



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency

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 and attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada

Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et ci-jointes, les biens et services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Name and Address - Raison sociale et adresse du Soumissionnaire

Blank lines for bidder name and address

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

Telephone No. - No de téléphone

Fax No. - No de télécopieur

E-mail address - Adresse de courriel

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

Table with 2 columns: Solicitation No. - No de l'invitation, Date, Solicitation closes - L'invitation prend fin, Time zone - Fuseau horaire, Contracting Authority - Autorité contractante, Telephone No. - No de téléphone, Fax No. - No de télécopieur, Destination - Destination, and a security requirement notice.



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REQUEST FOR PROPOSAL (RFP)

PART 1 GENERAL INFORMATION

1.1 INTRODUCTION

The 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 solicitation;

Part 3 Proposal Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation and 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 by bidders

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Model Contract: includes the clauses and conditions and any annexes that will apply to any resulting contract.

The Attachments include:

Attachment 1: Mandatory Criteria

Attachment 2: Point Rated Criteria

Attachment 3: Financial Proposal

Attachment 4: Certifications required to be submitted at time of bid closing.

Attachment 5: Certifications required to be submitted prior to contract award

The Annexes include:

Annex A: Statement of Work

Annex B: Basis of Payment

Annex C: Security Requirements Check List (SCRL)



1.2 SUMMARY

The Canada Revenue Agency (CRA) requires a Contractor to:

Supply, package, and deliver: seven hundred and fifty (750) vests and eight hundred (800) caps to various locations in Canada.

All as further described in Annex A: Statement of Work.

1.3 GLOSSARY OF TERMS

TERM	DEFINITION
"Canada", "Crown", "Her Majesty" or "the Government"	Refers to Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA).
Contract or This Contract	The Articles of Agreement, the specified general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time.
CRA	Canada Revenue Agency
DDP	Delivered Duty Paid
EDT	Eastern Daylight Time
Environmentally Preferable	Products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The comparison may consider raw materiel acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal and re-use of the product or service
Green Product	<p>A product that is less harmful to the environment throughout its lifecycle than the next best alternative, having characteristics including, but not limited to the following:</p> <ul style="list-style-type: none"> • Recyclable - local facilities exist that are capable of recycling the product at the end of its useful life; • Biodegradable - will not take a long time to decompose in landfill; • Contains recycled material (post-consumer recycled content preferred); • Minimal packaging (take-back and reuse/recycling by the supplier preferred); • Reusable and/or contains reusable parts; • Contains no or minimal hazardous substances; • Produces fewer and/or less polluting by-products during manufacture, distribution, use and disposal; • Produces the minimal amount of hazardous substances during production; use and disposal; • Makes efficient use of resources - a product that uses energy, fuel or water more efficiently or that uses less paper, ink or other resources; and/or • Durable - has a long economically useful life and/or can be economically repaired or upgraded.
Project	A set of activities required to produce certain defined outputs, or to accomplish specific goals or objectives, within a defined schedule and resource budget. A project exists only for the



TERM	DEFINITION
	duration of time required to complete its stated objectives.
Proposal	A solicited submission by one party to supply certain goods or services. The word “proposal” is used interchangeably with “bid”
RFP	Request for Proposal
Solicitation	An act or instance of requesting proposals/bids on specific products and/or services.
SOW	Statement of Work
Sustainable Development	An internationally recognized concept that embodies social, economic and environmental dimensions. It recognizes the fact that a healthy economy contributes to quality of life, which are both critically dependent on the protection of air, land, water and ecosystems that these resources support. The concept is intergenerational, ensuring that the actions of one generation do not compromise the ability of future generations to have an equal quality of life.

1.4 DEBRIEFINGS

After contract award, bidders may request a debriefing on the results of the solicitation process. Bidders should make the request to the Contracting Authority within ten (10) calendar days of receipt of the results of the solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 BIDDER INSTRUCTIONS

2.1 MANDATORY REQUIREMENTS

Wherever the words “shall”, “must” and “will” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will not be considered further.

2.2 REVISION OF DEPARTMENTAL NAME

Reference to the Minister of Public Works and Government Services or to Public Works and Government Services Canada contained in any term, condition or clause of this document shall be interpreted as a reference to the Commissioner of Revenue or the Canada Revenue Agency (CRA), as the case may be with the exception of the following clauses:

1. Standard Instructions, Clauses and Conditions;
2. Security Requirements.

2.3 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

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

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

REVISIONS TO STANDARD INSTRUCTIONS 2003

The 2003 (2012-11-19) Standard Instructions - Goods or Services – Competitive Requirements as revised herein, are incorporated by reference into and form part of the solicitation.

Section 01 titled “Code of Conduct and Certifications – Bid”, is revised as follows:

Subsection 1 is hereby deleted in its entirety and replaced with:

1. Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. To ensure fairness, openness and transparency in the procurement process, the following activities are prohibited:
 - a. payment of a contingency fee to a person to whom the [Lobbying Act](#) (1985, c. 44 (4th Supp.)) applies;
 - b. corruption, collusion, bid-rigging or any other anti-competitive activity in the procurement process.



Subsection 4, delete reference to: (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) and replace with: (Consent to a Criminal Record Verification form).

Section 03 titled "Standard Instructions, Clauses and Conditions", "Pursuant to the Department of Public Works and Government Services Act (S.C. 1996, c.16)," is hereby deleted.

Section 05 titled "Submission of Bids", paragraph 2 (d) is deleted in its entirety and replaced with the following: "(d) send its bid only to the Canada Revenue Agency Bid Receiving Unit or to the address specified in the solicitation in Section 2.4."

Section 06, titled "Late Bids", reference to "PWGSC" is hereby deleted and replaced with CRA.

Section 07 titled "Delayed Bids", all references to "PWGSC" are hereby deleted and replaced with "CRA".

Section 08 titled "Transmission by Facsimile", this section is not applicable to this solicitation and is hereby deleted.

Section 11 titled "Rights of Canada", add the following:

- h) accept, or waive, a non material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i) award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j) retain all proposals submitted in response to this bid solicitation.

Section 12 titled "Rejection of Bid", delete subsections 1(a) and 1(b) in their entirety.

Section 17 titled "Joint Venture" delete in its entirety and replace with the following:

17 Joint Venture

1. Bidders who bid as a contractual joint venture shall clearly indicate in their bid submission (in Attachment 4) that they are bidding as a contractual joint venture and shall provide the following information.
 - a) the name of the contractual joint venture;
 - b) the name of each member of the contractual joint venture;
 - c) the Procurement Business Number of each member of the contractual joint venture;
 - d) a certification signed by each member of the joint venture representing and warranting:
 - (i) the name of the joint venture (if applicable);
 - (ii) the members of the joint venture;
 - (iii) the Procurement Business Numbers (PBN) of each member of the joint venture;
 - (iv) the effective date of formation of the joint venture;
 - (v) that the joint venture continues to be in effect as of the date of the bid submission;and
 - (vi) that each member of the joint venture has appointed and granted full authority to the specified member of the joint venture (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation



relating to the Contract issued subsequent to contract award (if the joint venture is awarded a contract), including but not limited to Contract Amendments and Task Authorizations.

- e) the name of the representative of the joint venture (the "Lead Member"), i.e. the member chosen by the other members to act on their behalf.
2. Notwithstanding that the joint venture members have appointed one of the members of the joint venture to act as the representative of the joint venture, the bid including any certifications to be submitted as part of the bid, as well as any resulting contract must be signed by all the members of the joint venture.
3. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.
4. In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract amendments may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).
5. The Bidder shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after bid submission. Any change in the membership of a contractual joint venture after bid submission without the prior written approval of the Contract Authority shall result in elimination of the bid or if such change occurs after contract award shall be deemed to be default under the Contract.

Section 20 titled "Further Information", Paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.

2.4 SUBMISSION OF PROPOSALS

When responding, the proposal SHALL be delivered to the Bid Receiving Unit address indicated below by the time and date indicated on Page 1.

BIDDERS ARE TO SUBMIT PROPOSALS TO:

Canada Revenue Agency
Bid Receiving Unit
Ottawa Technology Centre
Receiving Dock
875 Heron Road
Room D-95
Ottawa, ON
K1A 1A2



Telephone No: (613) 941-1618

Bidders are hereby advised that the Bid Receiving Unit of CRA is open Monday to Friday inclusive, between the hours of 0730 and 1530, excluding Statutory Holidays.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this solicitation, electronic transmissions of a proposal by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

2.5 COMMUNICATIONS - SOLICATION PERIOD

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the solicitation must be directed only to the Contracting Authority identified in the solicitation. Failure to comply with the request may result in the bid being declared non-responsive.

Bidders should reference as accurately as possible the numbered item of the 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.

All enquiries regarding the RFP must be submitted in writing to the Contracting Authority named below as early as possible within the solicitation period to allow sufficient time to provide a response. The following schedule applies to this RFP:

RFP 1000312683 released:	<i>May 16, 2013</i>
First deadline for questions on RFP: (at Noon EDT)	<i>May 27, 2013</i>
RFP Amendment (Q&A) released (estimated)	<i>June 3, 2013</i>
Second deadline for questions on RFP: (at Noon EDT)	<i>June 10, 2013</i>
RFP Amendment (Q&A) released (estimated)	<i>June 17, 2013</i>
RFP closing date:	<i>June 25, 2013</i>

To ensure consistency and quality of information provided to suppliers, the Contracting Authority will simultaneously distribute any information with respect to significant inquiries received and the replies to such inquiries, without revealing the sources of the inquiries, by way of a formal RFP Amendment.

Meetings will not be held with individual Bidders prior to the closing date and time of this RFP.



2.6 CONTRACTING AUTHORITY

The Contracting Authority is:

Name: Alastair Webb

Telephone Number: (613) 995-4791

Fax Number: (613) 957-6655

E-mail address: Alastair.webb@cra-arc.gc.ca

2.7 AMENDMENTS TO BIDDER'S PROPOSAL

Notwithstanding the Rights of Canada, amendments to the Bidder's proposal will not be accepted after the RFP closing date and time.

2.8 APPLICABLE LAWS

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

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



PART 3 PROPOSAL PREPARATION INSTRUCTIONS

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

Section I Technical Proposal

The technical proposal should demonstrate the Bidder's understanding of the requirements of the Statement of Work and explain how they will meet the mandatory criteria detailed in Attachment 1. Bidders should demonstrate their capability for providing the goods requested in the Statement of Work in a thorough, concise and clear manner for carrying out the work.

The technical proposal should address clearly and in sufficient depth the items that are subject to the evaluation criteria. Simply repeating the statement contained in the 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 Proposal

The Bidder shall provide prices for the goods requested in the Statement of Work, using the format outlined in Attachment 3: Financial Proposal. The total amount of the Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Prices must appear in the financial proposal only. Pricing information must not be indicated in any other section of the proposal.

Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered.

Section III Certifications

Bidders must provide the required certifications in order to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested. Please refer to Part 5 "Certifications" of this document for more details that are required for this solicitation.



3.1 NUMBER OF COPIES

The Bidder is requested to submit the following number of printed copies of the separately bound sections as follows:

SECTION	MASTER (HARD COPY)	NUMBER OF PRINTED COPIES
Technical Proposal	1	3
Financial Proposal	1	0
Certifications	1	0
Supporting Information	1	0

The master copy (one original hard copy) must be clearly labelled and contain original signatures.

3.2 BID FORMAT

CRA requests that the Bidder follow the format instructions described below in the preparation of their bid:

- Use recycled-fibre content paper and two-sided printing. Reduction in the size of documents will contribute to CRA's sustainable development initiatives and reduce waste;
- Use 8.5 inch x 11 inch (or equivalent metric dimensions) bond paper and avoid the use of colour and glossy formats
- Use a numbering system corresponding to that of the RFP and Statement of Work. All references to descriptive material, technical manuals and brochures should be included in the bidder's proposal.

Sustainable Development

CRA Materiel Management policy requires that contracting be conducted in a manner that will ensure the pre-eminence of operational requirements and comply with international trade agreements. It also requires that contracting support national CRA objectives, such as protection of the environment.

In support of the CRA Sustainable Development (SD) Strategy, the Agency is committed to:

- Carrying out its mandate in a manner consistent with the principles of sustainable development (SD) and to promote SD opportunities and obligations with respect to economic growth, social well-being, and a healthy environment. Opportunities and cooperative efforts related to SD will be supported and encouraged throughout the contract period; and
- The purchase of green products and services that are of equal or better performance and quality where available and cost effective.

