

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Outside Sales -CORCAN	
Solicitation No. - N° de l'invitation 21K01-12MH01/A	Date 2012-08-29
Client Reference No. - N° de référence du client 21K01-12-MH01	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-650-5918	
File No. - N° de dossier KIN-2-38062 (650)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-09	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rombough, Lori	Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613) 545-8061 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA CORCAN RHQ Ontario 1484 Centennial Drive, PO Box 1174 KINGSTON Ontario K7L4Y8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1. Security Requirement

1.1 There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

1.2 HOW TO COMMENCE THE SECURITY CLEARANCE PROCESS

If the bidder does not have the required security clearance a new Security Clearance process must be initiated through PWGSC. The Bidder must fill out sections A, B and C of the Sponsorship form (Annex E) and e-mail it to the Contracting Authority, Lori Rombough at:

Lori.Rombough@pwgsc-tpsgc.gc.ca

The sponsorship form will be sent to the Approval Source who forwards the document electronically to PWGSC's Canadian Industrial Security Directorate (CISD).

Award of a contract is not necessary to start the sponsorship process; it can take place any time during the bid period. The security sponsorship process can take a significant amount of time to complete. It is the Bidder's responsibility to submit the sponsorship paperwork to the Contracting Authority on a timely basis. The Contracting Authority will not take responsibility for any delays in contract award caused by security clearance.

2. Statement of Work

CORCAN requires a Contractor to provide **Outside Sales Support Services** in accordance with Annex "A", the Statement of Work.

2.1 Transition at Contract Commencement and Expiry

It is anticipated that the current Contracts, 21K01-060031/001/KIN and 21K01-060031/002/KIN, and the new Contract will overlap by a maximum of 2 weeks commencing on or about November 15, 2012 to provide a transition period of formal and on-the-job training to personnel who will be providing on-site service.

The Technical Authority may task the proposed Contractor to provide its on-site personnel for training during the transition period. Payment for Work will be made in accordance with rates specified in the Annex entitled "Basis of Payment".

Similarly, the last month of Contracts 21K01-12MH01/001/KIN and 21K01-12MH01/002/KIN will be a repeat of this process in which the current Contractor will provide training to the new Contractor's personnel, if applicable.

The Contractor may be required to collaborate with other Contractors. Such activities may involve giving or receiving advice to/from another Contractor in the form of briefings, lectures, or any other kinds of collaboration required to accomplish the Work. The Contractor shall perform such tasks in a diligent and timely manner upon the request of Canada. Payment for Work will be made in accordance with rates specified in the Annex entitled "Basis of Payment".

2.2 Services are required from date of award to 31 March 2014 and include irrevocable options for Canada to extend the contract by 4 periods of 12 months each.

2.3 This requirement is subject to the following trade agreements: WTO-AGP, NAFTA and AIT, Canada-Colombia Free Trade Agreement (FTA) and Canada-Peru FTA.

3. Optional Bidder's Conference

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. **The site visit will be held on WEDNESDAY, SEPTEMBER 26th 2012 AT 10:00 am at 1484 Centennial Drive, Kingston Ontario.**

Bidders are requested to communicate with the Contracting Authority TWO days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation. *(Derived from - Provenant de: A9038T, 16/06/2006)*

4. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Bidders may, at their discretion, substitute the applicable

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (**3 hard copies**)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

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

It is important that the bidder indicates which zone(s) its bid applies to.

Bidders may submit a bid for either or both zones of Southern Ontario. Price must not appear in any other area of the bid except in the financial bid.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. The Bidder should address each of the mandatory and point rated criteria contained in Annex "C".

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

To be considered responsive, a proposal must:

- a) meet all the **Mandatory Technical Criteria** ; and
- b) obtain the required minimum number of points specified in the **Point Rated Technical Criteria**. Proposals that do not address a point rated criteria will be given a score of zero for that point rated criteria.

Proposals not meeting 1.1 (a) or 1.1 (b) will be given no further consideration.

1.2 Financial Evaluation

1.2.1 Bids will be evaluated based on pricing in Canadian Currency, Harmonized Services Tax (HST) excluded.

For each zone the aggregate commission will be calculated by multiplying the bidder's commission by the applicable projected sales for all pricing periods in the Sales Projection Table in Annex "B".

1.2.2 Cost will be evaluated on the total requirement (Contract period and any applicable option period to extend), as stated in Annex "B". Each **Contract Year Price** will be calculated for each contract year, as follows:

The commission percentage X the yearly sales

1.2.3 The Contract Year Prices will be added together to arrive at an **Evaluation Price**.

2. Basis of Selection - Minimum Point Rating - SACC A0034T (2007-05-25)

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory technical evaluation criteria; and
 - (c) obtain the required minimum of **70% percent overall** of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Contractor Selection

For each zone, Canada will select the compliant bidder with the lowest evaluated price. If a tie occurs between bidders with the same lowest aggregate commission, Canada will select the bidder with the highest score from the Technical Evaluation. If the same bidder has the lowest evaluated price for both zones, one contract will be issued for both zones.

3. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must demonstrate the Security Clearance process has commenced. Further details can be found in Part 1 - General Information, Section 1.2 "HOW TO COMMENCE THE SECURITY CLEARANCE PROCESS" or
 - (b) the Bidder has the security clearances required in article 1 of Part 6 entitled "Security Requirement".
2. For additional information on security requirements, bidders should consult the (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

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

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

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

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

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

2. Certifications Precedent to Contract Award

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

2.1 **CERTIFICATION OF NON-COMPETITION**

2.1.1 The **Bidder** certifies that should it be awarded the Contract, resulting from this solicitation, the Bidder **shall not offer or provide** any proposed personnel to competing office furniture sales or manufacturing companies. This certification is required to prevent the divulging of confidential information, proprietary to CORCAN's operation and shall be in effect for the entire period of the contract and one year after contract completion.

(Signature)

(Date)

2.1.2 This Certification Form must be completed and signed by all Bidder's personnel who will be providing services under this contract.

I _____ (please print name of proposed personnel), certify that **I shall not offer or provide** services to competing office furniture sales or manufacturing companies for a minimum of one year after my last day of work relating to contract 21K01-12MH01/001/KIN and 21K01-12MH01/002/KIN. This certification is required to prevent the divulging of confidential information, proprietary to CORCAN's operation and shall be in effect for the entire period of the contract and one year after contract completion.

(Signature)

(Date)

2.2 **Federal Contractors Program - Certification: SACC Manual clause A3030T (2010-08-16)**

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

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

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

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

The Bidder or the member of the joint venture

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

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

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

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

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

2.3 Education and Experience: SACC Manual clause A3010T (2010-08-16)

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Signature of authorized representative: _____

2.4 Availability of Resources: SACC Manual clause A3005T (2010-08-16)

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

Signature of authorized representative: _____

2.5 Former Public Servant Certification: SACC Manual clause A3025T (2010-01-11)

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, *"former public servant"* is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

2.6 Bidder's Procurement Business Number (PBN) _____

All suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website. For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

2.7 Supplier or Service Representative Contact

Name and telephone number of the person responsible for :

<p>General Enquiries & Delivery Follow-up</p> <p>Name: _____</p> <p>Telephone No. _____</p> <p>Facsimile No. _____</p> <p>E-mail address: _____</p>	<p>Emergency Service Contact Numbers:</p> <p>Telephone No. _____</p> <p>Facsimile No. _____</p>
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PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

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

Before any new personnel begin working under this Contract their security clearances must be provided to the Technical Authority.

2. Statement of Work

CORCAN requires a Contractor to provide **Outside Sales Support Services** in accordance with Annex "A", the Statement of Work.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of award to 31 March 2014.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to FOUR additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lori Rombough
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 86 Clarence St. 2nd Floor, Kingston, Ontario

Telephone: (613) 545-8061
Facsimile: (613) 545-8067
E-mail address: Lori.Rombough@pwgsc-tpsgc.gc.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

To be filled in at Contract award

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

5.3 Contractor's Representative - To be identified at Contract award

6. Payment

6.1 Basis of Payment - Limitation of Expenditure: SACC C0206C (2011-05-16)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B" , to a limitation of expenditure of \$_____ (PWGSC to insert the amount at contract award). Customs duties are excluded and Harmonized Sales Tax is extra, if applicable.

6.2 SACC Manual Clauses incorporated by reference

- .1 A9117C T1204 - Direct Request by Customer Department (2007-11-30)
- .2 H1008C Monthly Payment (2008-05-12)
- .3 C6000C Limitation of Price (2011-05-16)

7. Invoicing Instructions

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

Invoices shall be submitted at the end of each month.

8. Certifications

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "D", Security Requirements Check List ; and
- (f) the Contractor's bid dated (PWGSC will insert date of bid)

11. G1001C Insurance Requirements (2008-05-12)

The Contractor must comply with the insurance requirements specified in 11.1. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

11.1 G2001C Commercial General Liability Insurance 2008-05-12

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

2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- m. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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11.2 G2020C Automobile Liability Insurance 2008-05-12

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

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- e. *OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement*

12. SACC Manual Clauses incorporated by reference

A9068C Government Site Regulations (2010-01-11)

ANNEX "A" - STATEMENT OF WORK

1. REQUIREMENT OVERVIEW

1.1 Service Required

The Contractor shall provide outside sales and marketing services to CORCAN Industries' products such as office furnishings, modular workstation components and other items such as modular housing units and/or laundry services (see paragraph 1.3 for definition of House accounts). The Contractor will provide a minimum of one outside sales representative dedicated to each zone of the Ontario Region for which they provide these services.

1.2 CORCAN's Furniture Manufacturing Program

CORCAN's Furniture Manufacturing Program is intended to provide federally sentenced offenders with the opportunity to learn work skills.

