement

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of PROTECTED B issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. Processing of PROTECTED materiel electronically at the Offeror's site is NOT permitted under this Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex G;
  - (b) Industrial Security Manual (Latest Edition).

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual



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

### 3.1 General Conditions

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

At section 11 Code of Conduct and Certifications - Standing Offer

Delete paragraph 4 in its entirety and replace with the following:

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

### 3.2. Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases.

The Offeror must provide this data electronically in portable document format (PDF) and in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Reporting Requirements:

- a) Standing Offer Number;
- b) Standing Offer Description;
- c) Reporting Period (Fiscal Year and Quarter);
- d) Total Number of Orders for the Reporting Period (Quarter);
- e) Total Number of Orders for the fiscal year;
- f) Total Number of Orders from issuance of the Standing Offer;
- g) Total Dollar Value of Orders for the Reporting Period (GST/HST included);
- h) Total Dollar Value of Orders for the fiscal year (GST/HST included);
- i) Total Dollar Value of Orders from issuance of the Standing Offer (GST/HST included).

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
 2nd quarter: July 1 to September 30;  
 3rd quarter: October 1 to December 31;  
 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

### 3.3 Standing Offers Final Report

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On completion or termination of the Standing Offer, the offeror must provide a final report that details all cumulative data of the call-ups.

The final report must be completed and forwarded electronically in portable document format (PDF) to the Standing Offer Authority and to the Procurement Authority, no later than fifteen (15) calendar days after expiry or set-aside of the Standing Offer.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the effective date of the Standing Offer to **(to be inserted by PWGSC)**.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to two (2) additional periods of one (1) year, under the same conditions and at the rates and prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at least sixty (60) calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Kevin Reynolds  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
HS Division  
Place du Portage, Phase III, 7B1  
Gatineau, Quebec K1A 0S5  
Telephone: 819-956-3996  
Facsimile: 819-956-5227  
E-mail address: kevin.reynolds@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### **5.2 Procurement Authority**

The Procurement Authority is:

**(to be inserted by PWGSC)**

Environment Canada  
351 St. Joseph Blvd

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Gatineau, Quebec

K1A 0H3

Telephone: **(to be inserted by PWGSC)**

Facsimile: **(to be inserted by PWGSC)**

E-mail address: **(to be inserted by PWGSC)**

The Procurement Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the resulting contract.

The Contractor may discuss administrative matters with the Procurement Authority, however the Procurement Authority has no authority to authorize changes to the scope of the Work or the Standing Offer. Changes to the scope of Work and Standing Offer can only be made through a standing offer revision issued by the Standing Offer Authority.

### **5.3 Technical Authority**

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

Technical matters may be discussed with the Technical Authority, however, the Technical Authority has no authority to authorize changes to the scope of the Work or Standing Offer. Changes to the scope of the Work and Standing Offer can only be made through a Standing Offer revision issued by the Standing Offer Authority.

#### **5.3.1 Technical Authority for Stream 1**

The Technical Authority for Stream 1 is:

**(to be inserted by PWGSC)**

Environment Canada

335 River Road South

Ottawa, Ontario

K1A 0H3

Telephone: **(to be inserted by PWGSC)**

Facsimile: **(to be inserted by PWGSC)**

E-mail address: **(to be inserted by PWGSC)**

#### **5.3.2 Technical Authority for Stream 2**

The Technical Authority for Stream 2 is:

**(to be inserted by PWGSC)**

Environment Canada

335 River Road South

Ottawa, Ontario

K1A 0H3

Telephone: **(to be inserted by PWGSC)**

Facsimile: **(to be inserted by PWGSC)**

E-mail address: **(to be inserted by PWGSC)**

### 5.3.3 Technical Authority for Stream 3

The Technical Authority for Stream 3 is:

**(to be inserted by PWGSC)**

Environment Canada  
335 River Road South  
Ottawa, Ontario  
K1A 0H3

Telephone: **(to be inserted by PWGSC)**

Facsimile: **(to be inserted by PWGSC)**

E-mail address: **(to be inserted by PWGSC)**

### 5.4 Offeror's Representative

#### General enquiries

Name: **(to be inserted by PWGSC)**

Telephone: **(to be inserted by PWGSC)**

Facsimile: **(to be inserted by PWGSC)**

E-mail address: **(to be inserted by PWGSC)**

#### Backup for General enquiries

Name: **(to be inserted by PWGSC)**

Telephone: **(to be inserted by PWGSC)**

Facsimile: **(to be inserted by PWGSC)**

E-mail address: **(to be inserted by PWGSC)**

### 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Procurement Authority or its delegated authorized representative.

### 7. Call-up Procedures

Call-ups are made based on the "right of first refusal" basis.

1. The identified user will contact the highest-ranked offeror for the specified stream to determine if the requirement can be satisfied by that offeror.
2. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer.
3. If the highest-ranked offeror is unable to meet the requirement, the identified user must proceed in accordance with sections 4 and 5.
4. Prior to contacting the next ranked offeror for that specified stream, the identified user must forward the call-up to PWGSC for approval, along with the notification from the offeror advising they are unable to meet the requirement. Once approval is obtained by PWGSC, the identified user will contact the next ranked offeror to determine if the requirement can be satisfied by that offeror.

5. When an offeror is unable to fulfill the need, the identified user is required to document its file appropriately.

## 8. Call-up Instrument

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

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$15,000 (Goods and Services Tax or Harmonized Sales Tax included). Individual call-ups against the Standing Offer exceeding \$15,000 (Goods and Services Tax or Harmonized Sales Tax included) must be forwarded to the Standing Offer Authority for approval.

## 10. Estimate

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User or if applicable, the Standing Offer Authority.

The estimate must be provided at no additional cost to Canada.

## 11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- e) the general conditions 2035 (2012-07-16), General Conditions - Higher Complexity - Services;
- f) Annex A - Statement of Work for Stream 1;
- g) Annex B - Statement of Work for Stream 2;
- h) Annex C - Statement of Work for Stream 3;
- i) Annex D - Pricing for Stream 1;
- j) Annex E - Pricing for Stream 2;
- k) Annex F - Pricing for Stream 3;
- l) Annex G - Security Requirement Check List;
- m) Annex H - Non-Disclosure Agreement;
- n) the Offeror's offer dated **(to be inserted by PWGSC)** as amended **(to be inserted by PWGSC)**.

## 12. Certifications

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**12.1 Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

**13. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

**14. Meeting after Issuance of Standing Offer**

Within ten (10) calendar days from the effective date of the Standing Offer, the Offeror must contact the Standing Offer Authority to determine if a meeting is required after the issuance of the Standing Offer. A meeting will be convened at Canada's discretion to review the procedures for making call-ups, the technical and contractual requirements. The Offeror must prepare and distribute the minutes of the meeting within five (5) calendar days after the meeting has been held. The meeting must be held at the Offeror's facilities, at a federal government department facility or via teleconference, at Canada's discretion and at no additional cost to Canada, with representatives of the Offeror, Environment Canada and Public Works and Government Services Canada.

**15. Progress Meetings**

Progress meetings will take place on an as-and-when required basis. The Offeror must prepare and distribute the agenda at least five (5) calendar days before the meeting and the minutes within five (5) calendar days after the meeting. The meeting will be held at the Offeror's facilities, at a federal government department facility or via teleconference, at Canada's discretion and at no additional cost to Canada, with representatives of the Offeror, Environment Canada and Public Works and Government Services Canada.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

At section 11 Inspection and Acceptance of the Work

Delete paragraph 2 in its entirety and replace with the following:

2. The Contractor must provide representatives of Canada, and representatives of the test specimen's manufacturer accompanied by representatives of Canada, access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection. The Contractor must forward such test pieces and samples to such person or location as Canada specifies.