It is the policy of the CRA to:

- Demonstrate leadership and commitment to SD; and raise the level of management and employee involvement and support for SD;



- Communicate our SD commitment and be accountable to the public;
- Assess the economic, social, and environmental effects of our programs, policies and plans leading to integrated and informed decision-making; and leverage sustainable development to enable efficient and innovative program delivery;
- Monitor, measure, and report on our SD progress;
- Enhance partnerships with clients and partners to support shared responsibility and cooperation for SD objectives; and
- Reduce waste, ensure efficient use of resources, and comply with environmental legislation resulting in environmental stewardship.

3.3 PRIORITY OF DOCUMENTS FOR REQUEST FOR PROPOSAL

The documents listed below form part of and are incorporated into this Request for Proposal.

If there is any conflict or inconsistency between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take precedence over the wording of any document that subsequently appears on the list.

- a) This Request for Proposal and Attachments 1-5, and any amendments; excluding Part 7 Model Contract and Annexes A to C;
- b) Standard Instructions 2003, (2012-11-19) Goods or Services – Competitive Requirements as amended in section 2.3 of this RFP;
- c) Part 7 – Model Contract;
- d) General Conditions (2010A, (2012-03-21), Goods Medium Complexity) as amended in the Model Contract in Part 7 of the RFP;
- e) Annex A – Statement of Work;
- f) Annex B – Basis of Payment
- g) Annex C – Security Requirements Check List.



PART 4 EVALUATION AND SELECTION

4.1 GENERAL

A committee composed of representatives of CRA will evaluate the proposals on behalf of the Agency. The services of independent consultants may be called upon to assist in the evaluation of, or in the validation of, specific aspects of the solution proposed. CRA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate any proposal.

Proposals will be evaluated in accordance with the evaluation criteria identified in Attachment 1 and in conjunction with the Statement of Work (SOW). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders’ written proposal.

Canada will evaluate the bid only on the documentation provided as part of the bid. References in a bid to additional information not submitted with the bid, such as website addresses where additional information can be found or technical manuals or brochures not submitted with the bid will not be considered in the evaluation of the bid.

4.2 STEPS IN THE EVALUATION PROCESS

The selection process to determine the successful Bidder will be carried out as follows:

Notwithstanding Steps 1 and 2 below, in order to expedite the evaluation process, CRA reserves the right to conduct Step 3 - Evaluation of Financial Proposals concurrently with Steps 1 and 2. Should CRA elect to conduct Step 3 prior to the completion of Step 2, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory and rated sections until the completion of Steps 1 and 2. However, if the Contracting Authority is able to ascertain that a proposal is non-responsive by virtue of incomplete information or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory and rated sections that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Steps 1 and 2 despite the statement “All bids meeting the minimum thresholds in Step 2 will proceed to Step 3”.

Please note that all numbers and figures used in the Point-Rated and Financial Evaluation will be rounded to two decimal places.

STEP 1 – EVALUATION AGAINST MANDATORY CRITERIA

All bids will be evaluated to determine if the mandatory requirements detailed in Attachment 1 “Mandatory Criteria” have been met. Only those bids meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.



STEP 2 – EVALUATION AGAINST POINT-RATED CRITERIA

Point-rated criteria do not apply to this requirement.

STEP 3 – EVALUATION OF FINANCIAL PROPOSALS

Only technically compliant bids meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Attachment 3: “Financial Proposal”.

Should there be an error in the extended pricing of the bid, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the bid shall be changed to reflect the quantities stated in the RFP.

Should the Bidder not provide a price (for example: the space is left blank or the letters N/A or the words “no charge” or “included”) for one or more items in Attachment 3: Financial Proposal, the following steps will be taken:

1. The CRA Contracting Authority will notify the Bidder of any omission(s) in its financial proposal and give it the opportunity to withdraw its bid, or agree to the following process:
 - If the Bidder does not wish to withdraw its bid, CRA will insert a price of \$0.00 for evaluation purposes for all cells in which financial information is omitted. The price of \$0.00 would also be reflected in any resulting contract and the Bidder would be obliged to honour those prices for the period of the contract.
 - The Bidder must advise the Contracting Authority of its decision to withdraw the bid or agree to the process described above in writing, within two (2) business days of notification. If the Bidder does not respond within the two (2) business days, CRA will render the bid non-responsive and the bid will receive no further consideration.

STEP 4 – BASIS OF SELECTION

BASIS OF SELECTION - MANDATORY CRITERIA ONLY

A bid must comply with the requirements of the solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive bid with the lowest bid evaluation price will be considered the highest ranked Bidder and will be recommended for award of a contract.

STEP 5 – BASIS OF SELECTION – OTHER REQUIREMENTS

No other requirements applicable.



STEP 6 – CONTRACTOR SELECTION

The Bidder with the highest ranked responsive bid will be considered the successful Bidder for this requirement and will be recommended for award of a contract.

STEP 7 – CONDITIONS PRECEDENT TO CONTRACT AWARD

The Bidder recommended for award of a Contract must meet the requirements provided in Part 5 “Certifications” and Part 6 “Security, Financial and Other Requirements” of this RFP.

STEP 8 – CONTRACT ENTRY

The Bidder with the highest ranked responsive bid and meeting all the requirements listed above will be recommended for award of a contract.



PART 5 CERTIFICATIONS

Bidders must provide the required certifications in order to be awarded a contract.

Compliance with the certifications that 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. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested. 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.

The Bidder must submit the original of the completed Attachment 4: "Certifications required to be submitted at time of bid closing" along with its bid, by the bid closing date.

When notified by the Contracting Authority, the Bidder shall submit the original of the completed Attachment 5: "Certifications required to be submitted prior to contract award" at the time and date specified by the Contracting Authority. However, at their discretion, Bidders may submit these certifications with their proposal.

The Bidder should contact the Contracting Authority if they require further clarification on any certification.



PART 6 SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 SECURITY REQUIREMENTS

All contractor personnel must be escorted while on CRA premises.



PART 7 MODEL CONTRACT

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

7.1 REVISION OF DEPARTMENTAL NAME

Reference to the Minister of Public Works and Government Services or to Public Works and Government Services Canada contained in any term, condition or clause of this contract shall be interpreted as a reference to the Commissioner of Revenue or the Canada Revenue Agency, as the case may be, with the exception of the following clauses:

1. Standard Clauses and Conditions;
2. Security Requirements.

7.2 AGENCY RESTRUCTURING

In cases where the Contracting Authority's department or agency is being reconfigured, absorbed by another government department or agency, or disbanded entirely, the Commissioner may, by giving notice to the Contractor, designate another Contracting Authority for all or part of the Contract.

7.3 REQUIREMENT

To supply, package, and deliver: seven hundred and fifty (750) vests and eight hundred (800) caps to various locations in Canada in accordance with Annex A, Statement of Work (SOW), attached hereto and forming part of this Contract, and the Contractor's proposal dated (yyyy-mm-dd).

7.4 DELIVERY DATE

Delivery Required – Firm Quantity

All firm deliverables must be delivered to the locations outlined in Section 5.0 of Annex A, Statement of Work, within 30 days from CRA approval of final Pre-Production samples.

7.5 OPTIONS

7.5.1 OPTION TO ADD, REMOVE OR MODIFY PRODUCTS, SERVICES AND/OR LOCATIONS

Where the need may arise due to a shift in legislation, policy or program requirements, CRA reserves the right to add or remove products or delivery locations from the Contract, as well as modify items.

In the event that the CRA requires an additional or modified product, or requires delivery to a CRA location not included in the present Contract, the Contractor will be asked to provide a price quote for the additional or modified product, or the new CRA location, in priority over any other potential vendor.

The option to add, remove or modify products or CRA delivery locations may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise this option at any time before the expiry of the Contract by sending a written notice to the Contractor.



7.6 SECURITY REQUIREMENTS

Contractor personnel must be escorted at all times while on CRA premises.

7.7 AUTHORITIES

7.7.1 CONTRACTING AUTHORITY

The Contracting Authority for the Contract is:

Name: Alastair Webb

Telephone Number: (613) 995-4791

Fax Number: (613) 957-6655

E-mail address: alastair.webb@cra-arc.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.

7.7.2 TECHNICAL AUTHORITY

The Technical Authority is the representative of the CRA 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.

All work carried out under this Contract is to be performed to the satisfaction of the Technical Authority or a designated representative in accordance with the terms and conditions of this Contract. Should the work or any portions thereof not be satisfactory, the Technical Authority reserve the right to reject it, in part or in its entirety, and to require its correction before recommending payment.

The Technical Authority will be responsible for:

- arranging for access to Crown facilities and equipment;
- review and inspection of all invoices submitted;
- inspection and acceptance of all work performed as detailed in this contract;
- defining any proposed changes to the scope of work.

To be completed at the time of Contract award.

Name: _____

Address: _____



Telephone Number: _____

Fax Number: _____

E-mail Address: _____

7.7.3 CONTRACTOR'S REPRESENTATIVE

To be completed at the time of Contract award.

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

7.8 STANDARD CLAUSES AND CONDITIONS (SACC)

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

7.9 GENERAL CONDITIONS

2010A (2013-03-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 02 titled "Standard Clauses and Conditions" is hereby amended to delete the phrase "Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,". The remainder of Section 02 remains unchanged.

Section 29 titled "Code of Conduct and Certifications- Contract", subsection 1 is hereby deleted in its entirety and replaced with:

- 1. The Contractor must comply with the terms set out in this section.

7.10 SUBMISSION OF SAMPLES

Pre-production Samples: The Contractor must provide one (1) pre-production sample of items: 001, 002, 003 and 004, to the Technical Authority for acceptance within _____ *(insert the number of days as specified by the Bidder in its bid)* calendar days from date of contract award.

If the first sample(s) are rejected, the Contractor must submit the second sample(s) within _____ *(insert the number of days as specified by the Bidder in its bid)* calendar days of notification of rejection from the Technical Authority.



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

The Contractor must provide the sample(s), and a copy of the inspection and test report(s), to the Technical Authority, transportation charges prepaid, and without charge to Canada. The sample(s) submitted by the Contractor will remain the property of Canada.

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

The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received notification from the Technical Authority that the sample(s) are acceptable. Any production of items before sample acceptance will be at the sole risk of the Contractor.

Rejection by the Technical Authority of the second sample(s) submitted by the Contractor for failing to meet the contract requirements, will be grounds for termination of the Contract for default.

The sample(s) may not be required if the Contractor is currently in production. The request for waiver of sample(s) must be made by the Contractor in writing to the Technical Authority. The waiving of this requirement will be at the discretion of the Technical Authority.

7.11 PACKAGING AND SHIPPING

The Contractor must deliver the goods to the delivery destination specified on the order. All items supplied shall remain the responsibility of the Contractor until delivered and installed. Packaging and shipping shall be in accordance with industry standards in order to ensure safe arrival at destination.

It is the Agency's objective to promote sustainable development initiatives by purchasing environmentally preferable products, where possible, as well as encouraging vendors to use best practices in packaging and delivery to reduce environmental impacts.

All packaging material is to be removed from the site by the Contractor for reuse, recycling, or be disposed of in an environmentally preferable manner.

7.12 WORK LOCATION

All work under this Contract will be performed at the Contractor's site.



7.13 GOVERNMENT SUPPLIED MATERIAL

1. All manuscripts, texts, artwork, computer tapes, diskettes, audio tapes, print designs, plates, engravings, negatives, positives and any other materials either supplied by Her Majesty to the Contractor or paid for by Her Majesty shall remain the property of Her Majesty and shall be collectively referred to as Government Supplied Material. All property, title to which is with, or vests in, Her Majesty, shall be returned immediately on request of the Minister.
2. Upon any payment being made to the Contractor for or on account of materials, parts, work-in-process, or finished work, either by way of progress payments or otherwise, title in and to all materials, parts, work-in-process and finished work so paid for by such progress payments or otherwise shall vest and remain in Her Majesty and the Contractor shall be responsible therefor. It is being understood and agreed that such vesting of title in Her Majesty shall not constitute acceptance of Her Majesty of such materials, parts, work-in-process and finished work and shall not relieve the Contractor of its obligations to perform the work in conformity with the requirements of the contract. Any material or work-in-process paid for by Her Majesty is to be known as Government Supplied Material.
3. All items comprised in any Government Supplied Material shall be used by the Contractor solely for the purposes of the Contract and shall always be and remain the property of Her Majesty and wherever feasible the Contractor shall maintain adequate accounting records of all Government Supplied Material and shall mark the same as being Her Majesty's property.
4. All Government Supplied Material (except such as are installed or incorporated in the Work) shall be returned to Her Majesty upon demand, in the same condition as when supplied to the Contractor; provided the Contractor shall not be responsible for any loss or damage resulting from ordinary wear and tear, or causes beyond the Contractor's control.
5. Except as otherwise provided in the contract, no insurance shall be carried by the Contractor on any Government Supplied Material. The Contractor shall take reasonable and proper care of all property, title to which is vested in Her Majesty, while the same is in, on or about the plant and premises of the Contractor or otherwise in his possession or subject to his control and shall be responsible for any loss or damage resulting from his failure to do so other than loss or damage caused by ordinary wear and tear.

