

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
 Services Canada/Réception des soumissions
 Travaux publics et Services gouvernementaux
 Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

**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 Uninterruptable Power Service Maint	
Solicitation No. - N° de l'invitation W4M00-11C106/C	Date 2012-07-19
Client Reference No. - N° de référence du client W4M00-11C106	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-101-8126	
File No. - N° de dossier WPG-1-34148 (101)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-29	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
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: Wolowidnyk, Danielle	Buyer Id - Id de l'acheteur wpg101
Telephone No. - N° de téléphone (204) 983-6109 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WCE CONTRACTS PO BOX 17000 STN FORCES WINNIPEG MANITOBA R3J3Y5 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 Canada - Western
 Region
 PO Box 1408, Room 100
 167 Lombard Ave.
 Winnipeg
 Manitoba
 R3C 2Z1

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

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ANNEX A	Statement of Work
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UPS Power Maintenance

PART 1 - GENERAL INFORMATION

1.0 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Insurance Requirements; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Task Authorization Form and any other annexes.

2.0 Summary

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

PART 2 - BIDDER INSTRUCTIONS

1.0 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.

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2.0 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.

3.0 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.

4.0 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined by the laws in force in the Manitoba.

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

5.0 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders 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 bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6.0 OPTIONAL SITE VISIT

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 , **AUGUST 15TH, 2012 AT 10:00 AT WCE CONTRACTS, DEPARTMENT OF NATIONAL DEFENCE, 17 WING WINNIPEG (NORTH SITE), WINNIPEG, MANITOBA.** Bidders are requested to communicate with the Contracting Authority two (2) day(s) 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.

PART 3 - BID PREPARATION INSTRUCTIONS

1.0 Bid Preparation Instructions

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

Section I: Financial Bid (one (1) hard copy)

Section II: Certifications (one (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>). 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.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1.0 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 Financial Evaluation

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

The Bidder must submit its financial bid in accordance with Annex B, Basis of Payment.

2.0 Basis of Selection

2.1 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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 Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list. Annex G

2. Certifications Precedent to Contract Award

2.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to

meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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

The Bidder or the member of the joint venture

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

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

2.1.2 Former Public Servant Certification

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:

- (a) an individual;

- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) 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.

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.

2.1.3 Status and Availability of Resources

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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1.0 Security Requirement

1. Before award of a contract, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b) the Bidder'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 7 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting 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.

2.0 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

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If the information is not provided in the bid, 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.

PART 7 - RESULTING CONTRACT CLAUSES

1.0 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

1.1 Task Authorization

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within one (1) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ TBD, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

1.1.3 Periodic Usage Reports - Contracts with Task Authorization

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.
The quarterly 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; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

1.1.4 Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized TAs.

1.2 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

2.1 General Conditions

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

3. Security Requirement

3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

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2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
 - (b) Industrial Security Manual (Latest Edition).

4.0 Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of award, 2012 to June 30 2014 inclusive.

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 three (3) additional one (1) year period(s) 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 three (3) 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.

5.0 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Danielle Wolowidnyk, *B. A*
Supply Specialist
Public Works and Government Services Canada
Wester Region
Acquisitions Section
Suite 100-167 Lombard Avenue
P.O. Box 1408
Winnipeg, MB R3C 2Z1

Telephone: (204) 983-6109

Facsimile: (204) 983-7796

E-mail address: danielle.wolowidnyk@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 Project Authority

The Project Authority for the Contract is: TBD

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

5.3 Contractor's Representative

Name: _____
 Title: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

6.0 Payment**6.1 Basis of Payment - Limitation of Expenditure - Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.1.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TBD. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

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

6.2 Monthly Payment

H1008C (2008-05-12), Monthly Payment

6.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor
C6000C (2011-05-16), Limitation of Price
C0710C (2007-11-30), Time and Contract Price Verification
A9006C (2008-05-12), Defence Contract
B1501C (2006-06-16), Electrical Equipment
A9062C (2011-05-16), Canadian Forces Site Regulations

7.0 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8.0 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.

9.0 Applicable Laws

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

10.0 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 2035 (2011-05-16) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex F, Security Requirements checklist
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

11.0 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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.