At section 41 Code of Conduct and Certifications - Contract

Delete paragraph 4 in its entirety and replace with the following:

4. During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

#### 2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### 3. Term of Contract

#### 3.1 Delivery

Delivery must be made as follows:

Stream 1: within **(to be inserted by PWGSC)** calendar days from receipt of the test specimen at the Contractor's facility.

Stream 2: within **(to be inserted by PWGSC)** calendar days from receipt of the test specimen at the Contractor's facility

Stream 3: within **(to be inserted by PWGSC)** calendar days from receipt of the test specimen at the Contractor's facility

### **3.2 Delivery for Urgent Requirements**

Delivery must be made as follows:

Stream 1: within **(to be inserted by PWGSC)** calendar days from receipt of the test specimen at the Contractor's facility.

Stream 2: within **(to be inserted by PWGSC)** calendar days from receipt of the test specimen at the Contractor's facility

Stream 3: within **(to be inserted by PWGSC)** calendar days from receipt of the test specimen at the Contractor's facility

## **4. Payment**

The Contractor will be paid in Canadian dollars in accordance with the Basis of Payments detailed below, Annex D - Pricing for Stream 1, Annex E - Pricing for Stream 2 and Annex F - Pricing for Stream 3, FCA Free Carrier at the Contractor's facility, Incoterms 2000, Canadian customs duties are subject to exemption, Goods and Services Tax or Harmonized Sales Tax extra, where applicable.

### **4.1 Basis of Payment for Test Specimen Set-up, Engine Map and Testing.**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices.

### **4.2 Basis of Payment for Service Accumulation for Stream 1 and Stream 2.**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm all inclusive hourly rates.

### **4.3 Basis of Payment for Service Accumulation for Stream 3.**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices.

### **4.4 Basis of Payment for Standby Periods**

When requested by Canada during testing and/or service accumulation to put the Work on hold and leave the test specimen on the dynamometer, the Contractor will be paid firm all inclusive daily rates, pro-rated for the actual time the Work is on hold.

### **4.5 Basis of Payment for Standard Maintenance and Repairs**

The Contractor will be paid firm all inclusive hourly rates for the actual hours worked.

### **4.6 Limitation of Price**

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

### **4.7 SACC Manual Clauses**



**SACC Reference****Title****Date**

C0711C Time Verification  
H1001C Multiple Payments

2008-05-12  
2008-05-12

**5. Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address:

Environment Canada  
351 St. Joseph Blvd.  
Gatineau, Quebec  
K1A 0H3  
Attention: **(to be inserted by PWGSC)**

**6. Quality Management System, Verification and Acceptance**

The Contractor is responsible for implementing a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on ISO 9001:2008 "Quality management systems - Requirements."

The Contractor is responsible for performing the Work and providing reports that conform to the specifications and requirements of the contract.

All the Work and reports are subject to verification and acceptance by the Technical authority at destination.

**7. Preparation for delivery**

The Contractor must use, as a minimum, the same pallets, skids, crates and package the goods in the same manner as when they were received at the Contractor's facility to ensure safe arrival at destination.

**8. Shipping Instructions**

1. Delivery will be FCA Free Carrier at the Contractor's facility, Incoterms 2000. The Contractor must load the goods, including the test specimens and the unused materials and parts, onto the carrier designated by Environment Canada. Onward shipment from the delivery point to the consignee will be Canada's responsibility.

2. Before shipping the goods, the Contractor must contact the individual identified on the call-up document by telephone, facsimile or e-mail, to arrange for shipment and provide the information detailed at paragraph 3.

3. The Contractor must provide the following information when arranging for shipment:

- (a) description of each item;

- (b) the number of pieces and type of packaging (i.e., carton, crate, drum, skid, pallet);
- (c) actual weight and dimensions of each piece type, including gross weight.

## 9. Insurance Requirements

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

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

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

### 9.1 Commercial General Liability Insurance

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

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

(a) Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract.

The interest of Canada as additional insured should read as follows: Canada, as represented by Public Works and Government Services Canada.

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

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

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

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy

must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

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

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

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

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

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

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

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

## **9.2 All Risk 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. The Government's Property must be insured on "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 Environment Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

## **10. Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex H, and provide it to the Technical

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Authority and Standing Offer Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## Annex D - Pricing for Stream 1

### Definitions

Year 1 (Initial Period) means from the effective date of the Standing Offer to (To be inserted by PWGSC).

Year 2 (Extended Period) means from (To be inserted by PWGSC) to (To be inserted by PWGSC).

Year 3 (Extended Period) means from (To be inserted by PWGSC) to (To be inserted by PWGSC).

### Table 1 - Pricing for Test Specimen Set-up and Engine Map

Offerors must provide firm prices per test specimen.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty</b> <b>(0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty</b> <b>(19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty</b> <b>(100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all engine sizes and all years, will determine the total price for Table 1.

### Table 2 - Pricing for Test Specimen Set-up and Engine Map - Urgent Requirement

Offerors must provide firm prices per test specimen.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty</b> <b>(0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty</b> <b>(19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty</b> <b>(100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all engine sizes and all years, will determine the total price for Table 2.

**Table 3 - Pricing for exhaust emissions testing in accordance with CFR 86, 89, 1036, 1039 and 1065**

Offerors must provide firm prices per exhaust emission test.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty (19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty (100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all engine sizes and all years, will determine the total price for Table 3.

**Table 4 - Pricing for exhaust emissions testing in accordance with CFR 86, 89, 1036, 1039 and 1065 - Urgent Requirement**

Offerors must provide firm prices per exhaust emission test.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty (19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty (100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all engine sizes and all years, will determine the total price for Table 4.

**Table 5 - Pricing for opacity level testing in accordance with CFR 86, 89 and 1039**

Offerors must provide firm prices per opacity level test.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty (19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty (100 to 560 kW)</b>	\$	\$	\$

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For evaluation purposes, the sum of all firm prices, for all engine sizes and all years, will determine the total price for Table 5.

### Table 6 - Pricing for opacity level testing in accordance with CFR 86, 89 and 1039 - Urgent Requirement

Offerors must provide firm prices per opacity level test.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty (19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty (100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all engine sizes and all years, will determine the total price for Table 6.

### Table 7 - Pricing for Service Accumulation

Offerors must submit firm all inclusive hourly rates.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty (19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty (100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all engine sizes and all years, will be multiplied by fourteen (14) hours to determine the total price for Table 7.

Example:

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$30.00	\$33.00	\$35.00
<b>Medium Duty (19 to 99.99 kW)</b>	\$65.00	\$70.00	\$75.00
<b>Heavy Duty (100 to 560 kW)</b>	\$85.00	\$95.00	\$105.00

$\$30.00 + \$33.00 + \$35.00 + \$65.00 + \$70.00 + \$75.00 + \$85.00 + \$95.00 + \$105.00 = \$593.00$

$\$593.00 \times 14 = \$8,302.00$



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\$8,302.00 would be the total price for Table 7

**Table 8 - Pricing for Service Accumulation - Urgent Requirement**

Offerors must submit firm all inclusive hourly rates.

<b>Engine Size</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Small Duty (0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty (19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty (100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all engine sizes and all years, will be multiplied by two (2) hours to determine the total price for Table 8.