Further information on the types of products produced can be found within the CSC website at:

<http://www.csc-scc.gc.ca/corcan-catalogue/index-eng.shtml>

1.3 Customers

The Contractor will provide services to CORCAN's customers: Federal, Provincial, and Municipal Governments as well as universities, colleges, and non-profit organizations within the Ontario Region, and other markets as directed by the Technical Authority. CORCAN's customers will not normally include private sector accounts unless otherwise agreed to by the Technical Authority. CORCAN's top customers are: Department of National Defence (DND), Public Works Government Services Canada (PWGSC), Canada Revenue Agency (CRA), Human Resources and Skills Development Canada (HRSDC), Canada Border Services Agency (CBSA) and Correctional Service of Canada (CSC).

CORCAN reserves the right to designate House Accounts on a "case by case" basis. These accounts which are defined as accounts that will be serviced by CORCAN directly with no involvement of the Contractor and to which no commission or sales credit will be applied.

1.4 Associated Contracts

CORCAN in the Ontario Region has established contracts for the provision of Inside Sales Support and Installation Services. The Contractor providing the Outside Sales Services must interface with these Contractors.

The Contractor that provides Inside Sales Support to the Outside Sales Contractor will perform the following services:

- a. Design custom office furniture layouts based on information provided by the Outside Sales Contractor.
- b. Estimate the cost to supply the modular furniture based on the completed installation checklists and information provided by the Outside Sales Contractor.
- c. Enter the Outside Sales Contractor's orders into CORCAN's automated order system.
- d. Co-ordinate shipping and installations, taking into account the Client delivery requirements or restrictions, logistics for warehouse staging and phased shipments.

e. Review and investigate customer service issues or complaints, input customer service reports as required, provide feedback to the customer and track any trends and provide written reports to the T.A. on an as required basis.

The Contractor that provides the Installation Services will perform the following services:

- a. Estimate the cost to install the modular furniture for large installations, based on the completed installation checklists and information provided by the Outside Sales Contractor.
- b. Provide all equipment and labour to unload, and install the modular furniture;
- c. React as necessary to unanticipated configuration and/or schedule changes during the installation.
- d. Participate in the "walk through" inspection with the CORCAN representative and the customer, after the installation has been completed and make any necessary changes; deal promptly with deficiencies;
- e. Provide warranty claim service for repair and/or replacement of defective parts.
- f. Provide the signed customer acceptance forms to CORCAN.

1.5 Primary Objectives of the Outside Sales Contractor

The Contractor shall concentrate its efforts on accomplishing these primary objectives:

- a. Make sales calls to customers located within the Sales Territory to promote and sell CORCAN's products and installation services.
- b. Distribute promotional information to potential or existing CORCAN customers
- c. Broaden the customer base for CORCAN products and expand the territory coverage.
- d. Inform CORCAN of any new product or market related opportunities, which could enhance CORCAN's business.
- e. To be acquainted with CORCAN sites within the Ontario region in order to be familiar with their capabilities and to market a diverse product sales beyond the traditional goods.
- f. Consistently meet or exceed annual sales projections set by the Technical Authority. *Consistently direct its efforts towards meeting or exceeding the annual sales projections and is expected to achieve at least 75% of Sales Projection.*
- g. Provide customer service as required before and after the sale.

1.6 Deliverables of the Outside Sales Contract

The Contractor shall provide the following deliverables:

- a. Provide completed Installation Checklist and legible sketch of modular furniture configuration to Inside Sales Support and Installation Services within 2 working days of meeting with customer.
- b. When layouts, drawings or specifications are provided by Inside Sales Support, obtain customer's approval and send it to Inside Sales Support.
- c. Provide the Technical Authority, when requested, an up to date market profile, customer list and customer profile.
- d. Provide the Technical Authority with sales forecasts, marketing plans and ongoing reports on a quarterly and yearly basis or as requested.
- e. Upon completion of a sale, provide contract documents signed by the Customer, with associated design drawings for the modular furniture or product sold.

1.7 Sales Territory

The two Sales Territories within the Ontario Region are as defined below.

Zone I, South western Ontario

Is defined to be the following:

The western boundary is the province of Ontario's border.

The southern boundary is the province of Ontario's border.

The eastern boundary is the western boundaries of the Counties of Northumberland, Peterborough, Haliburton and Nipissing.

The northern boundary is the northern boundary of the County of Parry Sound.

Zone II, South eastern Ontario

Is defined to be the following:

The eastern boundary is the province of Ontario's border.

The western boundary is the western boundaries of the counties of Northumberland, Peterborough and Nipissing.

The southern boundary is the province of Ontario's border and the northern boundary of the County of Parry Sound.

And the western boundaries of the Counties of Algoma and Cochrane.