7.14 BASIS OF PAYMENT

The Contractor will be paid firm unit prices for the goods described at Annex A: Statement of Work, in accordance with the schedule of payment provided at Annex B: Basis of Payment.

LIMITATION OF PRICE

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



7.15 TERMS OF PAYMENT

Payment by CRA to the Contractor for the Work shall be made by:

Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

7.16 METHOD OF PAYMENT

Canada will pay the Contractor using one of the following methods of payment, as determined by the Contracting Authority at the time of contract award. At its sole discretion, Canada may change the method of payment at any time during the period of the Contract, including any extension thereto.

It is the sole responsibility of the Contractor to ensure that their organization is entitled to receive payment from the Government of Canada.

Payment by Cheque

The Contractor shall accept Government of Canada cheques for the payment of goods and/or services described herein. Payments by cheque will be subject to Article 15 – Payment Period and Article 16 - Interest on Overdue Accounts, set out in 2010A General Conditions (**2013-03-21**) forming part of this Contract.

7.17 INVOICING INSTRUCTIONS

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the General Conditions. Invoices cannot be submitted until all Work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the Technical Authority of the Contract. Identified under the section entitled "Authorities" 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.
 - c) One (1) copy must be forwarded to the consignee (i.e. the person to whom goods are shipped).



7.18 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 entire period 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.

7.19 JOINT VENTURE

If the Contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of the Contract.

In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract Amendments, may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

The Contractor shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after Contract Award. Any change in the membership of a contractual joint venture after Contract Award without the prior written approval of the Contracting Authority shall be deemed to be default under the Contract.

The joint venture represents and warrants that it has appointed and granted full authority to (name to be inserted at Contract Award), the "Lead Member", to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract, including but not limited to Contract Amendments and Task Authorizations.

In the event of a contractual joint venture, all payments due and owing to the joint venture shall be made by the Canada Revenue Agency to the Lead Member of the joint venture. Any such payment to the Lead Member of the joint venture shall be deemed to be payment to the joint venture and shall act as a release from all the members of the joint venture.

By giving notice to the Lead Member the Canada Revenue Agency will be deemed to have given notice to all the members of the joint venture.

7.20 APPLICABLE LAWS

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

7.21 PRIORITY OF DOCUMENTS

If there is any conflict or inconsistency between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take precedence over the wording of any document that subsequently appears on the list.

- a) The Articles of Agreement;
- b) The General Conditions **2010A (2013-03-21), Goods (Medium Complexity)**;



- c) Annex A, Statement of Work and Attachments;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) The Request for Proposal No. 1000312683 dated May 16, 2013 including any amendments thereto;
- g) The Contractor's proposal dated *(insert date of bid)*, *(If the bid was clarified, insert) as clarified on _____(and insert date(s) of clarification(s)).*

7.22 FOREIGN NATIONALS

SACC clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) *(to be deleted at contract award if N/A)*

OR

SACC clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor) *(to be deleted at contract award if N/A)*

7.23 INSURANCE REQUIREMENTS

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.24 ALTERNATIVE DISPUTE RESOLUTION

NEGOTIATION FOLLOWED BY MANDATORY MEDIATION, THEN, IF NECESSARY BY ARBITRATION OR LITIGATION

The parties agree to meet, negotiate in good faith, and attempt to resolve, amicably, any dispute arising out of or related to this contract or any breach thereof. If the parties are unable to resolve the dispute through negotiations within 10 working days, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected jointly by the parties. The mediator will be chosen from a roster of qualified mediators maintained by the Canada Revenue Agency. All costs shall be shared equally between the disputing parties.

If a dispute cannot be settled with a 15 calendar day period after the mediator has been appointed, or if the parties are unable to select a mediator within 15 calendar days of the date of provision of notice by one party to the other of the intention to proceed to mediation, or such longer period as agreed to by the parties, the parties shall have the right to resort to any remedies permitted by law, including but not limited to arbitration or litigation.

All defences based on the passage of time shall be tolled pending the termination of the mediation.



7.25 ANNEXES

The following Annexes apply to and form part of the Contract:

- ANNEX A: STATEMENT OF WORK
- ANNEX B: BASIS OF PAYMENT
- ANNEX C: SECURITY REQUIREMENTS CHECK LIST (SRCL)



ATTACHMENT 1: MANDATORY CRITERIA

1. EVALUATION PROCEDURES

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. Bids failing to adequately respond to ALL mandatory requirements will be considered non-responsive and will be given no further consideration.

2. MANDATORY TECHNICAL CRITERIA

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. The Bidder must provide supporting documentation in its proposal as requested by CRA, in order to demonstrate that each technical mandatory requirement has been met. Bids that fail to meet all mandatory requirements will be declared non-responsive.

2.1 PRE-AWARD SAMPLE AND SUPPORTING DOCUMENTATION

As part of the technical evaluation, to confirm a Bidder’s capability of meeting the technical requirements, the Bidder must provide:

1. One (1) pre-award sample of each of the following items below: 001,002,003, 004; and
2. Complete test results for each of the items 001, 002, 003, and 004 as specified in Tables 1-6 of Annex A: Statement of Work.
3. Provide the number of days for pre-production samples in Section 7.10, Submission of Samples, of the Model Contract.

ITEM	DESCRIPTION
001	CRA Investigations Officer Vest (size XL) - English
002	CRA Investigations Officer Vest (size XL) - French
003	CRA Investigations Officer Cap - English
004	CRA Investigations Officer Cap - French

The Bidder must ensure that the required pre-award samples are manufactured in accordance with the technical requirements detailed in Annex A: Statement of Work, and are fully representative of the bid submitted. Rejection of the pre-award samples will result in the bid being non-responsive.

The Bidder must deliver the required pre-award samples and test results at no charge to Canada and must ensure that they are received with the bid at time and place of bid closing. Failure to submit the required pre-award samples and test results within the specified time frame will result in the bid being declared non-responsive. The samples submitted by the Bidder will remain property of Canada.

Laboratory analysis of the product offered showing complete test results of physical properties detailed in the technical requirements must be provided with the pre-award sample. Testing must be performed by an independent accredited laboratory establishment and must be in accordance with the test methods detailed in the Statement of Work. The laboratory report and test results must not be dated before the RFP posting date.



In the event that a component other than the main fabric (i.e. zipper, hook and loop etc.) is not available to the Bidder in a time frame to manufacture the pre-award sample(s), the Bidder may use a similar substitute component. Also, the Bidder must include a letter explaining the substitution submitted with the pre-award sample(s), together with a statement that, should the Bidder be awarded the contract, all materials will be strictly in accordance with the technical requirement.

The requirement for a pre-award sample will not relieve the successful bidder from submitting samples as required by the contract terms or from strictly adhering to the technical requirement of this Request for Proposal and any resultant contract.

3. ENVIRONMENTAL CRITERIA

3.1 The Bidder's proposal must include the manufacturer's environmental policy statement.

In order to demonstrate compliance with this mandatory requirement, the Bidder's proposal must include a copy of the manufacturer's existing environmental policy, and the policy must be printed on the manufacturer's corporate letterhead.

3.2 The Bidder must propose items for which product packaging is designed to minimize waste.

In order to demonstrate compliance with this mandatory requirement, the Bidder must include evidence in its proposal, which clearly demonstrates that product packaging is designed to minimize waste. This evidence may be anecdotal or from waste audit results.



ATTACHMENT 2: POINT RATED CRITERIA

Point Rated Not Applicable



ATTACHMENT 3: FINANCIAL PROPOSAL

1.1 FINANCIAL PROPOSAL

Bidders must quote firm unit prices in Canadian funds, taxes extra as applicable, Delivered Duty Paid (DDP) (all locations listed in Section 5.0 of Annex A: Statement of Work), for the supply, packaging and delivery of the deliverables outlined in Annex A: Statement of Work.

Shipments shall be consigned to the destinations specified in Annex A and Delivered Duty Paid (DDP) (all locations listed in Section 5.0 of Annex A: Statement of Work) Incoterms 2010 for shipments from a commercial supplier.

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

Description of Item (A)	Firm All Inclusive Unit Price (B)	Quantity (C)	Extended Price (D)
Vests (English)	\$	550	= B * C
Vests (French)	\$	200	= B * C
Caps (English)	\$	600	= B * C
Caps (French)	\$	200	= B * C
Bid Evaluation Price			= Sum of column (D)



ATTACHMENT 4: CERTIFICATIONS REQUIRED TO BE SUBMITTED AT TIME OF BID CLOSING

Bidders must submit the following duly completed certifications as part of their bid at bid closing. The Bidder should ensure they review and understand the certifications below. The Bidder should contact the Contracting Authority if they require further clarification on these certifications.

Please ensure all the required signatures are provided at bid closing, as indicated below.

4.1 TERMS AND CONDITIONS

The Bidder hereby certifies compliance with and acceptance of all of the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Work (SOW). Any modifications, deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and SOW document will render the bid non-responsive.

4.2 CERTIFICATION STATEMENT

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 and attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

The Bidder, by signing below, hereby certifies that it has read the solicitation and is in compliance with the above noted certifications, that all statements made in its proposal are accurate and factual, that it is aware that CRA reserves the right to verify all information provided in this regard, and that untrue statements may result in the proposal being declared non-responsive or in other action being taken which CRA deems appropriate.

Date: _____

Name (Print): _____

Signature: _____

Title: _____
(Title of duly authorized representative of business)

Place: _____

For: _____
(Name of Business)



4.3 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

Canada Revenue Agency

(Corporate Name of Recipient of this Submission)

for:

(Clothing RFP 1000312683)

in response to the call or request (hereinafter "call") for bids made by:

Canada Revenue Agency

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that (check one of the following, as applicable):



- (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
- (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



4.4 JOINT VENTURE CERTIFICATION

NOTE TO BIDDER: Complete this certification if a joint venture is being proposed otherwise check the box below.

[] This certification is not applicable.

The Bidder represents and warrants the following:

- (a) The bidding entity is a contractual joint venture in accordance with the following definition. A "contractual joint venture" is an association of two or more parties who have entered into a written contract in which they have set out the terms under which they have agreed to combine their money, property, knowledge, skills, time or other resources in a joint business enterprise, sharing the profits and the losses and each having some degree of control over the enterprise.
(b) The name of the joint venture is: _____(if applicable).
(c) The members of the contractual joint venture are (the Bidder is to add lines to accommodate the names of all members of the joint venture, as necessary):

(d) The Procurement Business Numbers (PBN) of each member of the contractual joint venture are as follows (the Bidder is to add lines for additional PBNs, as necessary):

(e) The effective date of formation of the joint venture is: _____
(f) Each member of the joint venture has appointed and granted full authority to _____(the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award, including but not limited to Contract Amendments and Task Authorizations.
(g) The joint venture is in effect as of the date of bid submission.

This Joint Venture Certification must be signed by EACH member of the joint venture.

The Joint Venture Certification shall be effective throughout the entire period of the Contract, including any exercised option period, if exercised.

The CRA has the right to request documentation from the Bidder evidencing the existence of the contractual joint venture.

Signature of an authorized representative of each member of the joint venture (the Bidder is to add signatory lines as necessary):



Canada Revenue
Agency

Agence du revenu du
Canada

RFP # 1000312683

Signature of Authorized
Representative

Name of Individual (Please
Print)

Name of Business Entity

Date

Signature of Authorized
Representative

Name of Individual (Please
Print)

Name of Business Entity

Date



ATTACHMENT 5: CERTIFICATIONS REQUIRED TO BE SUBMITTED PRIOR 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.