Example:

<b>Engine Size</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Small Duty (0 to 18.99 kW)</b>	\$40.00	\$43.00	\$45.00
<b>Medium Duty (19 to 99.99 kW)</b>	\$75.00	\$80.00	\$85.00
<b>Heavy Duty (100 to 560 kW)</b>	\$95.00	\$105.00	\$115.00

$\$40.00 + \$43.00 + \$45.00 + \$75.00 + \$80.00 + \$85.00 + \$95.00 + \$105.00 + \$115.00 = \$683.00$

$\$683.00 \times 2 = \$1,366.00$

\$1,366.00 would be the total price for Table 8

**Table 9 - Pricing for Standby Periods**

Offerors must submit firm all inclusive daily rates.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty (19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty (100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive daily rates, for all engine sizes and all years, will be multiplied by two (2) days to determine the total price for Table 9.

Example:

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$350	\$360	\$370
<b>Medium Duty (19 to 99.99 kW)</b>	\$375	\$385	\$395
<b>Heavy Duty (100 to 560 kW)</b>	\$400	\$410	\$420

$\$350 + \$360 + \$370 + \$375 + \$385 + \$395 + \$400 + \$410 + \$420 = \$3,465$

$\$3,465 \times 2 = \$6,930$

\$6,930 would be the total price for Table 9

**Table 10 - Pricing for Standby Periods - Urgent Requirement**

Offerors must submit firm all inclusive daily rates.

Engine Size	Year 1	Year 2	Year 3
<b>Small Duty (0 to 18.99 kW)</b>	\$	\$	\$
<b>Medium Duty (19 to 99.99 kW)</b>	\$	\$	\$
<b>Heavy Duty (100 to 560 kW)</b>	\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive daily rates, for all engine sizes and all years, will determine the total price for Table 10.

**Table 11 - Pricing for Standard Maintenance and Repairs**

Offerors must submit firm all inclusive hourly rates.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will be multiplied by ten (10) hours to determine the total price for Table 11.

Example:

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$30.25	\$32.75	\$35.55

$$\$30.25 + \$32.75 + \$35.55 = \$98.55$$

$$\$98.55 \times 10 = \$985.50$$

\$985.50 would be the total price for Table 11

**Table 12 - Pricing for Standard Maintenance and Repairs - Urgent Requirement**

Offerors must submit firm all inclusive hourly rates.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will be multiplied by five (5) hours to determine the total price for Table 12.

Example:

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$40.25	\$42.75	\$45.55

$$\$40.25 + \$42.75 + \$45.55 = \$128.55$$

$$\$128.55 \times 5 = \$642.75$$

\$642.75 would be the total price for Table 12

## Annex E - Pricing for Stream 2

### Definitions

Year 1 (Initial Period) means from the effective date of the Standing Offer to (To be inserted by PWGSC).

Year 2 (Extended Period) means from (To be inserted by PWGSC) to (To be inserted by PWGSC).

Year 3 (Extended Period) means from (To be inserted by PWGSC) to (To be inserted by PWGSC).

### Table 1 - Pricing for Test Specimen Set-up and Engine Map for non-handheld engines (Class I to III)

Offerors must provide firm prices per test specimen.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 1.

### Table 2 - Pricing for Test Specimen Set-up and Engine Map for handheld engines (Class IV and V)

Offerors must provide firm prices per test specimen.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 2.

### Table 3 - Pricing for Test Specimen Set-up and Engine Map for non-handheld engines (Class I to III) - Urgent Requirement

Offerors must provide firm prices per test specimen.

Year 1	Year 2	Year 3
\$	\$	\$

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For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 3.

#### **Table 4 - Pricing for Test Specimen Set-up and Engine Map for handheld engines (Class IV and V) - Urgent Requirement**

Offerors must provide firm prices per test specimen.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 4.

#### **Table 5 - Pricing for exhaust emissions testing for non-handheld engines (Class I to III)**

Offerors must provide firm prices per exhaust emission test.

<b>CFR</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>90</b>	\$	\$	\$
<b>1054</b>	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all CFRs and all years, will determine the total price for Table 5.

#### **Table 6 - Pricing for exhaust emissions testing for handheld engines (Class IV and V)**

Offerors must provide firm prices per exhaust emission test.

<b>CFR</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>90</b>	\$	\$	\$
<b>1054</b>	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all CFRs and all years, will determine the total price for Table 6.

#### **Table 7 - Pricing for exhaust emissions testing for non-handheld engines (Class I to III) - Urgent Requirement**

Offerors must provide firm prices per exhaust emission test.

<b>CFR</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>90</b>	\$	\$	\$
<b>1054</b>	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all CFRs and all years, will determine the total price for Table 7.

### Table 8 - Pricing for exhaust emissions testing for handheld engines (Class IV and V) - Urgent Requirement

Offerors must provide firm prices per exhaust emission test.

CFR	Year 1	Year 2	Year 3
90	\$	\$	\$
1054	\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all CFRs and all years, will determine the total price for Table 8.

### Table 9 - Pricing for permeation emissions from fuel tank(s) testing in accordance with CFR 1060

Offerors must provide firm prices per permeation emission test.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 9.

### Table 10 - Pricing for permeation emissions from fuel tank(s) testing in accordance with CFR 1060 - Urgent Requirement

Offerors must provide firm prices per permeation emission test.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 10.

### Table 11 - Pricing for permeation emissions from fuel lines testing in accordance with CFR 1060

Offerors must provide firm prices per permeation emission test.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 11.



## Table 12 - Pricing for permeation emissions from fuel lines testing in accordance with CFR 1060 - Urgent Requirement

Offerors must provide firm prices per permeation emission test.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 12.

## Table 13 - Pricing for Service Accumulation for non-handheld engines (Class I to III)

Offerors must submit firm all inclusive hourly rates.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will be multiplied by seven (7) hours to determine the total price for Table 13.

Example:

Year 1	Year 2	Year 3
\$30.00	\$33.00	\$35.00

$$\$30.00 + \$33.00 + \$35.00 = \$98.00$$

$$\$98.00 \times 7 = \$686.00$$

\$686.00 would be the total price for Table 13

## Table 14 - Pricing for Service Accumulation for handheld engines (Class IV and V)

Offerors must submit firm all inclusive hourly rates.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will be multiplied by seven (7) hours to determine the total price for Table 14.

Example:

Year 1	Year 2	Year 3
\$30.00	\$33.00	\$35.00

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$\$30.00 + \$33.00 + \$35.00 = \$98$

$\$98.00 \times 7 = \$686.00$

\$686.00 would be the total price for Table 14

### Table 15 - Pricing for Service Accumulation for non-handheld engines (Class I to III) - Urgent Requirement

Offerors must submit firm all inclusive hourly rates.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will determine the total price for Table 15.

### Table 16 - Pricing for Service Accumulation for handheld engines (Class IV and V) - Urgent Requirement

Offerors must submit firm all inclusive hourly rates.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will determine the total price for Table 16.

### Table 17 - Pricing for Standby Periods for non-handheld engines (Class I to III)

Offerors must submit firm all inclusive daily rates.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive daily rates, for all years, will be multiplied by two (2) days to determine the total price for Table 17.

Example:

Year 1	Year 2	Year 3
\$350	\$365	\$380

$$\$350 + \$365 + \$380 = \$1,095$$

$$\$1,095 \times 2 = \$2,190$$

\$2,190 would be the total price for Table 17

**Table 18 - Pricing for Standby Periods for handheld engines (Class IV and V)**

Offerors must submit firm all inclusive daily rates.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive daily rates, for all years, will be multiplied by two (2) days to determine the total price for Table 18.