Zone 2 does not include the National Capital Region. National Capital Region (NCR) is also referred to as the Canada's Capital Region, is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighbouring city of Gatineau, Quebec and surrounding urban and rural communities.

Changes to the Sales Territory

CORCAN reserves the right to designate and assign all sales territories. CORCAN further reserves the right at any time to make any and all changes to The Sales Territory boundaries as may be deemed necessary by the Technical Authority to respond to business conditions. Such changes would be authorized through a contract amendment issued by the Contracting Authority.

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1.8 Location of CORCAN's Sales Office

Inside Sales Service will be provided at the CORCAN Regional Office located at 1484 Centennial Drive, Kingston, ON, or other locations to be determined by CORCAN

2. SCOPE OF WORK

2.1 Sales of CORCAN Products

The Contractor will direct its efforts towards meeting or exceeding the annual sales projections and is expected to achieve at least 75% of each Sales Projection. The Sales Projections for the optional years specified in the table below are approximate and will be adjusted annually to reflect business/market conditions. In addition, the Contractor should meet or exceed any sales quotas for specific product categories or promotions specified by the Technical Authority. In all cases, a sale will be deemed to have taken place at such time as the product has been delivered and/or installed and the CORCAN invoice has been generated.

The Total Sales tend to be constrained by production resources rather than the available market. The Contractor should maintain a diversified customer base in order to both maximize existing production capacity and to meet contractual sales objectives.

SALES PROJECTION TABLE

	Zone I	Zone II	Total Sales
Contract Period (Sept-Mar)	\$3,000,000.00	\$2,250,000.00	\$5,250,000.00
Contract Period (Apr-Mar)	\$4,000,000.00	\$3,000,000.00	\$7,000,000.00
Option Year 1	\$4,160,000.00	\$3,120,000.00	\$7,280,000.00
Option Year 1	\$4,330,000.00	\$3,240,000.00	\$7,570,000.00
Option Year 1	\$4,500,000.00	\$3,370,000.00	\$7,870,000.00
Option Year 1	\$4,680,000.00	\$3,500,000.00	\$8,180,000.00

2.2 Sales Forecasting and Reporting

The Contractor will provide the Technical Authority with an annual territory sales plan which shall include: a comprehensive sales forecast by market segment, account, and product line, which will meet or exceed the projections set by the Technical Authority each year. The annual plan should be submitted no later than sixty (60) days after the award date of the contract and every January thereafter, or as required to meet CORCAN's business planning cycle.

The Contractor will also submit quarterly sales reports to the Technical Authority updating the forecasts and including a summary analysis of market conditions (i.e. competitive activity, key account activity, product/market intelligence, customer issues such as quality, service, and pricing). The quarterly reports will be submitted in a format prescribed by the Technical Authority no later than fifteen (15) days following the end of the previous quarter.

2.3 Marketing Service

The Contractor shall prepare and implement an annual Sales Marketing Activity Plan including marketing strategies and scheduled activities to maintain, expand and develop sales in the prescribed territory. The plan shall focus on CORCAN's well established customers and CORCAN's prioritized groups. The Annual Marketing Plan is to be submitted no later than 30 days following the award of the contract and every March 1st, thereafter. The Contractor shall submit a quarterly progress review of the annual plan no later than 15 days following the previous quarter. The Contractor shall also provide a Marketing Activity Report on a quarterly and as and when required basis.

The Contractor shall distribute the sales literature provided by CORCAN to individual existing and potential customers within the territory. The distribution costs to individual customers shall be paid by

the Outside Sales Contractor. CORCAN will pay for and distribute the bulk mail outs as it deems appropriate.

The Contractor will participate in applicable local trade shows with the prior approval of the Technical Authority) and assist the Technical Authority in the planning and participation in national trade shows, seminars, and sales conferences as may be required. The entrance fees for authorized participation in trade shows will be paid by CORCAN.

2.4 Customer Service

The Contractor shall maintain contact with all CORCAN customers in the sales territory to provide customer service before and after sales. The Contractor shall inform the Technical Authority of customer concerns regarding: product quality, product warranty, delivery and installation.

2.5 Regional and National Meetings

The Contractor will meet with the Technical Authority at 1484 Centennial Drive, Kingston, Ont. on an as and when requested basis to provide briefings on the status of sales within the Territory. Should circumstances necessitate a change in the location of the Scheduled Meeting(s), such change in location will be specified at the time a meeting is scheduled.

The Contractor will be required to maintain close communication links with various regional and national levels of the CORCAN organization. This will include attending Regional and National CORCAN meetings. The Contractor will not be paid for the time required to travel to and attend the meeting. The Contractor will be reimbursed for travelling expenses for the meetings in accordance with Annex "B", #1.3.

2.6 Transition at Contract Commencement and Expiry

It is anticipated that the current Contract 21K01-060031 and the resulting Contract from this solicitation will overlap by a maximum of two weeks, commencing on or about 15 September 2012, to provide a transition period of formal and on-the-job training to personnel who will be providing on-site service.