5.1 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.

Definitions:

For the purpose 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, 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

Are you, the Bidder, a FPS? **YES** () **NO** ()

Are you, the Bidder, a FPS in receipt of a pension as defined herein? **YES** () **NO** ()

If "yes", please identify in what capacity you, the Bidder, are bidding by ticking the appropriate box below:

- an individual?
- an individual who has incorporated?



- a partnership made of former public servants?
- a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity?

Please provide the following additional information:

- (i) name(s) of the former public servant(s);
- (ii) date(s) of termination of employment or retirement from the Public Service; and
- (iii) for each former public servant named in (i) above, provide the applicable pension act(s) and any post employment constraints or restrictions if applicable.

Work Force Reduction Program

Are you, the Bidder, a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If “yes”, please provide, for each FPS named in (i) above, the following information:

- (a) conditions of the lump sum payment incentive;
- (b) amount of lump sum payment;
- (c) rate of pay on which lump sum payment is based;
- (d) period of lump sum payment including start date, end date and number of weeks;
- (e) 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

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of authorized Bidder representative: _____



5.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - OVER \$25,000 AND BELOW \$200,000

Suppliers who are subject to the Federal Contractors Program for Employment Equity (FCP-EE) and have been declared ineligible contractors by Human Resources and Social 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 Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce. Any bids from ineligible contractors will be declared non-responsive.

The Bidder certifies its status with the FCP-EE, as follows:

The Bidder:

- (a) () is not subject to the FCP-EE, having a workforce of less than 100 permanent full or part-time employees in Canada;
- (b) () is not subject to the FCP-EE, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full or part-time employees 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-EE is available on the following HRSDC Website:
<http://www.hrsdc.gc.ca/en/labour/equality/index.shtml>.

Date: _____

Signature: _____

Title: _____

(Title of duly authorized representative of business)

Place: _____

For: _____



5.3 VENDOR REPORTING INFORMATION

The following information should be provided to enable CRA compliance with paragraph 221(1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.) and report payments made to contractors under applicable services contracts (including contracts involving a mix of goods and services) on a T1204 Government Service Contract Payments slip.

For the purpose of this clause:

“Legal Name” means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.

“Operating Name” means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.

The Bidder is requested to provide the following:

Legal Name: _____

Operating Name: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Telephone: _____

Fax: _____

Type of Business (Select only one)

- Corporation
- Partnership
- Sole Proprietor
- Non-Profit Organization
- US or International Co.

All registered companies (excluding Non-Profit organizations and US or International companies) must provide their Goods and Services Tax (GST) or Business Number (BN).

If the services will be rendered by an individual, please provide the Social Insurance Number (SIN). If a SIN number is being provided, the information should be place in a sealed envelope marked "Protected".



Goods and Services Tax (GST) Number: _____

Business Number (BN): _____

Social Insurance Number (SIN): _____

N/A Reason: _____

Note: If you select "N/A", then you must give a reason.

Date: _____

Name: _____

Signature: _____

Title: _____
(*Title of duly authorized representative of business*)



ANNEX A: STATEMENT OF WORK

1.0 TITLE

Clothing – Vests and Caps

2.0 QUANTITY

The CRA is seeking to acquire 750 vests and 800 caps for various locations in Canada.

3.0 SPECIFICATIONS

3.1 PURCHASE DESCRIPTION (VESTS)

3.1.1 ITEM:

Front-closure Vest, Navy Blue,
Criminal Investigations Directorate,
Canada Revenue Agency

3.1.2 SCOPE:

This purchase description describes the requirements for a Canada Revenue Agency Criminal Investigations vest. The vest is a front-closure - four (4) pocket design and is fully lined.

The Criminal Investigations (CI) Badge and the Canada Wordmark will be embroidered on the top front left and the official FIP Identity (Canada Revenue Agency) badge will be embroidered on the front right of the vest.

The bilingual name “Investigations – Enquêtes” and the Canada Wordmark will be embroidered on the top centre back of the vest.

3.1.3 APPLICABLE PUBLICATIONS:

The following CGSB Standards shall form part of this requirement:

CAN/CGSB-86.1-M: Care and Labeling of Textiles.

CAN/CGSB-4.139-94: Polyester Staple Thread.

CAN/CGSB-54.1-M90: Stitches and Seams Part 1 and 2.

CAN/CGSB – 4.2 -M: Textile Test Methods 4.1, 5.1, 6, 9.2, 12.1, 14, 18.3, 19.1, 23, 45, 51.2 & 58.



The following ASTM Standards shall form part of this requirement:

ASTM D-4966-89: Abrasion

All standards can be ordered by contacting:

Canadian General Standard Board Sales Unit

Place du Portage Phase III

Gatineau, Quebec K1A 1G6

Tel: (819) 956-3500

1-800-665-CGSB

Fax: (819) 956-5644

www.pwgsc.gc.ca/cgsb/home/index-e.html

American Society Testing Materials

(ASTM)

1916 Race Street

Philadelphia, PA, 19103

www.astm.org

Pantone Color Selector - Textiles

The above colour references are available from:

Pantone Customer Services in Canada

Keng Seng Enterprises

4030 rue St. Ambroise

Suite 227

Montreal, Quebec H4C 2C7

Tel: (514) 939-3971



3.1.4 MATERIALS AND MANUFACTURE:

Contractor's Supply:

3.1.4.1 Shell Fabric

Twill - 65% polyester/ 35% cotton, 250 g/m² (7.4 oz. /yd²) +/- 5%.

The fabric shall comply with the laboratory testing requirements in Tables 1 & 2.

(Doubletex has been known to have 'Tuff Twill', which meets this requirement)

3.1.4.1.1 Colour

Dark Navy Blue in accordance with **Pantone Color – Textile #2767**

3.1.4.2 Lining Fabric

Plain Weave - 65% polyester/ 35% cotton, 120g/m² (3.5 oz. /yd²) +/- 5%.

The fabric shall comply with the laboratory testing requirements in Tables 3 & 4.

(Doubletex has been known to have 'Ultrasat', which meets this requirement)

3.1.4.2.1 Colour

Dark Navy Blue in accordance with **Pantone Color – Textile #2767**

3.1.4.3 Slide Fastener (Zipper):

Injection moulded polyacetal elements, separating, with autolock slider, colour to match shell fabric.

3.1.4.4 Front Pockets (bottom):

Length – 6 ½" (16.5 cm)

Width - 3/16" (4mm)



3.1.4.5 Center Front (size Large):

Length – 19 ½” (50 cm)

Width – ¼” (6mm)

3.1.4.6 Thread:

100% Staple polyester, 40 Tex, in accordance with CAN/CGSB-4.139-94.

Colour shall match shell material for seams and stitching.

3.1.4.7 Hook and Loop:

For top front pocket flaps, 1" (2.5 cm) wide x 1" (2.5 cm), of best commercial quality. Colour black.

3.1.4.7.1 Embroidery:

The embroidery required for the construction of the vest shall be as follows (in accordance with the technical drawings in **Annexes C, D and E**).

- Canada Revenue Agency departmental signature (right front chest)
- “Canada Revenue Agency” – ‘*Criminal Investigations*’ (CI) badge and Canada Wordmark (left front chest)
- Bilingual name “Investigations-Enquêtes” and Canada Wordmark (top center back)

Note: Thread: 100% Polyester

Colour: **Gold – Pantone Colour #108 Moonbeam**

Note: The embroidery shall have sufficient stitches to cover the base fabric (the fabric shall not be visible in between the stitches).

3.1.4.8 Embroidery Interlining:

Shall be 100% nylon fusible (buckram) 200 g/sq. m (5.9 oz. /sq. yd.), colour **Black**



3.1.5 DETAILED DESCRIPTION:

3.1.5.1 Outer Shell and Lining - cloth:

The outer shell and lining shall be made of the shell and lining materials outlined in the Contractor's Supply. When tested in accordance with the denoted test methods the materials shall comply with the requirements of Tables 1, 2, 3 and 4.

3.1.5.2 Cutting:

All shell parts of the vest shall be cut from the same dye lot of material.

3.1.5.3 Stitches and Seams:

All seams shall be in accordance with CAN/CGSB-54.1-M90 and have with 4-5 stitches per cm (10-12 per inch).

3.1.5.4 Lining:

The lining is sewn to the outer shell of the vest with a 9 mm (3/8") seam and then edge-stitched 1.5 mm (1/16") gauge.

3.1.5.5 Back Neck Facing:

There shall be a separate back neck facing constructed of the shell material. The facing shall be finishing 1 3/4" (4.4 cm) in width. The facing will be sewn in to the neck seam with the front and back lining.

The bottom hem of the facing is folded 9 mm (3/8"), pressed and edge stitched 1.5 mm (1/16") gauge to the top inside back of the vest. The design of the facing shall be in accordance with the technical drawings in **Annex A**.

3.1.5.6 Top Front Pockets:

The top front pockets shall be patch-style pocket with flaps and should be constructed in accordance with the technical drawings in **Annex B**.

3.1.5.7 Pocket:

The top front pockets shall be constructed of the shell material finishing 5-1/8" (13 cm) in width and 4-5/8" (11.9 cm) in height. The top edge shall be folded to form a 1.7 cm (5/8") hem.

The hook portion of the hook & loop closure - two pieces 2.5 cm (1") x 2.5 cm (1") - shall be stitched to the pocket for the proper closure on the flap.

Refer to the technical drawings in **Annex B** for the placement of the loop closure



3.1.5.8 Pocket Flap:

The pocket flaps shall be made of two layers of shell fabric and shall be top-stitched 4.5 mm (3/16") from the bottom edge.

The pocket flaps finish 5 1/4" (13.3 cm) in width and 2-3/8" (6 cm) in height - sewn 5/8" (16 cm) above the top finished edge of the pocket.

Two pieces of loop closure 2.5 cm (1") x 2.5 cm (1") shall be stitched to the underside of the pocket flaps corresponding to the hook and closure on the pocket. Refer to the technical drawings in **Annex B** for the placement of the loop closure.

Refer to the technical drawings in **Annex B** for the construction of the pockets.

3.1.5.9 Bottom Front Pockets:

The bottom front pockets shall be constructed of the shell fabric finishing 7 3/4" (19.7 cm) in width and 6 1/4" (15.9 cm) in height.

There is a 6 1/4" (16 cm) zipper inserted in the top section of the pocket – refer to the technical drawings in **Annex B** for the placement of the zipper.

The pockets are bellowed and have 5/8" (1.6 cm) deep inverted pleats on the side and bottom of the pocket – for a total depth of 1 1/4" (3.2 cm).

Refer to the technical drawings in **Annex B** for the construction of the pockets.

3.1.6 SIZING:

The vest shall be sized in accordance with the 'How to Measure' instructions in **Annex F** and the sizing chart in **Annex G**.

3.1.7 PRESSING:

The vest shall be properly pressed or steamed to eliminate all creases.

3.1.8 LABELLING:

Each vest shall be permanently identified with a bilingual label sewn to the top back neck indicating:

1. Size identification in imperial and metric.
2. Fiber content – 65% Polyester/35% Cotton
3. Care label
4. PWGSC File Number
5. Departmental Stock Number



3.1.8.1 Care Instructions:

Care labels on the Vest shall include the following care label symbols and written care instructions:

3.1.8.2 Care Label Symbols



3.1.8.3 Written Care Instructions

No liquid fabric softeners or dryer sheets.

Wash with similar colours.

Rinse well after washing.

Remove promptly after drying.

3.1.9 PACKAGING:

Shall be in accordance with the best commercial packaging, unless otherwise specified in the procurement document.

Each vest shall be packaged in a clear polyethylene bag.

3.2 PURCHASE DESCRIPTION (CAPS)

3.2.1 ITEM:

Baseball Cap, Navy Blue,
Criminal Investigations Directorate,
Canada Revenue Agency

3.2.2 SCOPE:

This purchase description describes the requirements for Canada Revenue Agency Criminal Investigations, ball cap - six (6) panel design, the Canada Revenue Agency Investigations Officer crest embroidery on the centre front, CRA-ARC embroidered on the centre back. The cap shall have a stiff front with an adjustable self-fabric back strap.