Example:

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$350	\$365	\$380

$\$350 + \$365 + \$380 = \$1,095$

$\$1,095 \times 2 = \$2,190$

\$2,190 would be the total price for Table 18

**Table 19 - Pricing for Standby Periods for non-handheld engines (Class I to III) - Urgent Requirement**

Offerors must submit firm all inclusive daily rates.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive daily rates, for all years, will determine the total price for Table 19.

**Table 20 - Pricing for Standby Periods for handheld engines (Class IV and V) - Urgent Requirement**

Offerors must submit firm all inclusive daily rates.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive daily rates, for all years, will determine the total price for Table 20.

**Table 21 - Pricing for Standard Maintenance and Repairs**

Offerors must submit firm all inclusive hourly rates.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will be multiplied by ten (10) hours to determine the total price for Table 21.

Example:

Year 1	Year 2	Year 3
\$30.25	\$32.75	\$35.55

$$\$30.25 + \$32.75 + \$35.55 = \$98.55$$

$$\$98.55 \times 10 = \$985.50$$

\$985.50 would be the total price for Table 21

**Table 22 - Pricing for Standard Maintenance and Repairs - Urgent Requirement**

Offerors must submit firm all inclusive hourly rates.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will be multiplied by five (5) hours to determine the total price for Table 22.

Example:

Year 1	Year 2	Year 3
\$40.25	\$42.75	\$45.55

$$\$40.25 + \$42.75 + \$45.55 = \$128.55$$

$$\$128.55 \times 5 = \$642.75$$

\$642.75 would be the total price for Table 22

## Annex F - Pricing for Stream 3

### Definitions

Year 1 (Initial Period) means from the effective date of the Standing Offer to (To be inserted by PWGSC).

Year 2 (Extended Period) means from (To be inserted by PWGSC) to (To be inserted by PWGSC).

Year 3 (Extended Period) means from (To be inserted by PWGSC) to (To be inserted by PWGSC).

### Table 1 - Pricing for Test Specimen Set-up

Offerors must provide firm prices per test specimen.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 1.

### Table 2 - Pricing for Test Specimen Set-up - Urgent Requirement

Offerors must provide firm prices per test specimen.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 2.

### Table 3 - Pricing for exhaust emissions testing in accordance with CFR 86

Offerors must provide firm prices per exhaust emission test.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 3.

#### **Table 4 - Pricing for exhaust emissions testing in accordance with CFR 86 - Urgent Requirement**

Offerors must provide firm prices per exhaust emission test.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 4.

#### **Table 5 - Pricing for permeation emissions from fuel tank(s) testing in accordance with CFR 1051**

Offerors must provide firm prices per permeation emission test.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 5.

#### **Table 6 - Pricing for permeation emissions from fuel tank(s) testing in accordance with CFR 1051 - Urgent Requirement**

Offerors must provide firm prices per permeation emission test.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 6.

#### **Table 7 - Pricing for permeation emissions from fuel lines testing in accordance with CFR 1051**

Offerors must provide firm prices per permeation emission test.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 7.

### Table 8 - Pricing for permeation emissions from fuel lines testing in accordance with CFR 1051 - Urgent Requirement

Offerors must provide firm prices per permeation emission test.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will determine the total price for Table 8.

### Table 9 - Pricing for Service Accumulation

Offerors must submit firm prices per kilometer.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will be multiplied by 3,500 kilometers to determine the total price for Table 9.

Example:

Year 1	Year 2	Year 3
\$1.25	\$1.35	\$1.45

$$\$1.25 + \$1.35 + \$1.45 = \$4.05$$

$$\$4.05 \times 3,500 = \$14,175$$

\$14,175 would be the total price for Table 9



**Table 10 - Pricing for Service Accumulation - Urgent Requirement**

Offerors must submit firm prices per kilometer.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm prices, for all years, will be multiplied by 500 kilometers to determine the total price for Table 10.

Example:

Year 1	Year 2	Year 3
\$1.75	\$1.85	\$1.95

$$\$1.75 + \$1.85 + \$1.95 = \$5.55$$

$$\$5.55 \times 500 = \$2,775$$

\$2,775 would be the total price for Table 10

**Table 11 - Pricing for Standby Periods**

Offerors must submit firm all inclusive daily rates.

Year 1	Year 2	Year 3
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive daily rates, for all years, will be multiplied by two (2) days to determine the total price for Table 11.

Example:

Year 1	Year 2	Year 3
\$450	\$465	\$480

$$\$450 + \$465 + \$480 = \$1,395$$

$$\$1,395 \times 2 = \$2,790$$

\$2,790 would be the total price for Table 11

**Table 12 - Pricing for Standby Periods - Urgent Requirement**

Offerors must submit firm all inclusive daily rates.

Year 1	Year 2	Year 3
\$	\$	\$

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For evaluation purposes, the sum of all firm all inclusive daily rates, for all years, will determine the total price for Table 12.

**Table 13 - Pricing for Standard Maintenance and Repairs**

Offerors must submit firm all inclusive hourly rates.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will be multiplied by ten (10) hours to determine the total price for Table 13.

Example:

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$30.25	\$32.75	\$35.55

$$\$30.25 + \$32.75 + \$35.55 = \$98.55$$

$$\$98.55 \times 10 = \$985.50$$

\$985.50 would be the total price for Table 13

**Table 14 - Pricing for Standard Maintenance and Repairs - Urgent Requirement**

Offerors must submit firm all inclusive hourly rates.

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$	\$	\$

For evaluation purposes, the sum of all firm all inclusive hourly rates, for all years, will be multiplied by five (5) hours to determine the total price for Table 14.

Example:

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
\$40.25	\$42.75	\$45.55

$$\$40.25 + \$42.75 + \$45.55 = \$128.55$$

$$\$128.55 \times 5 = \$642.75$$

\$642.75 would be the total price for Table 14

## Annex H - Non-Disclosure Agreement

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of **(to be inserted by PWGSC)**, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. **(to be inserted by PWGSC)** between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Environment Canada, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: **(to be inserted by PWGSC)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **Annex I - Mandatory Technical Evaluation Criteria for Stream 1**

M1. Offerors must demonstrate they have emission test equipment for Compression-ignition engines with a gross power output of 560kW or less, complying with:

- a. the provisions specified in CFR 86;
- b. the provisions specified in CFR 89;
- c. the provisions specified in CFR 1035, and
- d. the provisions specified in CFR 1065.

M2. Offerors must demonstrate they have experience in measuring exhaust emissions for Compression-ignition engines with a gross power output of 560kW or less, in accordance with the procedures specified in CFR 1035;

M3. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in measuring exhaust emissions for Compression-ignition engines with a gross power output of 560kW or less, in accordance with:

- a. the procedures specified in CFR 86;
- b. the procedures specified in CFR 89;
- c. the procedures specified in CFR 1039, and
- d. the procedures specified in CFR 1065.

M4. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in measuring opacity levels from the smoke test for Compression-ignition engines with a gross power output of 560kW or less, in accordance with the procedures specified in CFR 86.

M5. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in performing service accumulation on Compression-ignition engines with a gross power output of 560kW or less.

M6. Offerors must demonstrate they have the capacity to conduct a minimum of five (5) individual tests per year on Compression-ignition engines with a gross power output of 560kW or less, in accordance with Section 3.0 of Annex A - Statement of Work for Stream 1.