The Technical Authority may task the proposed Contractor to provide its on-site personnel for training during the transition period.

Similarly, the two weeks of resulting Contract(s) from this solicitation will be a repeat of this process in which the current Contractor will provide training to the new Contractor's personnel, if applicable.

The Contractor may be required to collaborate with other Contractors. Such activities may involve giving or receiving advice to/from another Contractor in the form of briefings, lectures, or any other kinds of collaboration required to accomplish the Work. The Contractor shall perform such tasks in a diligent and timely manner upon the request of Canada.

During the transition period, commissions on any new orders received from customers where the order is a result of meetings with the outgoing Contractor, the commission shall be paid to the outgoing Contractor.

3. EXCLUSIVITY

The Contractor will promote and sell CORCAN goods and services exclusively. The Contractor must not sell or be connected with competing products or services or like products or services that conflict with

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CORCAN's market through any division or subsidiary of the Contractor's corporation in accordance with the Non-competitive Certifications in the Certifications Precedent to Contract Award.

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4. DELAYS IN PROVISION OF DELIVERABLES

Should the Contractor not be available to provide the deliverables when required, the Contractor shall be required to report this to the Technical Authority, within a twenty four (24) hour period prior to the designated start time of the service or as soon as possible after the delay has occurred.

It is understood that the Contractor may not be able to meet the objectives set by the Technical Authority due to extenuating circumstances that may occur in CSC's Institutions or delays imposed by the CORCAN Client beyond the control of the Contractor, i.e. lock-down, riot, fire or any other emergency situation that necessitates the enforcement of security measures, site readiness.

5. INSPECTION AND ACCEPTANCE OF SERVICES

All deliverables provided under this contract shall be subject to inspection and acceptance by the Technical Authority. The Technical Authority shall have the right to reject or require revision of any reports or services deemed unacceptable before authorizing payment.

ANNEX "B" - BASIS OF PAYMENT

1.1 Pricing Periods:

Year #1 = date of award to 31 March 2014

Year #2 = 01 April 2014 to 31 March 2015 (Option Year #1)

Year #3 = 01 April 2015 to 31 March 2016 (Option Year #2)

Year #4 = 01 April 2016 to 31 March 2017 (Option Year #3)

Year #5 = 01 April 2017 to 31 March 2018 (Option Year #4)

1.2 Commission on Contractor's Invoiced Sales

During the contract period the Contractor will be paid the commission rate stated below, based on its annual cumulative invoiced net furniture sales value as calculated by CORCAN. In all cases, a sale will be deemed to have taken place at such time as the product has been delivered and/or installed and the CORCAN invoice has been generated. The net furniture sales invoiced value does not include design fees, storage, installation, applicable taxes, shipping fees or any other fee that is not attributable to the outside sales personnel. The price of all CORCAN products may include a percentage fee for shipping (unless otherwise stated), which will be deducted from the invoice price to calculate the net invoiced value.

The commission rate will include all costs, expenses, labour, overheads and profit. There will be no other amounts paid to the contractor except for authorized travel and living costs as stated in the clause entitled "Travel and Living Expenses". The commission rate does not include HST which must be shown as a separate item on all invoices.

If requested the Contractor and approved by the CORCAN, the Contractor may be paid a draw of up to \$2,000.00 per month on future commission based on the level of effort and pending sales as indicated on sales and marketing reports submitted to the Technical Authority. The Contractor must repay to Canada any outstanding amounts drawn against commission, within 3 months after the contract expiry.

Any orders attributable to the Contractor which are invoiced within 3 months after the contract expiry will result in a reduced commission. The reduced commission will be 50% of the net invoiced value.

The commission shall be paid on the cumulative net invoiced value for each year of the Contract. This amount would be reset to zero at the beginning of each Fiscal year on April 1st. The values from the sales projection table for each year and zone would be used to evaluate each bid.

Zone #1 South Western Ontario for all Pricing Periods

_____ % commission on the first \$0 to \$1,000,000.00 of sales;

_____ % commission on the next \$1,000,001.00 to \$2,000,000.00 of sales; then

_____ % commission on over \$2,000,000.00 of sales

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Zone #2 South Eastern Ontario for all Pricing Periods

_____ % commission on the first \$0 to \$1,000,000.00 of sales;

_____ % commission on the next \$1,000,001.00 to \$2,000,000.00 of sales; then

_____ % commission on over \$2,000,000.00 of sales

1.3 Travel and Living Expenses

When the Contractor's personnel are authorized by the Technical Authority to travel to CORCAN conferences and regional meetings outside the Zone in which they are providing services the Contractor will be paid the authorized travel and living expenses. These expenses must be reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the **Technical Authority**.

All payments are subject to government audit.