(see **Annex H**)



3.2.3 APPLICABLE PUBLICATIONS:

The following publications shall form part of this requirement:

CAN/CGSB-4.139-94: Polyester Staple Thread

CAN/CGSB – 4.2 -M: Textile Test Methods 4.1, 5.1, 6, 9.2, 12.1, 14, 18.3, 19.1, 23, 45, 51.2 and 58.

CAN/CGSB-86.1-2003: Care Labeling of Textiles

The following ASTM Standards shall form part of this requirement:

ASTM D-4966-89: Abrasion

All standards can be ordered by contacting:

Canadian General Standard Board Sales Unit

Place du Portage Phase III

Gatineau Québec K1A 1G6

Tel: (819) 956-3500

1-800-665-CGSB

Fax: (819) 956-5644

www.pwgsc.gc.ca/cgsb/home/index-e.html

American Society Testing Materials

(ASTM)

1916 Race Street

Philadelphia, PA, 19103

www.astm.org

Pantone Color Selector – Textiles

The above colour references are available from:



Pantone Customer Services in Canada

Keng Seng Enterprises

4030 rue St. Ambroise

Suite 227

Montreal, Quebec H4C 2C7

Tel: (514) 939-3971

3.2.4 MATERIALS AND MANUFACTURE:

Contractor's Supply:

3.2.4.1 Shell Fabric

Twill - 65% polyester/ 35% cotton, 250 g/m² (7.4 oz/yd²) +/- 5%.

The fabric shall comply with the requirements of Tables 5 & 6

(Doubletex has been known to have 'Tuff Twill', which meets this requirement)

3.2.4.1.1 Colour

Dark Navy Blue in accordance with **Pantone Color – Textile #2767**

3.2.4.2 Thread:

100% Staple polyester, 40 Tex, in accordance with CAN/CGSB-4.139-94.

Colour shall match shell material for seams and stitching.

3.2.4.3 Embroidery Interlining:

Shall be 100% nylon fusible (buckram), 200 g/sq. m (5.9 oz. /sq. yd.). Colour white.

3.2.4.4 Sweatband:

Shall be a single layer of terrycloth (10 oz.), colour black, interlined with a fusible polyester/ cotton lightweight interlining, colour black. **The sweatband shall have a 1.3 cm (½") hemmed edge.**



3.2.4.5 Seam Tape:

Shall be polyester, woven bias cut, colour **navy blue** or **black**.

3.2.4.6 Back Size Adjuster:

Shall be 3.02 cm (1 3/16 ") x 2.38 cm (15/16") with a 16 ligne (12 mm) snap. Colour antique brass. The female snap shall be an integral part of the slider.

3.2.4.7 Button:

One 22 - 24 ligne (14 - 15 mm) button covered with shell fabric shall be placed to cover the convergence of seams at the top of the cap.

3.2.4.8 Peak Stiffener:

Shall be high-density polyethylene 0.22 cm thick, colour black. ***Shall not be pre-curved.***

3.2.4.9 Hook and Loop:

Black, best commercial quality, 1.27 cm (1/2") wide.

3.2.4.10 Band Stiffener:

The stiffener (stabilizer) shall be plastic mesh or vinyl – 6.4 mm (1/4") wide. Other stiffeners are not acceptable.

3.2.5 DETAILED DESCRIPTION:

3.2.5.1 Cutting:

All shell component parts of each ball cap shall be cut from one piece of cloth. There shall be no discernable difference in shade between the body components.

All shell body components shall be cut in the direction of the warp, unless specified otherwise.

3.2.5.2 Stitches and Seams:

The seams shall be securely backstitched at all ends. The seam tape shall be stitched with a minimum of 3-4 stitches per cm (8-10 stitches per inch).

The sweatband & the crown shall be sewn with a minimum of 2-3 stitches per cm (6-7 stitches per inch).

The peak shall be stitched with a minimum of 1-2 stitches per cm (4-5 stitches per inch).



3.2.5.3 Crown Assembly:

The crown shall be in six (6) sections. **Section sizes in accordance with Annex A. XSmall and XLarge sizes to be graded accordingly.**

A buckram interfacing shall be fused to the inside of the 2 front panels. Each seam shall be covered on the inside with a 1.59 cm (5/8") finished width seam tape. One (1) eyelet shall be positioned on each panel as per sealed sample. Each eyelet shall have an inside diameter of 0.32 cm (1/8"). The back opening shall be turned inside and covered with a 0.95 cm (3/8") finished width of seam tape.

A Canada Revenue Agency Criminal Investigations crest (see **Annex I**) shall be embroidered at the center of the front, 1.3 cm (1/2") from the peak join seam.

CRA-ARC (or ARC-CRA) embroidery shall be centred on the back 1.8 cm above the opening.

A button covered with shell fabric shall be securely set at the top of the crown, at the centre of intersecting seams.

A band stiffener shall be sewn inside the bottom edge of the cap.

A sweatband shall be sewn to the inside hem of the cap.

3.2.5.4 Peak:

The stiffener shall be inserted between both plies of the peak shell fabric.

The peak shall have six (6) rows of stitching equally spaced by 0.64 cm (1/4"), as shown on drawing Annex A.

The peak and crown seam allowances shall be top stitched 0.16 cm (1/16") on the crown.

3.2.5.5 Back Strap:

The back of the cap shall have a shell fabric strap adjustment. The shell fabric strap shall be made of two plies of shell fabric with a middle layer of mesh-reinforced strap and shall have a finished width of 1.5 cm (5/8")

- tolerance minus 2.4 mm (3/32") - and shall have 13 mm (1/2") square hook tape sewn onto the end of the side of the back strap that faces the terry cloth sweatband when inserted through the slot. The sweatband acts as the loop and the hook attaches to the sweatband.

The strap shall be inserted in the slider. The strap shall be inserted 3.1cm (1 1/4") inside the left side of the cap.

A male snap shall be set on the right side of the cap to effect proper closure with the female snap integrated with the slider.

An oblong grommet, to accommodate the fabric strap, shall be positioned 3.1 cm (1 1/4") from the edge of the snap. The grommet shall be through the crown ply only.



3.2.6 SIZING:

Inner Headband circumference shall be adjustable to the following measurements:

<u>Regular Sizing</u>	57 cm to 63 cm
<u>XSmall</u>	56 cm and below
<u>XLarge</u>	64 cm and above

3.2.7 LABELLING:

A bilingual label, indelibly printed, shall be secured on the inside of the cap indicating:

1. Care instructions (symbols)
2. Fibre content
3. Manufacturer's name or CA number
4. Size designation.

3.2.7.1 Care Labels:



3.2.8 PRESSING:

Each ball cap shall be properly pressed or steamed to eliminate all creases.

3.2.9 PACKAGING:

Standard commercial packaging, with 24 caps packed to a box. The outside of each box shall be marked with the contract file number, departmental stock number and the number of hats contained in the box.

4.0 TASKS

The Contractor must:

- Supply, package and deliver 750 Vests and 800 Caps to locations outlined in the delivery schedule.



5.0 DELIVERABLES and ASSOCIATED SCHEDULE

5.1 PURCHASE DESCRIPTION (VESTS)

5.1.1 ITEM:

Front-closure Vest, Navy Blue,
Criminal Investigations Directorate

Canada Revenue Agency

5.1.2 SIZING:

The vest shall be sized in accordance with the '*How to Measure*' instructions in Annex F and the sizing chart in Annex G.

5.1.3 PACKAGING:

Shall be in accordance with the best commercial packaging, unless otherwise specified in the procurement document.

Each vest shall be packaged in a clear polyethylene bag.

5.1.4 DELIVERY:

All vests will be delivered in accordance with volumes and sizes as noted on schedule below.

A total of 750 vests to be delivered.

All vests must be delivered to the locations identified on schedule below within 30 days from approval of final Pre-Production samples.



Vests (English) Delivery Schedule

INVESTIGATIONS - ENQUÊTES

Language	Size/Quantity	Region	Delivery Address
English first – 100	M - 10 L - 15 XL - 25 XXL - 50	HQ	Criminal Investigations Directorate 18 th floor, 344 Slater Street (Canada Bldg.) Ottawa, Ontario K1A 0L5 Attn: Johanne Charbonneau, Director, CIP
English first – 50	M - 5 L – 8 XL - 12 XXL - 25	Atlantic Region	Nova Scotia Tax Services Office Ralston Building 1557 Hollis Street, P.O. Box 638 Halifax NS B3J 2T5 Attn: Barbara Dawe, AD, CIP
English first – 10	M - 1 L - 2 XL - 3 XXL - 4	Quebec Region	Montréal Tax Services Office 305 René Lévesque Blvd. W Montréal QC H2Z 1A6 Attn : Pierre Gaboriault, AD, CIP
English first – 100	M - 10 L - 15 XL - 25 XXL - 50	Ontario Region	Ottawa Tax Services Office 333 Laurier Avenue West Ottawa ON K1A 0L9 Attn: Annie Schwarz, A/AD, CIP
English first – 120	M - 12 L - 18 XL - 30 XXL - 60	Ontario Region	Toronto North Tax Services Office 5001 Yonge Street North York ON M2N 6R9 Attn: Jack Meggetto, A/AD, CIP
English first – 90	M - 9 L - 13 XL - 23 XXL - 45	Prairie Region	Calgary Tax Services Office Harry Hays Building 220-4th Avenue South East Calgary, AB. T2G 0L1 Attn: James Jesudason, A/AD, CIP
English first – 80	M - 8 L - 12 XL - 20 XXL - 40	BC Region	Vancouver Tax Services Office 1166 West Pender Street Vancouver BC V6E 3H8 Attn: Jim Talbot, A/AD, CIP
TOTAL English first – 550	M – 55 L – 83 XL – 138 XXL – 274		



Vests (French) Delivery Schedule

ENQUÊTES – INVESTIGATIONS

Language	Size/Quantity	Region	Delivery Address
French first – 30	M - 3 L - 5 XL - 7 XXL - 15	HQ	Criminal Investigations Directorate 18 th floor, 344 Slater Street (Canada Bldg.) Ottawa, Ontario K1A 0L5 Attn: Johanne Charbonneau, Director, CIP
French first – 20	M - 2 L - 3 XL - 5 XXL - 10	Atlantic Region	Nova Scotia Tax Services Office Ralston Building 1557 Hollis Street, P.O. Box 638 Halifax NS B3J 2T5 Attn: Barbara Dawe, AD, CIP
French first – 100	M - 10 L - 15 XL - 25 XXL - 50	Quebec Region	Montréal Tax Services Office 305 René Lévesque Blvd. W Montréal QC H2Z 1A6 Attn : Pierre Gaboriault, AD, CIP
French first – 20	M - 2 L - 3 XL - 5 XXL - 10	Ontario Region	Ottawa Tax Services Office 333 Laurier Avenue West Ottawa ON K1A 0L9 Attn: Annie Schwarz, A/AD, CIP
French first – 20	M - 2 L - 3 XL - 5 XXL - 10	Ontario Region	Toronto North Tax Services Office 5001 Yonge Street North York ON M2N 6R9 Attn: Jack Meggetto, A/AD, CIP
French first – 10	M - 1 L - 1 XL - 3 XXL - 5	Prairie Region	Calgary Tax Services Office Harry Hays Building 220-4th Avenue South East Calgary, AB. T2G 0L1 Attn: James Jesudason, A/AD, CIP
French first – 0		BC Region	
TOTAL French first – 200	M - 20 L - 30 XL - 50 XXL - 100		



5.2 PURCHASE DESCRIPTION (CAPS)

5.2.1 ITEM:

Cap, Baseball, Navy Blue,
Criminal Investigations Directorate, CRA

5.2.2 PACKAGING:

Standard commercial packaging, with maximum 24 caps packed to a box.

The outside of each box shall be marked with the contract file number and the number of hats contained in the box.

5.2.3 DELIVERY:

All caps will be delivered in accordance with volumes noted on attached schedule.

A total of 800 caps will be delivered.

All caps must be delivered to the locations identified on schedule below within 30 days from approval of final Pre-Production samples.