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## **Annex J - Mandatory Technical Evaluation Criteria for Stream 2**

M1. Offerors must demonstrate they have emission test equipment for Spark-ignition engines with a gross power output of 19kW or less, complying with:

- a. the provisions specified in CFR 90;
- b. the provisions specified in CFR 1054
- c. the provisions specified in CFR 1060, and
- b. the provisions specified in CFR 1065.

M2. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in measuring exhaust emissions for Spark-ignition engines with a gross power output of 19kW or less, in accordance with:

- a. the procedures specified in CFR 90, and
- b. the procedures specified in CFR 1054.

M3. Offerors must demonstrate they have experience in measuring permeation emissions from fuel tank(s) for Spark-ignition engines with a gross power output of 19kW or less, in accordance with:

- a. the procedures for tank permeation specified in CFR 1060.

M4. Offerors must demonstrate they have experience in measuring permeation emissions from the fuel lines for Spark-ignition engines with a gross power output of 19kW or less, in accordance with:

- a. the procedures for fuel line permeation specified in CFR 1060.

M5. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in performing service accumulation on Spark-ignition engines with a gross power output of 19kW or less.

M6. Offerors must demonstrate they have the capacity to conduct a minimum of five (5) individual tests per year on Spark-ignition engines with a gross power output of 19kW or less, in accordance with Section 3.0 of Annex B - Statement of Work for Stream 2.

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## **Annex K - Mandatory Technical Evaluation Criteria for Stream 3**

M1. Offerors must demonstrate they have emission test equipment for Class I, II and III motorcycles, complying with:

- a. the provisions specified in CFR 86, and
- b. the provisions specified in CFR 1051.

M2. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in measuring exhaust emissions for Class I, II and III motorcycles, in accordance with:

- a. the procedures specified in CFR 86.

M3. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in measuring permeation emissions from fuel tank(s) for Class I, II and III motorcycles, in accordance with:

- a. the procedures for tank permeation specified in CFR 1051.

M4. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in measuring permeation emissions from the fuel lines for Class I, II and III motorcycles, in accordance with:

- a. the procedures for fuel line permeation specified in CFR 1051.

M5. Offerors must demonstrate they have a minimum of five (5) years of experience, within the last eight (8) years, in performing service accumulation on Class I, II and III motorcycles.

M6. Offerors must demonstrate they have the capacity to conduct a minimum of five (5) individual tests per year on Class I, II and III motorcycles, in accordance with Section 3.0 of Annex C - Statement of Work for Stream 3.

## **Annex A - Statement of Work for Stream 1**

### **Compression-ignition engines with a gross power output of 560kW or less**

#### **1.0 BACKGROUND**

- 1.1 Environment Canada's (EC) mandate is to preserve and enhance the quality of the natural environment; conserve Canada's renewable resources; conserve and protect Canada's water resources; forecast weather and environmental change; enforce rules relating to boundary waters; and coordinate environmental policies and programs for the federal government.
- 1.2 The *Canadian Environmental Protection Act* (CEPA), 1999 gives authority to EC to "undertake research and development programs for the study of the effect of vehicles, engines or equipment or emissions on air pollution, energy conservation and the environment and for the promotion of measures to control that effect" (Section 158.(c)). Vehicles and Engines Testing and Emissions Verification section (VETEV) of EC's Transportation Division (TD) administers testing programs to meet this commitment.
- 1.3 VETEV tests compression-ignition engines to ensure conformance with environmental standards and regulations, as indicated through the *Canadian Environmental Protection Act*. This may include service accumulation of hours on a given engine and emission testing against related standards and regulations.
- 1.4 Engines used in testing could be used or new. This Statement of Work covers testing of Compression-ignition engines with a gross power output of 560kW or less.

#### **2.0 DEFINITIONS AND APPLICABLE DOCUMENTS**

- 2.1 The following list of definitions and acronyms is relevant to and forms a part of this Statement of Work (SOW). The list is not exhaustive, but rather is intended to ensure clarity of understanding of critical terms used within this SOW.

Term/Acronym	Definition
<b>CFR</b>	Code of Federal Regulation from the American Environmental Protection Agency (EPA). In this SOW, CFR refers to Title 40: <i>Protection of the Environment</i> , unless otherwise stated.
<b>GoC</b>	Government of Canada.
<b>Test Specimen</b>	Compression-ignition engines.
<b>VETEV</b>	Vehicles and Engines Testing and Emissions Verification section of EC.

- 2.2 The following links are provided for ease of reference while reading this document and relate to the applicable test procedures, preparations and service accumulations:

- 2.2.1 CFR 86:



- a) (86.1 to 86.544-90) <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=03595cbfe3064e58691e9824a28ff3c4&rgn=div5&view=text&node=40:18.0.1.1.2&idno=40;>
- b) (86.600-1-End) <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=8eb5bef9aa63ebef3ae52509a1508194&rgn=div5&view=text&node=40:19.0.1.1.1&idno=40;>
- 2.2.2 CFR 89: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=733fe113278924e2f8ad23ee70dd3dfe&rgn=div5&view=text&node=40:20.0.1.1.3&idno=40;>
- 2.2.3 CFR 1036: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=510752353feab3a47612ddb8bdda6617&rgn=div5&view=text&node=40:33.0.1.1.3&idno=40;>
- 2.2.4 CFR 1039: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2dd0fa887f72c80bf2a14a2dd988d6bb&rgn=div5&view=text&node=40:33.0.1.1.5&idno=40;>
- 2.2.5 CFR 1065: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2dd0fa887f72c80bf2a14a2dd988d6bb&rgn=div5&view=text&node=40:33.0.1.1.13&idno=40;>
- 2.2.6 California Regulations for New 1996 and Later Heavy-Duty Off-Road Diesel Cycle Engines: <http://arb.ca.gov/msprog/offroad/ofcie/ofciectp/ofciectp.htm>.
- 2.3 New regulations may be added to the list above as a result of amendments to the Regulations or other decision outside the control of VETEV. In this event, Offerors will be given as much time as possible to inform them of new requirements for testing.

### **3.0 SCOPE OF WORK**

#### **3.1 Compression-ignition engines with a gross power output of 560kW or less**

- 3.1.1 The Offeror shall be equipped with emissions test equipment complying with the provisions specified in CFR 86, 89, 1036 and 1065, and diagnostic capabilities to monitor the performance of the engine throughout the accumulation and testing to ensure proper operation.
- 3.1.2 The Offeror shall set-up the test specimen, and perform an engine map, in accordance with all applicable procedures specified in CFR 86, 89, 1036 and 1065, as the case may be, and as indicated in any resultant Call-up(s).
- 3.1.3 The Offeror shall perform engine service accumulation to a number of hours as indicated in the Call-up. Performance of engine service accumulation shall be done in accordance with instructions supplied by VETEV.
- 3.1.4 The Offeror shall measure exhaust emissions of particulate matter, carbon monoxide, carbon dioxide, methane, hydrocarbon, nitrous oxide and oxides of nitrogen in accordance with the procedures and equipment prescribed in CFR 86, 89, 1036, 1039 or 1065, as applicable, and as indicated in any resultant Call-up(s). Multiple tests may be required on the same specimen.
- 3.1.5 The Offeror shall measure opacity levels from the smoke test(s) in accordance with CFR 86, 89 or 1039, as applicable.