Annex "C" - Mandatory & Point Rated Technical Criteria

1.1 Mandatory Technical Criteria

All Bidders are advised that only listing experience without providing any supporting data to describe when, where and how such experience was obtained will not be considered to be sufficient for the purpose of the evaluation. All professional experience must be fully documented and substantiated in the proposal.

i) All experience is to be strictly work-related unless otherwise indicated. Time spent during education and/or training does not count, unless otherwise indicated. Experience must be demonstrated through employment history.

ii) ***In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.***

iii) ***It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.***

Note to Bidders: The Bidder must identify the main resource per zone whose competencies will be evaluated. The proposal will be evaluated on the main resource's experience, only.

1.1.1 Qualifications of Proposed Personnel

For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided that they are related to the required services.

The Bidder must ensure:

(i) the proposal clearly indicates the name of the proposed resource; and

(ii) the proposed resource's resume clearly demonstrates where, when and how the stated qualifications/experience of the individual were acquired.

For evaluation purposes,

- **where** means the name of the employer as well as the position/title held by the individual;
- **when** means the start date and end date (e.g. from January 2000 to March 2002) of the period during which the individual acquired the qualification/experience; and
- **how** means a clear description of the activities performed and the responsibilities assigned to the individual under this position and during this period.

Year: As it relates to experience, one Year is 200 days worked in a twelve (12) month period.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project, will only be counted once. For example: Project 1 time frame is July

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2009 to December 2009; Project 2 time frame is October 2009 to January 2010; the total months of experience for these two project references is seven (7) months.

Item #	Mandatory Technical Criterion	Cross Reference to Proposal
M1	<p>The Bidder/Resource must have a minimum of five years experience, within 10 years from the RFP's closing date, selling goods and/or services to the Government of Canada.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. The name of the Department/client organization(s) they sold to; 2. The start and end dates of the work experience; 3. Details about the work performed on the work experience; 4. A contact person of reference that can verify the Work. 	
M2	<p>The Bidder/Resource must provide a detailed resume for the proposed resource which include all relevant information.</p> <p>The Bidder must include, as a minimum, in their resume:</p> <ol style="list-style-type: none"> 1. Employment history 2. Skill sets developed 3. Educational credentials, including Professional certifications 4. Professional training; 	
M3	<p>The Bidder/Resource must have completed as Lead Sales, three (3) <u>Major Sales Projects</u>*.</p> <p>The Bidder must include, as a minimum, for each project submitted:</p> <ol style="list-style-type: none"> 1. The name of the Department/client organization 2. The total dollar value of the sale(s); 3. The start and end dates of the projects; 4. The type(s) of goods and/or services that were sold; 5. Details about the work performed by the proposed resource on the projects; 6. A contact person of reference that can verify the Work. <p>Overlap is acceptable when referencing more than one project. In order for the projects to count, they must have been completed within fifteen (15) years, from the RFP's closing date.</p> <p>The Bidder/Resource must demonstrate compliance in written format which does not exceed one (1) page per project cited.</p> <p>A <u>Major Sales Project</u>* must have the following:</p> <p>A minimum dollar value of \$10,000.00 (taxes not included)</p> <p>A minimum of 2 types of Goods and/or Services</p>	

	<p>Must include all of the following milestones/steps</p> <ul style="list-style-type: none"> • Identification of client • Initial contact with client • Identification of client needs • Preparation of a formal quote • Communication and Negotiation with client • Delivery of the Goods/Services • Follow up(s) with client 	
M4	The Bidder must provide pricing in the format requested and for all years shown in Annex "B" - Basis of Payment.	Annex "B"

2. POINT RATED TECHNICAL CRITERIA

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. Partial points will not be awarded.

2.1	BREAKDOWN OF POINTS	Maximum Available Points
2.1.1	Years Experience	20
2.1.2	Completion of Major Sales Projects	20
2.1.3	Professional Training Courses for Sales & Marketing	10
2.1.4	Types of Goods/Services sold by the Bidder	8
2.1.5	Marketing Promotions	12
2.1.6	Annual Sales Volume in the Last 5 Years	10
2.1.7	Additional Experience	20
Total Points		100
Minimum Overall Pass Mark - (70% of Total)		70

2.1.1 Years Experience - Maximum 20 Points Available

The Resource has experience above and beyond the minimum of five years required in M1. The experience is NOT limited to sales to the Government of Canada.

Bidders must provide the following details as to how the stated experience was obtained:

1. The name of the Department/client organization
2. The start and end dates of the work experience;
3. Details about the work performed by the proposed resource on the work experience;
4. A contact person of reference that can verify the Work.

- Less than 6 months– 0 points
- More than 6 months to 1 year – 1 point
- More than 1 year to 3 years – 5 points
- More than 3 years to 5 years – 10 points
- More than 5 years to 7 years – 15 points
- More than 7 years – 20 points

2.1.2 Completion of Major Sales Projects - Maximum 20 Points Available

The Resource has completed Major Sales Projects above and beyond that which is required in M3.