Ball Caps (English) Delivery Schedule

English-first: **CRA – ARC**

Language	Region	Delivery Address
English first – 150	HQ	Criminal Investigations Directorate 18 th floor, 344 Slater Street (Canada Bldg.) Ottawa, Ontario K1A 0L5 Attn: Johanne Charbonneau, Director, CIP
English first – 50	Atlantic Region	Nova Scotia Tax Services Office Ralston Building 1557 Hollis Street, P.O. Box 638 Halifax NS B3J 2T5 Attn: Barbara Dawe, AD, CIP
English first – 10	Quebec Region	Montréal Tax Services Office 305 René Lévesque Blvd. W Montréal QC H2Z 1A6 Attn : Pierre Gaboriaux, AD, CIP
English first – 100	Ontario Region	Ottawa Tax Services Office 333 Laurier Avenue West Ottawa ON K1A 0L9 Attn: Annie Schwarz, A/AD, CIP
English first – 120	Ontario Region	Toronto North Tax Services Office 5001 Yonge Street North York ON M2N 6R9 Attn: Jack Meggetto, A/AD, CIP
English first – 90	Prairie Region	Calgary Tax Services Office Harry Hays Building 220-4th Avenue South East Calgary, AB. T2G 0L1 Attn: James Jesudason, A/AD, CIP
English first – 80	BC Region	Vancouver Tax Services Office 1166 West Pender Street Vancouver BC V6E 3H8 Attn: Jim Talbot, A/AD, CIP
TOTAL English first – 600		



Ball Caps (French) Delivery Schedule

French-first: **ARC – CRA**

Language	Region	Delivery Address
French first – 30	HQ	Criminal Investigations Directorate 18 th floor, 344 Slater Street (Canada Bldg.) Ottawa, Ontario K1A 0L5 Attn: Johanne Charbonneau, Director, CIP
French first – 20	Atlantic Region	Nova Scotia Tax Services Office Ralston Building 1557 Hollis Street, P.O. Box 638 Halifax NS B3J 2T5 Attn: Barbara Dawe, AD, CIP
French first – 100	Quebec Region	Montréal Tax Services Office 305 René Lévesque Blvd. W Montréal QC H2Z 1A6 Attn : Pierre Gaboriaux, AD, CIP
French first – 20	Ontario Region	Ottawa Tax Services Office 333 Laurier Avenue West Ottawa ON K1A 0L9 Attn: Annie Schwarz, A/AD, CIP
French first – 20	Ontario Region	Toronto North Tax Services Office 5001 Yonge Street North York ON M2N 6R9 Attn: Jack Meggetto, A/AD, CIP
French first – 10	Prairie Region	Calgary Tax Services Office Harry Hays Building 220-4th Avenue South East Calgary, AB. T2G 0L1 Attn: James Jesudason, A/AD, CIP
French first – 0	BC Region	Vancouver Tax Services Office 1166 West Pender Street Vancouver BC V6E 3H8 Attn: Jim Talbot, A/AD, CIP
TOTAL French first – 200		



Table 1
Finished Vest Fabric

Property	Test Method CAN/CGSB-4.2-M	Specified	Minimum	Maximum
Weave		Twill		
Width, cm	No. 4.1 – M87	164 cm	164 cm	
Mass	No. 5.1 – M90	250 g/m ² (7.4 oz/yd ²)	- 5%	+5%
Woven Fabric Count Yarns per Centimeter	No. 6 – M89 Method C	Warp 37 Weft 19	-2	+2
Tensile Strength (N)	No. 9.2 – M90 (grab, 20S breaking time)	Warp 850 Weft 630	Warp 850 Weft 630	
Tear Strength	No. 12.1 – M90	Warp 30 Weft 40	-10%	+ 10%
Quantitative Analysis of Fiber Mixture (yarns %)	No. 14 - 2005	Cotton 35% Polyester 65%	32% Cotton 62% Polyester	38% Cotton 68% Polyester

Colourfastness To light	No. 18.3 – 97/ ISO 105-B02:1994		L4	
Colourfastness To Laundering	No. 19.1 - 2004		Colour Change: Grey Scale 3	
Colourfastness To Crocking	No. 22-2004		Dry 4 Wet 3	
Colourfastness to perspiration	No. 23-M90 (2004)		Colour Change: Grey Scale 4	

Dimensional (%)Change in	No. 58 (1 cycle)			Warp 2.0%
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washing				Weft 2.0%
Pilling	No. 51.2-M-87	Numerical Rating 4 (after 90 minutes) Numerical Rating 4 (after 120 minutes)		
Crease recovery, Face Outside (%)	No. 45 – M88 (2001)		Warp 70 Weft 70	

Table 2
Finished Vest Fabric

Property	Test Method/	Specified
Abrasion (5000 Cycles)	ASTM D- 4966-89	3



Table 3
Finished Lining Fabric

Property	Test Method CAN/CGSB- 4.2-M	Specified	Minimum	Maximum
Weave		Plain		
Width, cm	No. 4.1 – M87	150 cm	150 cm	
Mass	No. 5.1 – M90	120 g/m ² (3.5 oz./yd ²)	- 5%	+5%
Woven Fabric Count Yarns per Centimeter	No. 6 – M89 Method C	Warp 56 Weft 29	-2	+2
Tensile Strength (N)	No. 9.2 – M90 (grab, 20S breaking time)	Warp 500 Weft 230	Warp 500 Weft 230	
Tear Strength	No. 12.1 – M90	Warp 11 Weft 9	-10%	+ 10%
Quantitative Analysis of Fiber Mixture (yarns %)	No. 14 - 2005	Cotton 35% Polyester 65%	32% Cotton 62% Polyester	38% Cotton 68% Polyester

Colourfastness To light	No. 18.3 – 97/ ISO 105-B02: 1994		L4	
Colourfastness To Laundering	No. 19.1 - 2004		Colour Change: Grey Scale 3	
Colourfastness To Crocking	No. 22-2004		Dry 4 Wet 3	
Colourfastness to perspiration	No. 23-M90 (2004)		Colour Change: Grey Scale 4	



Dimensional (%)Change in washing %	No. 58 (1 cycle)			Warp 2.0% Weft 2.0%
Pilling	No. 51.2-M-87	Numerical Rating 4 (after 90 minutes) Numerical Rating 4 (after 120 minutes)		
Crease recovery, Face Outside (%)	No. 45 – M88 (2001)		Warp 70 Weft 70	

Table 4
Finished Lining Fabric

Property	Test Method/	Specified
Abrasion (5000 Cycles)	ASTM D-4966-89	4



Table 5
Finished Baseball Cap Fabric

Property	Test Method CAN/CGSB-4.2-M Test Method	Specified	Minimum	Maximum
Weave		Twill		
Width, cm	No. 4.1 – M87	164 cm	164 cm	
Mass	No. 5.1 – M90	250 g/m ² (7.4 oz/yd ²)	- 5%	+5%
Woven Fabric Count Yarns per Centimeter	No. 6 – M89 Method C	Warp 37 Weft 19	-2	+2
Tensile Strength (N)	No. 9.2 – M90 (grab, 20S breaking time)	Warp 850 Weft 630	Warp 850 Weft 630	
Tear Strength	No. 12.1 – M90	Warp 30 Weft 40	-10%	+ 10%
Quantitative Analysis of Fiber Mixture (yarns %)	No. 14.3 - M	Cotton 35% Polyester 65%	32% Cotton 62% Polyester	38% Cotton 68% Polyester

Colourfastness To light	No. 18.3 – 97/ ISO 105-B02:1994		L4	
Colourfastness To Laundering	No. 19.1 - 2004		Colour Change: Grey Scale 3	
Colourfastness To Crocking	No. 22-2004		Dry 4 Wet 3	
Colourfastness to perspiration	No. 23-M90 (2004)		Colour Change: Grey Scale 4	



Dimensional (%) Change in washing	No. 58 (1 cycle)			Warp 2.0% Weft 2.0%
Pilling	No. 51.2-M-87	Numerical Rating 4 (after 90 minutes) Numerical Rating 4 (after 120 minutes)		
Crease recovery, Face Outside (%)	No. 45 – M88 (2001)		Warp 70 Weft 70	

Table 6

Finished Baseball Cap Fabric

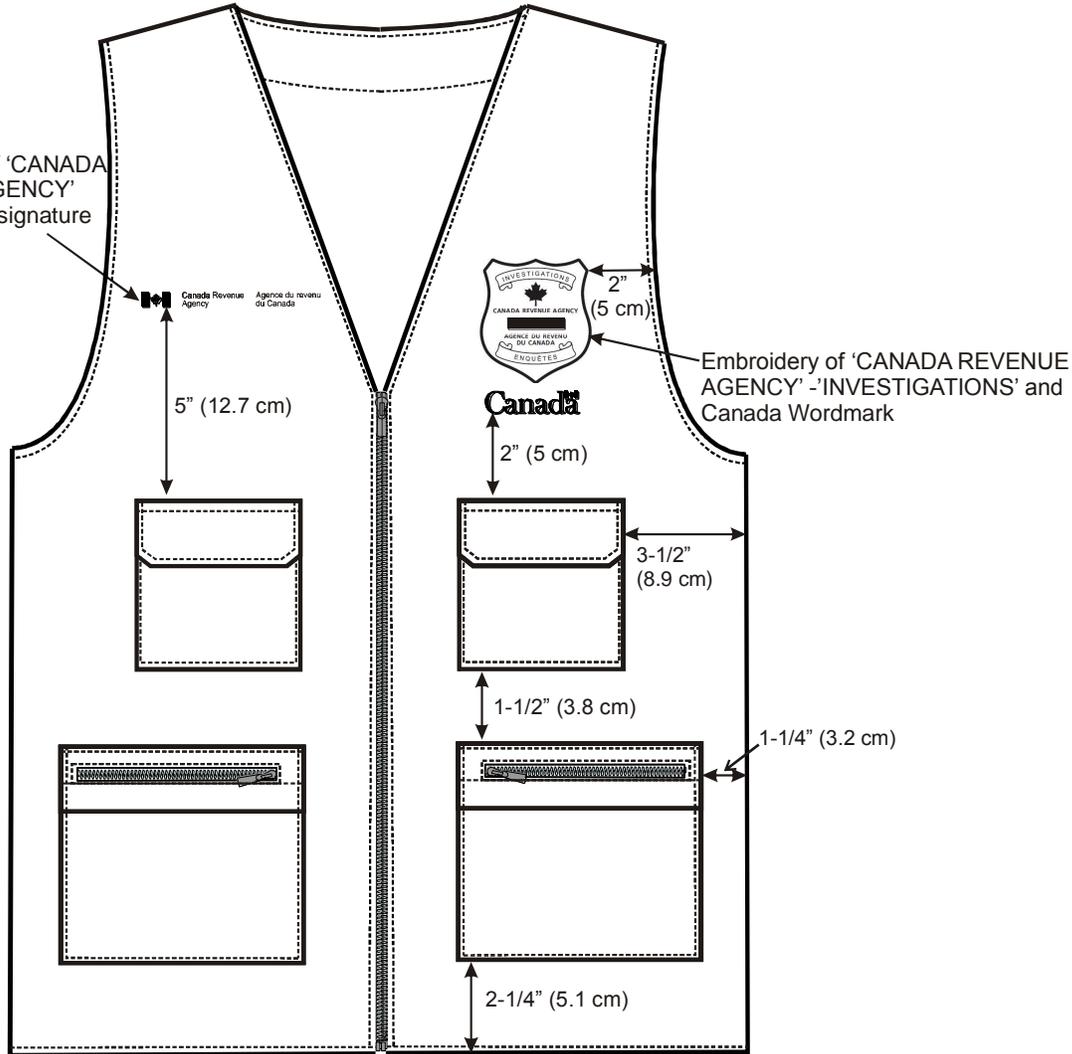
Property	Test Method/	Specified
Abrasion (5000 Cycles)	ASTM D-4966-89	3



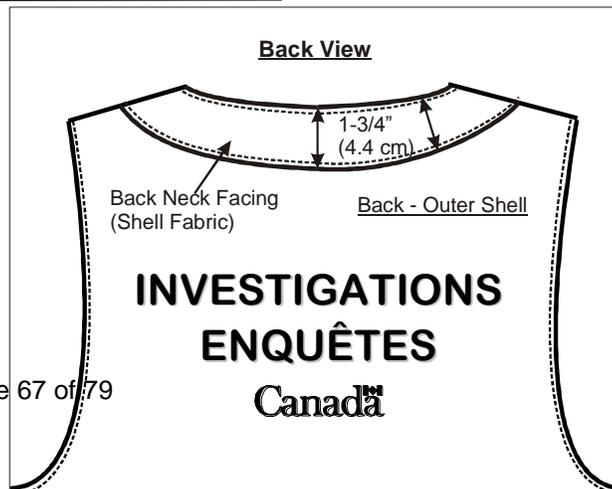
ANNEX 'A'