- 3.1.6 The Offeror shall conduct all required standard maintenance as identified in the Call-up during the course of service accumulation and testing. Standard maintenance includes but is not limited to oil changes, oil and air filter replacement.
- 3.1.7 VETEV may, on occasion, require testing to be temporarily suspended. In which case, the Offeror shall hold the test specimen in the test cell and shall charge VETEV only the standby rate indicated in its Basis of Payment.
- 3.1.8 The Offeror shall inspect the test specimen upon receipt from VETEV. The Offeror shall report any damage, irregularity or area of concern upon inspection, and during testing and service accumulation of the test specimen. The Offeror shall perform the repair as requested through a Call-up.
- 3.1.9 The Offeror shall only use materials and parts supplied by VETEV. All materials and parts required for standard maintenance and normal operation will be supplied with the test specimen. If additional materials and parts are required during performance of the work, the Offeror shall contact the technical authority immediately to have the materials and parts supplied. The Offeror shall return all unused materials and parts to the technical authority upon return of the test specimen to VETEV.

#### **4.0 DELIVERABLES**

- 4.1 For every Call-up, the Offeror shall provide a signed report in either hard-copy or electronic, at the Offeror's discretion, containing the following deliverables:
  - 4.1.1 Summary of results, including comments whenever something out of the usual with the results;
  - 4.1.2 Raw data results, including the engine trace data of actual speed vs desired speed for accumulation, engine map and testing;
  - 4.1.3 Documentation of latest calibration of laboratory equipment in accordance with relevant sections of the applicable CFR;
  - 4.1.4 Log book containing documentation of events with date and time, hours of operation, data and initial of all tasks being performed from the time the test specimen was received and returned to VETEV including:
    - a) Any preparation and set-up done
    - b) Any accumulation and engine map performed
    - c) Any pre-conditioning or testing done and which cycle
    - d) Any issues with specimen during prep or testing: trouble codes, engine light, etc.
    - e) Any changes in set-up
    - f) Any maintenance done or fluid checked
    - g) Any other information the Offeror deems could affect emissions
  - 4.1.5 Pictures:
    - a) General photo of engine on dynamometer
    - b) Pictures of each side of the engine setup
    - c) Engine mounts, if not clearly visible in previous pictures
    - d) Coupling between dynamometer and engine
    - e) If any special requirements for testing, at least 1 picture of the method performed to demonstrate how the procedure was done
  - 4.1.6 Test fuel specifications for the fuel used for testing; and
  - 4.1.7 Technical specification of laboratory set-up and equipment.

- 4.2 The Offeror shall ensure that all electronically submitted Deliverables and services provided are in conformity with VETEV's standard desktop publishing software, currently Microsoft Office 2003, and any upgrades thereto.

## **5.0 LANGUAGE OF WORK**

- 5.1 The language of all written Deliverables shall be English or French at the Offeror's discretion.

## **6.0 HANDLING AND STORAGE REQUIREMENT**

- 6.1 The Offeror's facility shall be accessible by commercial vehicles. Commercial vehicle is defined as a truck, tractor or trailer or any combination thereof that weighs more than 4,500 kg.
- 6.2 The Offeror shall be responsible for unloading the test specimen at its facility without the assistance of federal government or carrier personnel.
- 6.3 The Offeror shall store the test specimen in a secured area protected from the weather.

## **7.0 GREEN PROCUREMENT AND SERVICES**

- 7.1 The Offeror shall ensure, where possible, that all materiel employed and work methods utilized by both the Offeror and its deployed resources shall accommodate the Policy on Green Procurement of the GoC (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

## **Annex C - Statement of Work for Stream 3**

### **Class I, II and III motorcycles**

#### **1.0 BACKGROUND**

- 1.1 Environment Canada's (EC) mandate is to preserve and enhance the quality of the natural environment; conserve Canada's renewable resources; conserve and protect Canada's water resources; forecast weather and environmental change; enforce rules relating to boundary waters; and coordinate environmental policies and programs for the federal government.
- 1.2 The *Canadian Environmental Protection Act* (CEPA), 1999 gives authority to EC to "undertake research and development programs for the study of the effect of vehicles, engines or equipment or emissions on air pollution, energy conservation and the environment and for the promotion of measures to control that effect" (Section 158.c). Vehicles and Engines Testing and Emissions Verification section (VETEV) of EC's Transportation Division (TD) administers testing programs to meet this commitment.
- 1.3 VETEV tests motorcycles to ensure conformance with environmental standards and regulations, as indicated through the *Canadian Environmental Protection Act*. This may include service accumulation of kilometers on a given motorcycle, and emission testing against related standards and regulations.
- 1.4 Motorcycles used in testing could be used or new. This Statement of Work covers testing of Class I, II and III motorcycles, as defined in the *On-Road Vehicle and Engine Emission Regulations*.

#### **2.0 DEFINITIONS AND APPLICABLE DOCUMENTS**

- 2.1 The following list of definitions and acronyms is relevant to and forms a part of this Statement of Work (SOW). The list is not exhaustive, but rather is intended to ensure clarity of understanding of critical terms used within this SOW.

Term/Acronym	Definition
CFR	Code of Federal Regulation from the American Environmental Protection Agency (EPA). In this SOW, CFR refers to Title 40: <i>Protection of the Environment</i> , unless otherwise stated.
Class I motorcycle	A motorcycle having an engine displacement of less than 170 cm <sup>3</sup> .
Class II motorcycle	A motorcycle having an engine displacement of 170 cm <sup>3</sup> or more but less than 280 cm <sup>3</sup> .
Class III motorcycle	A motorcycle having an engine displacement of 280 cm <sup>3</sup> or more.
GoC	Government of Canada.
Test Specimen	Class I, II and III motorcycles.

Term/Acronym	Definition
<b>VETEV</b>	Vehicles and Engines Testing and Emissions Verification section of EC.
2.2	The following links are provided for ease of reference while reading this document and relate to the applicable test procedures, preparations and service accumulations:
2.2.1	CFR 86: <ul style="list-style-type: none"> <li>a) (86.1 to 86.544-90): <a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=03595cbfe3064e58691e9824a28ff3c4&amp;rgn=div5&amp;view=text&amp;node=40:18.0.1.1.2&amp;idno=40;">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=03595cbfe3064e58691e9824a28ff3c4&amp;rgn=div5&amp;view=text&amp;node=40:18.0.1.1.2&amp;idno=40</a>;</li> <li>b) (86.600-1-End): <a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=8eb5bef9aa63ebef3ae52509a1508194&amp;rgn=div5&amp;view=text&amp;node=40:19.0.1.1.1&amp;idno=40;">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=8eb5bef9aa63ebef3ae52509a1508194&amp;rgn=div5&amp;view=text&amp;node=40:19.0.1.1.1&amp;idno=40</a>;</li> </ul>
2.2.2	CFR 1051: <a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=2dd0fa887f72c80bf2a14a2dd988d6bb&amp;rgn=div5&amp;view=text&amp;node=40:33.0.1.1.10&amp;idno=40;">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=2dd0fa887f72c80bf2a14a2dd988d6bb&amp;rgn=div5&amp;view=text&amp;node=40:33.0.1.1.10&amp;idno=40</a> ;
2.2.3	CFR 1060: <a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=2dd0fa887f72c80bf2a14a2dd988d6bb&amp;rgn=div5&amp;view=text&amp;node=40:33.0.1.1.12&amp;idno=40;">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=2dd0fa887f72c80bf2a14a2dd988d6bb&amp;rgn=div5&amp;view=text&amp;node=40:33.0.1.1.12&amp;idno=40</a> ;
2.3	New regulations may be added to the list above as a result of amendments to the Regulations or other decision outside the control of VETEV. In this event, Offerors will be given as much time as possible to inform them of new requirements for testing.
<b>3.0</b>	<b>SCOPE OF WORK</b>
3.1	<b><u>Class I, II and III motorcycles</u></b>
3.1.1	The Offeror shall be equipped with emissions test equipment complying with the provisions specified in CFR 86 and CFR 1051.
3.1.2	The Offeror shall set-up the test specimen in accordance with all applicable procedures specified in CFR 86, 1051 or 1060, as the case may be, and as indicated in any resultant Call-up(s).
3.1.3	The Offeror shall perform motorcycle service accumulation to a number of kilometers as indicated in the Call-up. Performance of motorcycle service accumulation shall be done in accordance with instructions supplied by VETEV.
3.1.4	The Offeror shall measure exhaust emissions with the procedures and equipment prescribed in CFR 86, and as indicated in any resultant Call-up(s).
3.1.5	The Offeror shall measure permeation emissions from fuel tank(s) with the test procedures for tank permeation in CFR 1051.
3.1.6	The Offeror shall measure permeation emissions from the fuel lines with the test procedures for fuel-line permeation in CFR 1051.
3.1.7	The Offeror shall conduct all required standard maintenance as identified in the Call-up during the course of service accumulation and testing. Standard maintenance includes but is not limited to oil changes, oil and air filter replacement.