Bidders must include, as a minimum, for each project submitted:

1. The name of the Department/client organization
2. The total dollar value of the sale(s);
3. The start and end dates of the projects;
4. The type(s) of goods and/or services that were sold;
5. Details about the work performed by the proposed resource on the projects;
6. A contact person of reference that can verify the Work.

In order for the projects to be evaluated, they must have been completed within the past fifteen (15) years.

Overlap is acceptable when referencing more than one project.

- An additional 1 to 2 projects = 5 points
- An additional 3 to 4 projects = 10 points
- An additional 5 to 6 projects = 15 points
- An additional 7 or more projects = 20 points

2.1.3 Professional Training Courses for Sales & Marketing - Maximum 10 Points Available

The Resource has completed professional training courses for sales & marketing.

Bidders must include, as a minimum:

1. The name of the training course(s)
 2. The provider of the course(s)
 3. The subject matter that was covered in the course(s)
 4. If available, a proof that the course(s) were taken ie: a certificate, receipt, etc.
- 1 course = 2 points
 - 2 courses = 4 points
 - 3 courses = 6 points
 - 4 courses = 8 points
 - 5 courses = 10 points

2.1.4 Types of Goods/Services sold by the Bidder - Maximum 8 Points Available

The Resource will be evaluated on the type(s) of services and/or goods sold by its company.

Bidders must include, as a minimum:

1. The start and end dates of the projects;
2. The type(s) of goods and/or services that were sold;
3. Details about the work performed by the Bidder on the projects;
4. A contact person of reference that can verify the Work.

In order for the projects to be evaluated they must have had duration of at least one (1) year.

In order for the projects to count, they must have been completed within the past fifteen (15) years.

Overlap is acceptable when referencing more than one project.

- Services = 2 Points or
- Goods other than furniture or system furniture = 4 Points or
- Furniture = 6 Points or
- System Furniture = 8 Points

2.1.5 Marketing Promotions - Maximum 12 Points Available

The Resource will be evaluated on the marketing promotions it has performed.

Bidders must include, as a minimum:

1. The start and end dates of the projects;
2. The type(s) of goods and/or services that were sold;
3. Details about the work performed by the Bidder on the projects;
4. A contact person of reference that can verify the Work.

In order for the projects to be evaluated, they must have been completed within the past fifteen (15) years.

Overlap is acceptable when referencing more than one project.

- Cold calling to customer, by telephone or in person = 3 Points
- Direct Marketing (meetings with Clients) = 3 Points
- Mailing, E-Mailing or Faxing promotional material = 3 Points
- Participated in Trade Shows = 3 Points

2.1.6 Annual Sales Volume in the Last 5 Years - Maximum 10 Points Available

The Resource will be evaluated on the annual sales volume it has achieved for the last 5 years

Average annual sales volume

- Less than \$50,000.00 = 0 points
- \$50,000.00 to \$100,000.00 = 1 point
- \$100,000.00 to \$200,000.00 = 3 points
- \$200,000.00 to \$300,000.00 = 5 points
- \$300,000.00 to \$400,000.00 = 7 points
- over \$400,000.00 = 10 points

2.1.7 Additional Experience - Maximum 20 Points Available

The resource will be evaluated on additional experience.

Bidders must include, as a minimum:

1. The start and end dates of the projects;
2. The type(s) of goods and/or services that were sold;
3. Details about the work performed by the Bidder on the projects;
4. A contact person of reference that can verify the Work.

Overlap is acceptable when referencing more than one project.

- Experience in reading blueprints of buildings = 6 Points and
- Experience in drawing layouts for modular furniture = 3 Points and
- Experience in estimating costs for supply of furniture = 5 Points and
- Experience installing system furniture = 6 Points



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21K01-12-MHO1
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 Correctional Service of Canada	2. Branch or Directorate / Direction générale ou Direction CORCAN	
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 Contractor shall provide outside sales and marketing services to CORCAN Industries' products such as office furnishings, modular workstation components and other items such as modular housing units and/or laundry services. The Contractor will provide a minimum of one outside sales representative dedicated to each zone of the Ontario Region for which they provide these services.		
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 / Non <input type="checkbox"/> Yes / Oui	
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 / Non <input type="checkbox"/> Yes / Oui	
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)	No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/>	
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 / Non <input type="checkbox"/> Yes / Oui	
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 / Non <input type="checkbox"/> Yes / Oui	
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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat 21K01-12-MH01
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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