Front View

Embroidery of 'CANADA REVENUE AGENCY' departmental signature



Back View



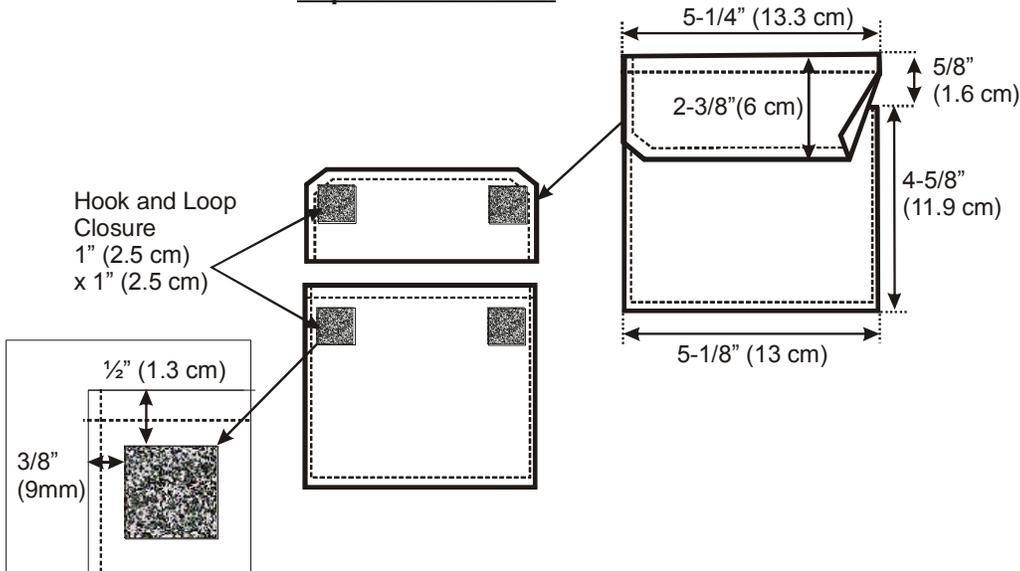
DRAWING IS NOT TO SCALE



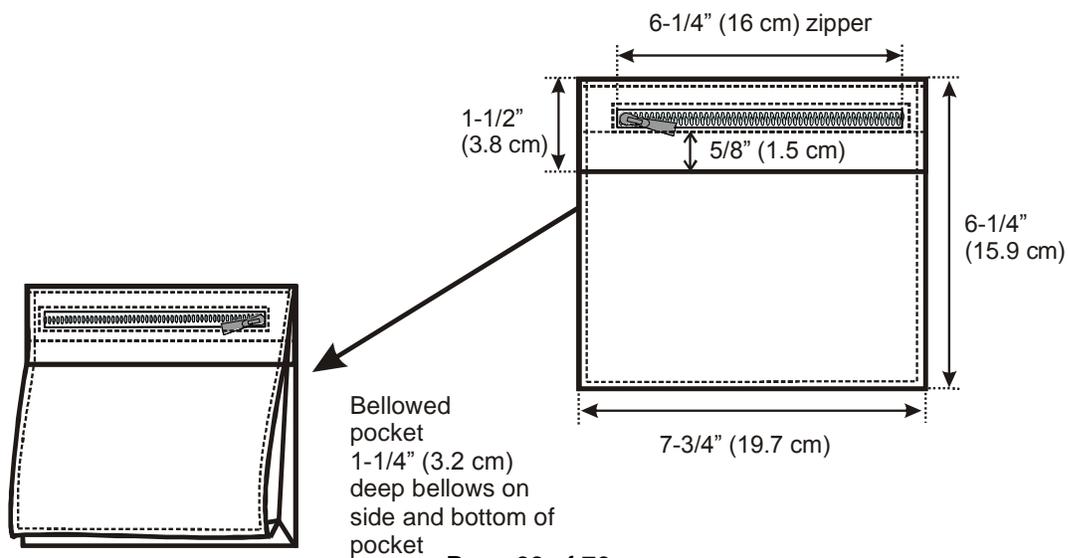
ANNEX ' B'

Front Pocket Dimenisons

Top Front Pockets



Lower Front Pockets

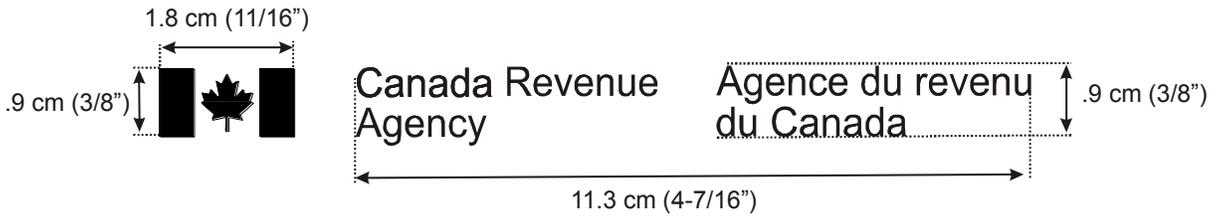


DRAWING IS NOT TO SCALE



ANNEX 'C'

Embroidery of 'CANADA REVENUE AGENCY' departmental signature

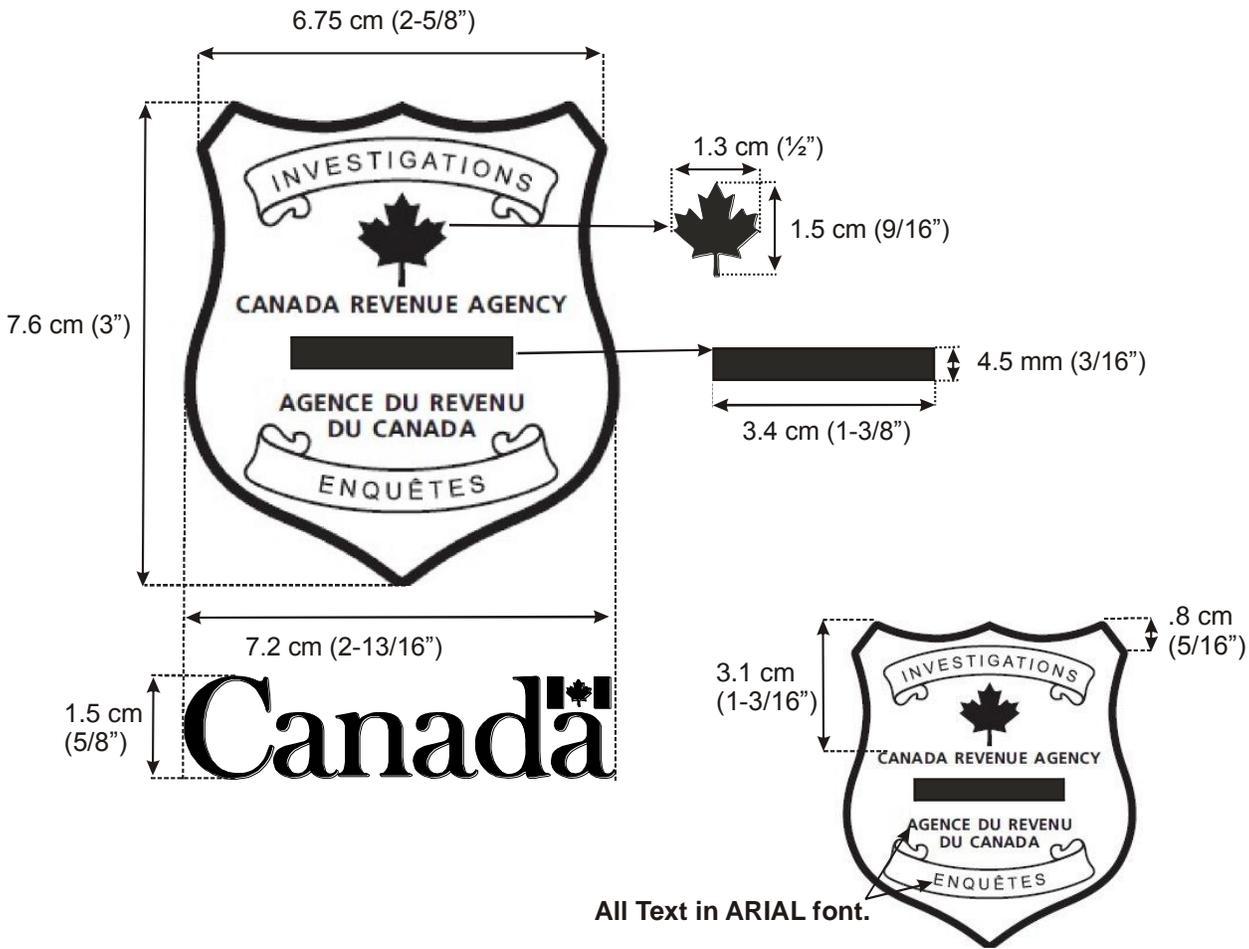


DRAWING IS NOT TO SCALE



ANNEX 'D'

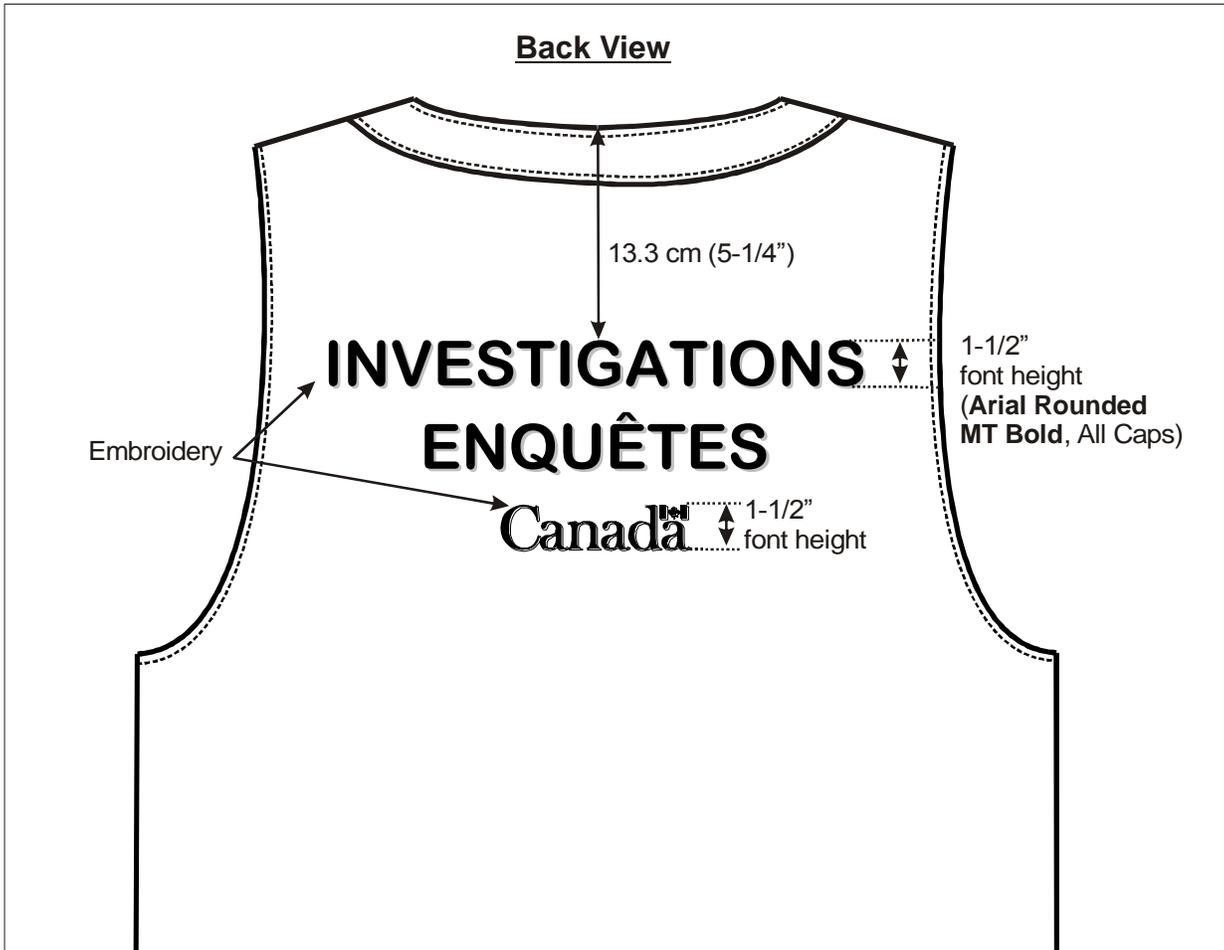
Embroidery of 'CANADA REVENUE AGENCY' - 'INVESTIGATIONS' and Canada Wordmark