- 3.1.8 VETEV may, on occasion, require testing to be temporarily suspended. In which case, the Offeror shall hold the test specimen in the test cell and shall charge VETEV only the standby rate indicated in its Basis of Payment.
- 3.1.9 The Offeror shall inspect the test specimen upon receipt from VETEV. The Offeror shall report any damage, irregularity or area of concern upon inspection, and during testing and service accumulation of the test specimen. The Offeror shall perform the repair as requested through a Call-up.
- 3.1.10 The Offeror shall only use materials and parts supplied by VETEV. All materials and parts required for standard maintenance and normal operation will be supplied with the test specimen. If additional materials and parts are required during performance of the work, the Offeror shall contact the technical authority immediately to have the materials and parts supplied. The Offeror shall return all unused materials and parts to the technical authority upon return of the test specimen to VETEV.

#### **4.0 DELIVERABLES**

- 4.1 For every Call-up, the Offeror shall provide a signed report in either hard-copy or electronic, at the Offeror's discretion, containing the following deliverables:
  - 4.1.1 Summary of results, including comments whenever something out of the usual with the results
  - 4.1.2 Raw data results, including the driver trace data of actual speed vs desired speed for accumulation and testing;
  - 4.1.3 Documentation of latest calibration of equipment in accordance with relevant sections of the CFR;
  - 4.1.4 Log book containing documentation of events with time, odometer, date and initial of all tasks being performed from the time the test specimen was received and returned to VETEV including;
    - a) Any accumulation performed
    - b) Any preparation and set-up done
    - c) Any pre-conditioning or testing done and which cycle
    - d) Any issues with specimen during prep or testing: trouble codes, engine light, etc.
    - e) Any changes in set-up
    - f) Any maintenance done or fluid checked
    - g) Distance not registered on odometer
    - h) Make, model, CFR setting and placement of the fan for each test
    - i) Any other information the Offeror deems could affect emissions
  - 4.1.5 Pictures
    - a) General photo of the motorcycle on dynamometer
    - b) Fan placement
    - c) Tie down points
    - d) Rear wheel placement on dynamometer
    - e) Any issues with specimen during prep or testing: trouble codes, engine light, etc.
    - f) CVS connection to muffler/exhaust pipe
  - 4.1.6 Test fuel specifications for the fuel used for testing.

4.1.7 Technical specification of laboratory set-up and equipment.

4.2 The Offeror shall ensure that all electronically submitted Deliverables and services provided under all authorized Call-up(s) are in conformity with VETEV's standard desktop publishing software, currently Microsoft Office 2003, and any upgrades thereto.

## **5.0 LANGUAGE OF WORK**

5.1 The language of all written Deliverables shall be English or French at the Offeror's discretion.

## **6.0 HANDLING AND STORAGE REQUIREMENT**

6.1 The Offeror's facility shall be accessible by commercial vehicles. Commercial vehicle is defined as a truck, tractor or trailer or any combination thereof that weighs more than 4,500 kg.

6.2 The Offeror shall be responsible for unloading the test specimen at its facility without the assistance of federal government or carrier personnel.

6.3 The Offeror shall store the test specimen in a secured area protected from the weather.

## **7.0 GREEN PROCUREMENT AND SERVICES**

7.1 The Offeror shall ensure, where possible, that all materiel employed and work methods utilized by both the Offeror and its deployed resources shall accommodate the Policy on Green Procurement of the GoC (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

## ***Annex B - Statement of Work for Stream 2***

### ***Spark-ignition engine with a gross power output of 19kW or less***

#### **1.0 BACKGROUND**

- 1.1 Environment Canada's (EC) mandate is to preserve and enhance the quality of the natural environment; conserve Canada's renewable resources; conserve and protect Canada's water resources; forecast weather and environmental change; enforce rules relating to boundary waters; and coordinate environmental policies and programs for the federal government.
- 1.2 The *Canadian Environmental Protection Act* (CEPA), 1999 gives authority to EC to "undertake research and development programs for the study of the effect of vehicles, engines or equipment or emissions on air pollution, energy conservation and the environment and for the promotion of measures to control that effect" (Section 158.c). Vehicles and Engines Testing and Emissions Verification section (VETEV) of EC's Transportation Division (TD) administers testing programs to meet this commitment.
- 1.3 VETEV tests spark-ignition engines to ensure conformance with environmental standards and regulations, as indicated through the *Canadian Environmental Protection Act*. This may include service accumulation of hours on a given engine, and emission testing against related standards and regulations.
- 1.4 Engines used in testing could be used or new. This Statement of Work covers testing of Spark-ignition engines with a gross power output of 19kW or less.

#### **2.0 DEFINITIONS AND APPLICABLE DOCUMENTS**

- 2.1 The following list of definitions and acronyms is relevant to and forms a part of this Statement of Work (SOW). The list is not exhaustive, but rather is intended to ensure clarity of understanding of critical terms used within this SOW.

<b>Term/Acronym</b>	<b>Definition</b>
<b>CFR</b>	Code of Federal Regulation from the American Environmental Protection Agency (EPA). In this SOW, CFR refers to Title 40: <i>Protection of the Environment</i> , unless otherwise stated.
<b>GoC</b>	Government of Canada.
<b>Test Specimen</b>	Spark-ignition engines.
<b>VETEV</b>	Vehicles and Engines Testing and Emissions Verification section of EC.

- 2.2 The following links are provided for ease of reference while reading this document and relate to the applicable test procedures, preparations and service accumulations:



- 2.2.1 CFR 90: [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=314ecb7736e6965fab1087e150ebd1e8&rgn=div5&view=text&node=40:20.0.1.1.4&idno=40](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=314ecb7736e6965fab1087e150ebd1e8&rgn=div5&view=text&node=40:20.0.1.1.4&idno=40;);
- 2.2.2 CFR 1054: [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2dd0fa887f72c80bf2a14a2dd988d6bb&rgn=div5&view=text&node=40:33.0.1.1.11&idno=40](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2dd0fa887f72c80bf2a14a2dd988d6bb&rgn=div5&view=text&node=40:33.0.1.1.11&idno=40;);
- 2.2.3 CFR 1060: [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2dd0fa887f72c80bf2a14a2dd988d6bb&rgn=div5&view=text&node=40:33.0.1.1.12&idno=40](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2dd0fa887f72c80bf2a14a2dd988d6bb&rgn=div5&view=text&node=40:33.0.1.1.12&idno=40;);
- 2.2.4 CFR 1065: [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2dd0fa887f72c80bf2a14a2dd988d6bb&rgn=div5&view=text&node=40:33.0.1.1.13&idno=40](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2dd0fa887f72c80bf2a14a2dd988d6bb&rgn=div5&view=text&node=40:33.0.1.1.13&idno=40;);
- 2.3 New regulations may be added to the list above as a result of amendments to the Regulations or other decision outside the control of VETEV. In this event, Offerors will be given as much time as possible to inform them of new requirements for testing.