Statement of Work**ANNEX A**

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

SERVICE CONTRACT

UPS SYSTEM MAINTENANCE

17 WING, WINNIPEG, MANITOBA

1 SITE OF WORK.1 North Site - 17 Wing, Winnipeg, Manitoba

- .1 Building 25,
- .2 Building 126,
- .3 Building 127

2 WORK INCLUDEDService Delivery

The following service(s) will be provided during:

- .1 Major Service (annual preventative maintenance conducted once a year, with the unit off-line) will be provided at a mutually agreed date between the Contractor and the Technical/Project Authority identified herein,
- .2 Maintenance Service (semi-annual maintenance carried out once a year, 6 months after the annual maintenance, with the unit on-line) will be provided at a mutually agreed date between the Contractor and the Technical/Project Authority identified herein,
- .3 Direct order of parts.

Level of Service

- .1 Communications access with technically qualified personal for trouble shooting and diagnosis,
- .2 On-site emergency repair for equipment breakdown,
- .3 Semi-annual servicing, consisting of routine (on-line) inspections during regular hours (07:30 to 16:00 Monday to Friday, excluding Weekends and Statutory holidays).
- .4 Annual major preventative maintenance during regular hours (off-line, with load uninterruptedly transferred to Utility via Maintenance Bypass).
- .5 Seven (7) day, twenty-four (24) hour emergency service, with authorized access and assistance from 24 Hour Emergency Service

Desk "800" support line. Turnaround time for response to calls for emergency work is two (2) hours maximum.

Equipment List

Only genuine Piller parts are to be used and only qualified UPS technicians are to work on this system.

- .1 One (1) Piller Uniblock DHRD 180 6/6 (Ser# 1435.374),
- .2 One (1) Piller Uniblock DHR 240 6/6 (Ser# 1425.967),
- .3 Two (2) C-Can 24kVA Battery Charger,
- .4 Two (2) 800 Amp DC Disconnect System,
- .5 One (1) 3 X 800 DC tie Breaker System,
- .6 One (1) Maintenance Bypass Switch,
- .7 One (1) OT Manual Transfer Switch,
- .8 One (1) System Control Cabinet.

3 SECURITY REQUIREMENT

The Contractor will be required to supply the names of all employees that will require access to 17 Wing and its associated units to the Engineer upon award of this Contract and on a regular basis as employees change. Contractor and its employees working in areas deemed "Restricted" will be required to hold Enhanced Reliability Status. Contractor must also conform to security provisions as set out by Public Works and Government Services (PWGSC) and the Security Requirements Check List (SRCL).

4 SAFETY REQUIREMENTS

- .1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- .2 Work Procedures and Equipment. All work procedures and equipment will be in accordance with legislated standards.
- .3 Safety Personnel and Responsibility:
 - .1 The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
 - .2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
 - .3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the contractor's execution of work.

.4 All hazmat spills will immediately be reported to Wing Operations (local 2700). Spills will be addressed by DND personnel and costs may be the responsibility of the contractor.

.4 Delay Due to Health and Safety Regulations Infractions:

.1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.

.2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.

.5 Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.

5 RESPONSIBILITIES

.1 Itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.

6 INVOICES

.1 Invoices are to include a breakdown as follows:

- .1 Rates of pay and hours of work for each tradesperson.
- .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
- .3 Extended total.
- .4 Goods and Services Tax (GST) to be shown as a separate item.
- .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
- .6 Where discount or mark-up is applicable, please indicate separately.

.2 Invoices submitted for payment against this contract that are not properly identified will be returned to the contractor for proper annotation before certification for payment is made.

Basis of Payment**ANNEX B**

It is **MANDATORY** that bidders submit firm prices/rates for the period of the proposed Contract for **all** items listed hereafter. **This section, when completed, will be considered as the bidder's Financial Proposal.**

Should there be an error in the extended pricing of the bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidders' proposal shall be changed to reflect the quantities stated in the RFP. The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Pricing Schedule 1: Scheduled Services

Item No.	Description	Est'd Qty.	Unit of Issue	Firm Unit Price	Extended Price
Contract Period: Date of award, 2012 to June 30 2013					
1	Firm all-inclusive rate for the provision of Major Service (annual preventative maintenance - off-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
2	Firm all-inclusive rate for the provision of Maintenance Service (semi-annual servicing - on-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
3	Firm all-inclusive annual rate for a 24 Hour / 7 Day Emergency Service Desk ("800" support line)	1	lot	\$	\$
Contract Period: July 01, 2013 to June 30 2014					
4	Firm all-inclusive rate for the provision of Major Service (annual preventative maintenance - off-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$