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? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? 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 / TRÈS SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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 moullées) Detlef Fischer		Title - Titre Regional Manager Operations	Signature
Telephone No. - N° de téléphone 613-634-3116	Facsimile No. - N° de télécopieur 613-634-3218	E-mail address - Adresse courriel Detlef.Fischer@csc-ccc.gc.ca	Date MAY 23 2012
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moullées) Robert Wattie		Title - Titre CSC (NHQ) Contract Security Analyst	Signature
Telephone No. - N° de téléphone 613-944-6665 / (F) 613-947-4438	Facsimile No. - N° de télécopieur 613-947-4438	E-mail address - Adresse courriel Robert.Wattie@csc-ccc.gc.ca	Date MAY 23 2012
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?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moullées) LORI ROMBOUGH		Title - Titre SUPPLY SPECIALIST	Signature
Telephone No. - N° de téléphone 613 545 8061	Facsimile No. - N° de télécopieur 613 545 8067	E-mail address - Adresse courriel Lori.Rombough@pwgsc.gc.ca	Date 09 JULY 2012
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moullées)		Title - Titre pwgsc.gc.ca	Signature
Telephone No. - N° de téléphones	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 23-JULY-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Télé - 613-954-4171



Canadian and International Industrial Security Directorate

REQUEST FOR PRIVATE SECTOR ORGANIZATION SCREENING (PSOS)

A - Type of Application (check one)		New <input type="checkbox"/>	Upgrade <input type="checkbox"/>
B - Information on Proposed Organization			
1 - Legal name		2 - Business name (if different from legal name)	
3 - Mailing address		4 - Civic address	
5 - Organization telephone number		6 - Organization facsimile number	
7 - Surname and given name of contact person (Canadian Official)		8 - Title of contact person	
9 - Telephone number of contact person		10 - E-mail address of contact person	
11 - Preferred language of correspondence (check one) English French <input type="checkbox"/>			
C - Information on Registered or Head Office in Canada (if different from above)			
1 - Legal name		2 - Business name (if different from legal name)	
3 - Civic address			
D - Reason(s) for PSOS Request (check those that apply and provide details in space provided)			
<input checked="" type="checkbox"/>	Contract/RFP, provide number	<u>21K01-12MH01/A – Outside Sales CORCAN</u>	
<input type="checkbox"/>	Sub-contract, provide number	_____	
<input type="checkbox"/>	Program/Project, provide name	_____	
<input type="checkbox"/>	Major Crown Project, provide name	_____	
<input type="checkbox"/>	Other, provide details	_____	
E - Information on Security Requirements			
1 - Indicate level(s) of personnel security screening required (check those that apply)			
<input checked="" type="checkbox"/>	RELIABILITY STATUS *	<input type="checkbox"/>	CONFIDENTIAL
		<input type="checkbox"/>	SECRET
		<input type="checkbox"/>	TOP SECRET
		<input type="checkbox"/>	NATO CONFIDENTIAL
		<input type="checkbox"/>	NATO SECRET
		<input type="checkbox"/>	COSMIC TOP SECRET
* This level is required for access to PROTECTED A, PROTECTED B AND PROTECTED C information or assets			
2 - Will the proposed organization be required to store PROTECTED/CLASSIFIED information/assets?			
Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	



A - If yes, indicate security level(s) of information/ assets to be stored (check those that apply) *
Also, provide address(es) where information/assets will be stored in sections B and C below .

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> PROTECTED A | <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> NATO CONFIDENTIAL |
| <input checked="" type="checkbox"/> PROTECTED B | <input type="checkbox"/> SECRET | <input type="checkbox"/> NATO SECRET |
| <input type="checkbox"/> PROTECTED C | <input type="checkbox"/> TOP SECRET | <input type="checkbox"/> COSMIC TOP SECRET |

* Please attach a completed Security Requirements Check List

B - Civic address	C - Civic address
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3 - Will the proposed organization be required to store PROTECTED/CLASSIFIED COMSEC information/assets?
Yes No

A - If yes, indicate level(s) of PROTECTED/CLASSIFIED COMSEC information/assets to be stored (check those that apply)

<input type="checkbox"/> PROTECTED A	<input type="checkbox"/> CONFIDENTIAL
<input type="checkbox"/> PROTECTED B	<input type="checkbox"/> SECRET
<input type="checkbox"/> PROTECTED C	<input type="checkbox"/> TOP SECRET

4 - Additional information

F - Information on Procurement Officer/Project Manager Requesting PSOS (if different from G)

1 - Surname, given name N/A	2 - Title/Rank N/A
3 - Department/Agency/Organization N/A	4 - Branch/Directorate N/A
5 - Mailing address N/A	6 - E-mail address
	7 - Telephone number
	8 - Facsimile number

9 - Signature of Approved Source

_____ Signature _____ Date (YYYY-MM-DD)

G - Information on Approved Source proposing PSOS

1 - Surname, given name Rombough, Lori	2 - Title/Rank Supply Specialist
3 - Department/Agency/Organization PWGSC	4 - Branch/Directorate Ontario Region/Acquisitions
5 - Mailing address 86 Clarence St. 2 nd floor Kingston, Ontario K7L 1X3	6 - E-mail address Lori.Rombough@pwgsc.gc.ca
	7 - Telephone number 613 545-8061
	8 - Facsimile number 613 545-8067

9 - Signature of Approved Source

_____ Signature _____ Date (YYYY-MM-DD)