### **3.0 SCOPE OF WORK**

#### **3.1 Spark-ignition engines with a gross power output of 19kW or less**

- 3.1.1 The Offeror shall be equipped with emissions test equipment complying with the provisions specified in CFR 90 and CFR 1065.
- 3.1.2 The Offeror shall set-up the test specimen, and perform an engine map, in accordance with all applicable procedures specified in CFR 90, 1054, 1060 or 1065, as the case may be, and as indicated in any resultant Call-up(s).
- 3.1.3 The Offeror shall perform engine service accumulation to a number of hours as indicated in the Call-up. Performance of engine service accumulation shall be done in accordance with instructions supplied by VETEV.
- 3.1.4 The Offeror shall measure exhaust emissions of carbon monoxide, hydrocarbon and oxides of nitrogen using the procedures and equipment prescribed in CFR 90 or 1054, as applicable and subject to test cycles specified by VETEV, as indicated in any resultant Call-up(s).
- 3.1.5 The Offeror shall measure permeation emissions from fuel tank(s) with the test procedures for tank permeation prescribed in CFR 1060.
- 3.1.6 The Offeror shall measure permeation emissions from the fuel lines with the test procedures for fuel-line permeation prescribed in CFR 1060.
- 3.1.7 The Offeror shall conduct all required standard maintenance as identified in the Call-up during the course of service accumulation and testing. Standard maintenance includes but is not limited to oil changes, oil and air filter replacement.
- 3.1.8 VETEV may, on occasion, require testing to be temporarily suspended. In which case, the Offeror shall hold the test specimen in the test cell and shall charge VETEV only the standby rate indicated in its Basis of Payment.
- 3.1.9 The Offeror shall inspect the test specimen upon receipt from VETEV. The Offeror shall report any damage, irregularity or area of concern upon inspection, and during testing and service accumulation of the test specimen. The Offeror shall perform the repair as requested through a Call-up.

- 3.1.10 The Offeror shall only use materials and parts supplied by VETEV. All materials and parts required for standard maintenance and normal operation will be supplied with the test specimen. If additional materials and parts are required during performance of the work, the Offeror shall contact the technical authority immediately to have the materials and parts supplied. The Offeror shall return all unused materials and parts to the technical authority upon return of the test specimen to VETEV.

#### **4.0 DELIVERABLES**

- 4.1 For every Call-up, the Offeror shall provide a signed report in either hard-copy or electronic, at the Offeror's discretion, containing the following deliverables:
- 4.1.1 Summary of results, including comments whenever something out of the usual with the results;
- 4.1.2 Raw data results, including the engine trace data of actual speed vs desired speed for accumulation, engine map and testing;
- 4.1.3 Documentation of latest calibration of equipment in accordance with relevant sections of the CFR;
- 4.1.4 Log book containing documentation of events with date and time, hours of operation, data and initial of all tasks being performed from the time the test specimen was received and returned to VETEV including
- a) Any service accumulation and engine map performed
  - b) Any preparation and set-up done
  - c) Any pre-conditioning or testing done and which cycle
  - d) Any issues with specimen during prep or testing: trouble codes, engine light, etc.
  - e) Any changes in set-up
  - f) Any maintenance done or fluid checked
  - g) Any other information the Offeror deems could affect emissions
- 4.1.5 Pictures
- a) General photo of engine on dynamometer
  - b) Pictures of each side of the engine setup
  - c) Engine mounts, if not clearly visible in previous pictures
  - d) Coupling between dynamometer and engine
  - e) If any special requirements for testing, at least 1 picture of the method performed to demonstrate how the procedure was done
- 4.1.6 Test fuel specifications for the fuel used for testing.
- 4.1.7 Technical specification of laboratory set-up and equipment
- 4.2 The Offeror shall ensure that all electronically submitted Deliverables and services provided are in conformity with VETEV's standard desktop publishing software, currently Microsoft Office 2003, and any upgrades thereto.

## **5.0 LANGUAGE OF WORK**

- 5.1 The language of all written Deliverables shall be English or French at the Offeror's discretion.

## **6.0 HANDLING AND STORAGE REQUIREMENT**

- 6.1 The Offeror's facility shall be accessible by commercial vehicles. Commercial vehicle is defined as a truck, tractor or trailer or any combination thereof that weighs more than 4,500 kg.
- 6.2 The Offeror shall be responsible for unloading the test specimen at its facility without the assistance of federal government or carrier personnel.
- 6.3 The Offeror shall store the test specimen in a secured area protected from the weather.

## **7.0 GREEN PROCUREMENT AND SERVICES**

- 7.1 The Offeror shall ensure, where possible, that all materiel employed and work methods utilized by both the Offeror and its deployed resources shall accommodate the Policy on Green Procurement of the GoC (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

K2A10-10-0080

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
Environment Canada		Energy and Transportation Directorate
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail		
The services of Contractors are being sought to assist the Vehicle and Engine Testing and Emissions Verification (VETEV) of Environment Canada in managing an increase in the volume of testing for engines and motorcycles while Internal capacity is building. The Standing Offer Agreement (SOA) will be used solely by VETEV and will be valid for three (3) years with one (1) additional year Option Period.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

K2A10-10-0080

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

☒ No  
Non ☐ Yes  
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No  
Non ☐ Yes  
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL-  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No  
Non ☐ Yes  
Oui

☐ No  
Non ☐ Yes  
Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☐ No  
Non ☒ Yes  
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No  
Non ☐ Yes  
Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No  
Non ☐ Yes  
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No  
Non ☐ Yes  
Oui





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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

France Legault

Title - Titre

Chief, VETEV

Signature

Telephone No. - N° de téléphone  
613-990-7848

Facsimile No. - N° de télécopieur  
613-946-0003

E-mail address - Adresse courriel  
france.legault@eo.gc.ca

Date  
October 6, 2010

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Michel Clairmont

Title - Titre

Security officer

Signature

Telephone No. - N° de téléphone  
819-934-6829

Facsimile No. - N° de télécopieur  
819-997-8817

E-mail address - Adresse courriel  
Mich.Clairmont@eo.gc.ca

Date  
Oct-6/2010

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non

☐ Yes  
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Neil Charbonneau

Title - Titre

Procurement & Contracting Officer

Signature

Telephone No. - N° de téléphone  
(819) 997-1497

Facsimile No. - N° de télécopieur  
(819) 953-8235

E-mail address - Adresse courriel  
Neil.Charbonneau@eo.gc.ca

Date  
6-Oct-2010

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

BACHOR EL HADDAD

Title - Titre

CONTRACT SECURITY OFFICER

Signature

Telephone No. - N° de téléphone  
613 952 1663

Facsimile No. - N° de télécopieur  
613 954 4171

E-mail address - Adresse courriel  
BACHOR.EL-HADDAD@

Date  
01/02/2011

PWGSC-TPSGC.BC.CA