Item No.	Description	Est'd Qty.	Unit of Issue	Firm Unit Price	Extended Price
5	Firm all-inclusive rate for the provision of Maintenance Service (semi-annual servicing - on-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
6	Firm all-inclusive annual rate for a 24 Hour / 7 Day Emergency Service Desk ("800" support line)	1	lot	\$	\$
Option Year 2: July 01, 2014 to June 30 2015					
7	Firm all-inclusive rate for the provision of Major Service (annual preventative maintenance - off-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
8	Firm all-inclusive rate for the provision of Maintenance Service (semi-annual servicing - on-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
9	Firm all-inclusive annual rate for a 24 Hour / 7 Day Emergency Service Desk ("800" support line)	1	lot	\$	\$
Option Year: July 01, 2015 to June 30 2016					
1	Firm all-inclusive rate for the provision of Major Service (annual preventative maintenance - off-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
2	Firm all-inclusive rate for the provision of Maintenance Service (semi-annual servicing - on-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
3	Firm all-inclusive annual rate for a 24 Hour / 7 Day Emergency Service Desk ("800" support line)	1	lot	\$	\$

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Option Year: July 01, 2016 to June 30 2017					
4	Firm all-inclusive rate for the provision of Major Service (annual preventative maintenance - off-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
5	Firm all-inclusive rate for the provision of Maintenance Service (semi-annual servicing - on-line) as described in the Statement of Work (included as Annex A herein).	1	lot	\$	\$
6	Firm all-inclusive annual rate for a 24 Hour / 7 Day Emergency Service Desk ("800" support line)	1	lot	\$	\$
Subtotal (i)					\$

Pricing Schedule 2: "if and when" requested

The Project Authority will provide the Contractor with a description of the work required and the Contractor must provide the Project Authority with an estimate of the cost of performing the specified work in accordance with the pricing provision of Pricing Schedule 2. The estimated cost provided must not be exceeded without the specific written authorization of the Project Authority. .

Firm Unit Pricing, GST Extra, F.O.B. Destination including all Delivery Charges					
Item No.	Description	Est'd Qty.	Unit of Issue	Firm Unit Price	Extended Price
Contract Period: July 01, 2012 to June 30 2013					
A	<u>SERVICE CALL:</u> Firm Call-Out Rate including first hour of on-site productive labour for work outside the Scheduled Services identified in Pricing Schedule 1 above.	2	call-out	\$	\$
B	<u>LABOUR:</u> Firm Hourly Rates per qualified personnel for work outside the Scheduled Services identified in Pricing Schedule 1 above:				
1	During Regular Working Hours (Monday - Friday)	24	hour	\$	\$
2	Outside Regular Working Hours (Monday - Friday)	10	hour	\$	\$
3	Outside Regular Working Hours (Weekends & Statutory Holidays)	5	hour	\$	\$
C	<u>MATERIAL AND REPLACEMENT PARTS:</u> (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND.	5000	\$	\$	\$

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Firm Unit Pricing, GST Extra, F.O.B. Destination including all Delivery Charges					
Item No.	Description	Est'd Qty.	Unit of Issue	Firm Unit Price	Extended Price
Contract Period: July 01, 2013 to June 30 2014					
D	<u>SERVICE CALL:</u> Firm Call-Out Rate including first hour of on-site productive labour for work outside the Scheduled Services identified in Pricing Schedule 1 above.	2	call-out	\$	\$
E	<u>LABOUR:</u> Firm Hourly Rates per qualified personnel for work outside the Scheduled Services identified in Pricing Schedule 1 above:				
1	During Regular Working Hours (Monday - Friday)	24	hour	\$	\$
2	Outside Regular Working Hours (Monday - Friday)	10	hour	\$	\$
3	Outside Regular Working Hours (Weekends & Statutory Holidays)	5	hour	\$	\$
F	<u>MATERIAL AND REPLACEMENT PARTS:</u> (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND.	7000	\$	\$	\$

Firm Unit Pricing, GST Extra, F.O.B. Destination including all Delivery Charges					
Item No.	Description	Est'd Qty.	Unit of Issue	Firm Unit Price	Extended Price
Option Year: July 01, 2014 to June 30 2015					
G	<u>SERVICE CALL:</u> Firm Call-Out Rate including first hour of on-site productive labour for work outside the Scheduled Services identified in Pricing Schedule 1 above.	2	call-out	\$	\$
H	<u>LABOUR:</u> Firm Hourly Rates per qualified personnel for work outside the Scheduled Services identified in Pricing Schedule 1 above:				
1	During Regular Working Hours (Monday - Friday)	24	hour	\$	\$
2	Outside Regular Working Hours (Monday - Friday)	10	hour	\$	\$
3	Outside Regular Working Hours (Weekends & Statutory Holidays)	5	hour	\$	\$
I	<u>MATERIAL AND REPLACEMENT PARTS:</u> (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND.	7000	\$	\$	\$
Option Year: July 01, 2015 to June 30 2016					
G	<u>SERVICE CALL:</u> Firm Call-Out Rate including first hour of on-site productive labour for work outside the Scheduled Services identified in Pricing Schedule 1 above.	2	call-out	\$	\$
H	<u>LABOUR:</u> Firm Hourly Rates per qualified personnel for work outside the Scheduled Services identified in Pricing Schedule 1 above:				

1	During Regular Working Hours (Monday - Friday)	24	hour	\$	\$
2	Outside Regular Working Hours (Monday - Friday)	10	hour	\$	\$
3	Outside Regular Working Hours (Weekends & Statutory Holidays)	5	hour	\$	\$
I	<u>MATERIAL AND REPLACEMENT PARTS:</u> (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND.	7000	\$	\$	\$
Option Year: July 01, 2016 to June 30 2017					
G	<u>SERVICE CALL:</u> Firm Call-Out Rate including first hour of on-site productive labour for work outside the Scheduled Services identified in Pricing Schedule 1 above.	2	call-out	\$	\$
H	<u>LABOUR:</u> Firm Hourly Rates per qualified personnel for work outside the Scheduled Services identified in Pricing Schedule 1 above:				
1	During Regular Working Hours (Monday - Friday)	24	hour	\$	\$
2	Outside Regular Working Hours (Monday - Friday)	10	hour	\$	\$
3	Outside Regular Working Hours (Weekends & Statutory Holidays)	5	hour	\$	\$
I	<u>MATERIAL AND REPLACEMENT PARTS:</u> (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND.	7000	\$	\$	\$

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	Subtotal (ii):	\$
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* The Extended Price for Materials and Replacement Parts is calculated by adding the mark-up quoted to the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

TOTAL EVALUATED PRICE: Subtotal (i) + Subtotal (ii) = \$ _____

Insurance Requirements**ANNEX C****Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, 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.
- (m) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (n) 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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ANNEX D

TASK AUTHORIZATION APPROVAL FORM

Refer to Task Authorization Form DND 626 - Task Authorization

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ANNEX E

TASK AUTHORIZATION REPORTING FORM

The Contractor must submit quarterly usage reports tracking all TAs made for the services supplied under Contract. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing such usage reports.

Each Task Authorization Usage Report must include all completed TAs for services provided under this Contract. Learn

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 November	01 August	31 October
15 February	01 November	31 January
15 May	01 February	30 April
15 August	01 May	31 July

The Contractor must provide information on completed TAs using the following format:

TASK AUTHORIZATION NO.	DOLLAR VALUE (HST INCLUDED)	CUMULATIVE DOLLAR VALUE (HST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period <insert period>:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

Check this box if you are submitting a NIL **REPORT**

Please send all reports to the attention of the Contracting Officer:

Name: Danielle Wolowidnyk
E-mail: danielle.wolowidnyk@pwgsc-tpsgc.gc.ca
Fax: (204) 983-7796

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ANNEX F

SECURITY REQUIREMENTS CHECKLIST

* Please see attached PDF document.



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu

Family Name (Last Name) - Nom (de famille)		Family Name at Birth - Nom de famille à la naissance	
Full Given Names (No initials) - Prénoms au complet (aucune initiale)			
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom.légaux, sobriquets)			
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female Féminin		Date of Birth - Date de naissance (Y-A M D-J)	

Current Residential Information Information résidentielle actuelle

Apartment No. - N° d'appartement		Street No. - N° civique		Street Name - Nom de la rue	
City - Ville		Province		Postal Code - Code postal	

C**CONSENT - Must be signed by the individual
CONSENTEMENT - Doit être signé par l'individu**

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature

Print Name - Nom en lettres moulées

Date (Y-A M D-J)

D**ADMINISTRATIVE INFORMATION - Internal Government Use Only
RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement**

Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat

Date of Request (Y-A M D-J)
Date de la demande

Requesting Contact Person - Personne-ressource requérante

Contact Person Tel. No. - N° de tél. de la personne-ressource