DRAWING IS NOT TO SCALE



ANNEX 'E'

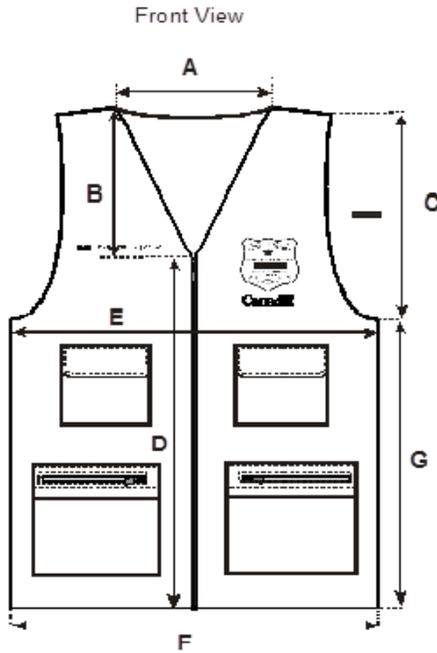


DRAWING IS NOT TO SCALE



ANNEX F

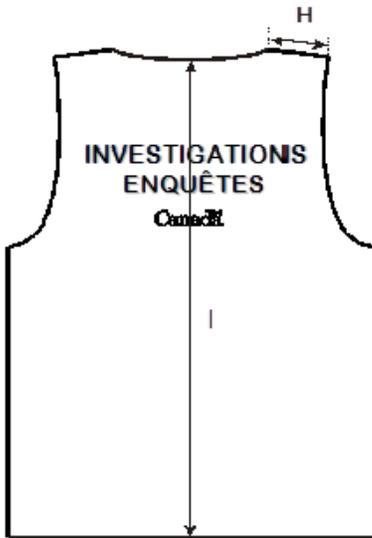
Measurements - How to Measure



** Measurements shall be taken on a flat surface.

- A **Neck Opening** - horizontal measurement from inside edge of shoulder seam on each side of neck.
- B **V-Neck Depth** - vertical measurement from neck opening at inside shoulder seam to top center front.
- C **Armhole Depth** - vertical measurement from top of armhole at shoulder seam to bottom of armhole.
- D **Center Front Measurement** - vertical measurement (with slide fastener closed) from top center front to bottom center front.
- E **1/2 Chest Measurement** - horizontal measurement (1" below armhole) from side seam to side seam
- F **1/2 Hem Measurement** - measured from side seam to side seam along bottom hem.
- G **Side Seam Measurement** - vertical measurement from top of side seam to bottom of side seam.
- H **Shoulder Seam Measurement** - from inside edge of shoulder seam to outside edge of shoulder seam.
- I **Center Back Length** - vertical measurement from top center back to bottom center back.

Back View



DRAWING IS NOT TO SCALE



ANNEX 'G'

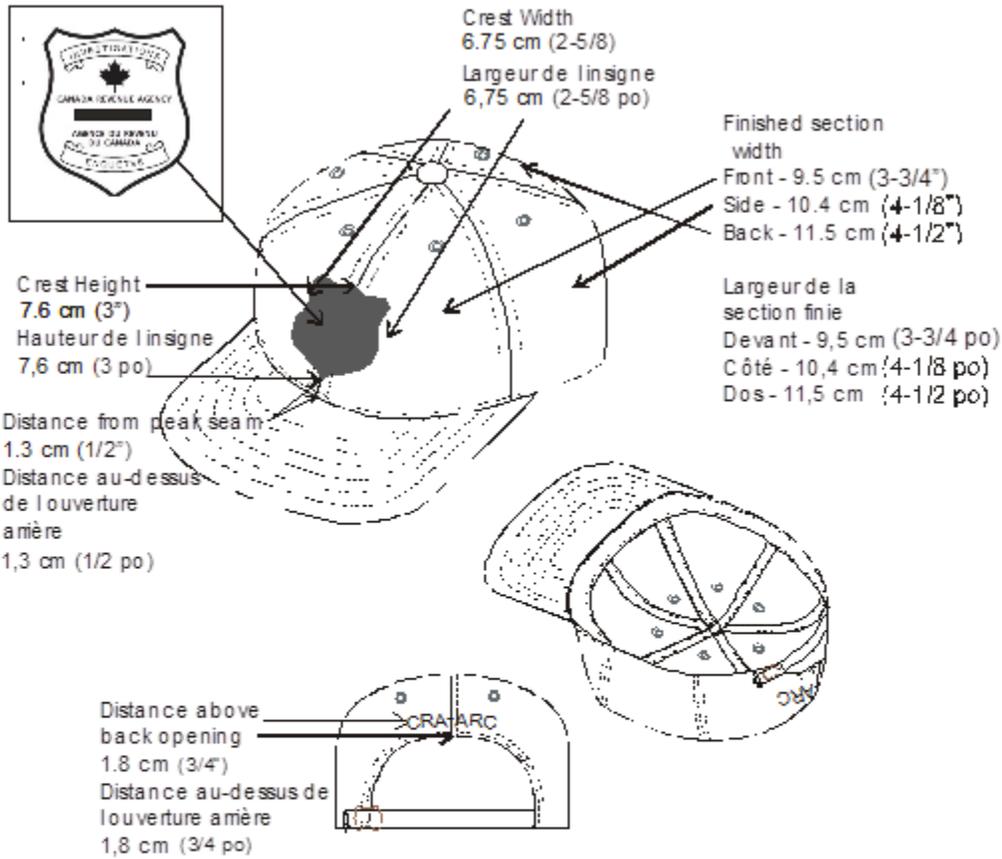
All measurements are in inches followed by metric.

All measurements are for finished garment.

Size	1/2 Chest		1/2 Hem		Neck Opening		V-Neck Depth		Armhole Depth		Center Front Length		Center Back Length		Side Seam		Shoulder Seam	
M 34-36	21	53.3	21	53.3	7	17.8	9-1/2	24.1	10-3/4	27.3	18-3/4	47.6	27-1/2	69.9	15-3/4	40	4-1/2	11.4
L 38-40	23	58.4	23	58.4	7-1/4	18.4	9-3/4	24.8	11-1/4	28.6	19-3/4	50.2	28-1/2	72.4	16-1/4	41.3	4-3/4	12.1
XL 42-44	25	63.5	25	63.5	7-1/2	19.1	10	25.4	11-3/4	29.8	20-1/4	51.4	29	73.7	16-1/4	41.3	5-1/8	13
2XL 46-48	27	68.6	27	68.6	7-3/4	19.7	10-1/4	26	12-1/4	31.1	20-3/4	52.7	29-1/2	74.9	16-1/4	41.3	5-1/2	14
TOLERANCE	1/2	1.3	1/2	1.3	1/4	0.6	1/4	0.6	1/4	0.6	1/2	1.3	1/8	0.3	1/4	0.6	1/8	0.3



ANNEX 'H'



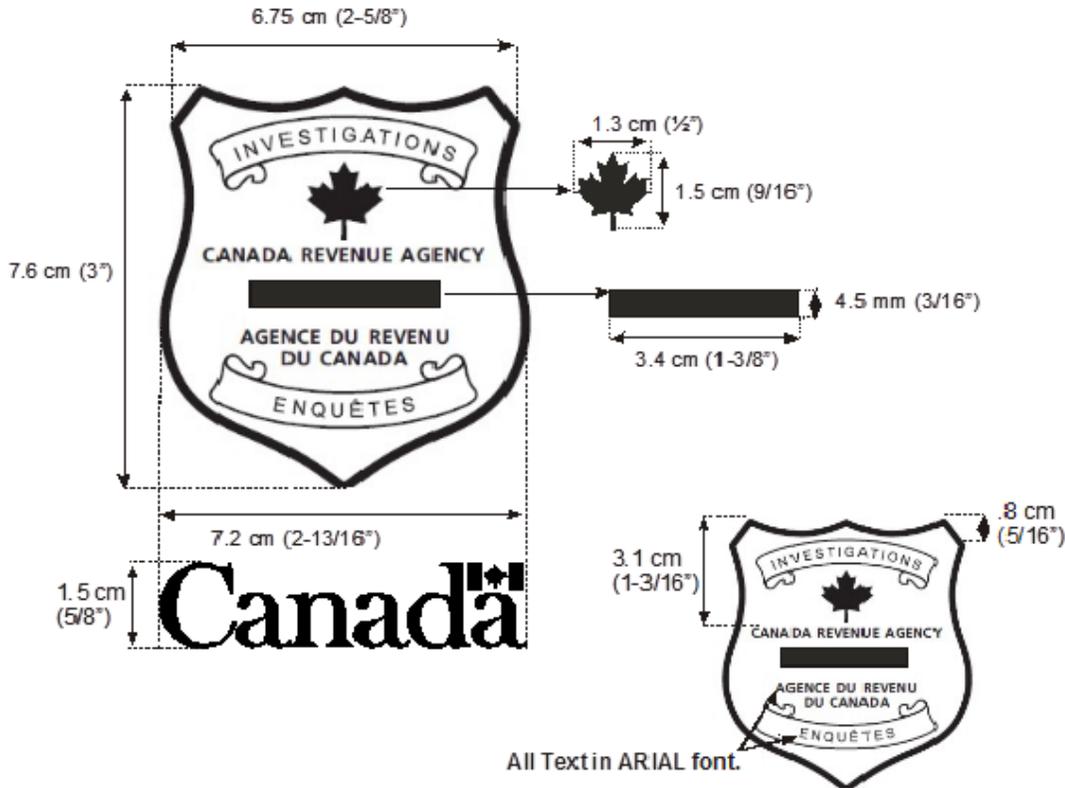
- * Crown sections measure to a non-stretch tape measure.
- * Dimensions des sections de la calotte prises avec un ruban à mesurer non extensible.

DRAWING IS NOT TO SCALE

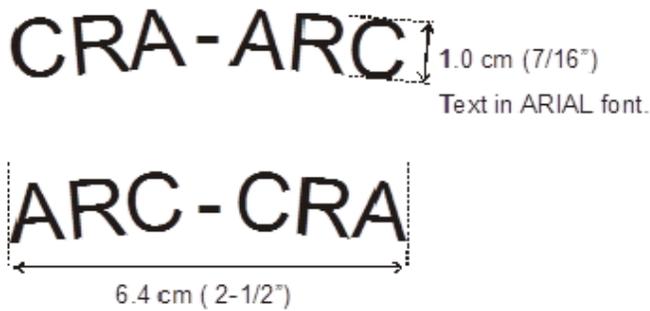


ANNEX 'I'

Embroidery of 'CANADA REVENUE AGENCY' -'INVESTIGATIONS' and Canada Wordmark



Embroidery 'CRA-ARC' or 'ARC-CRA' top center back of ball cap



DRAWING IS NOT TO SCALE



ANNEX B: BASIS OF PAYMENT

For fulfilling all of its obligations as specified under the Contract, the Contractor will be paid firm unit prices for the supply, packaging and delivery of the deliverables set out in the Table below. DDP (all locations listed in Section 5.0 of Annex A: Statement of Work), Customs duty is included, if applicable; and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable, in accordance with the Method of Payment and Invoicing clauses identified herein.

Description of Item (A)	Firm All Inclusive Unit Price (B)	Quantity (C)	Extended Price (D)
Vests (English)	\$	550	= B * C
Vests (French)	\$	200	= B * C
Caps (English)	\$	600	= B * C
Caps (French)	\$	200	= B * C
		Price	= Sum of column (D)

ALL PAYMENTS ARE SUBJECT TO GOVERNMENT AUDIT.



ANNEX C: SECURITY REQUIREMENTS CHECK LIST (SRCL)

1000 312 683



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
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	CRA	2. Branch or Directorate / Direction générale ou Direction Criminal Investigations Directorate, CPB
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 Manufacture and provide front zipper-closure vests, and hats with visors (ball caps) embroidered with the Criminal Investigations ID Badge and the bilingual name of CRA Criminal Investigations (draft Statement of Work attached).		
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)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / A ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: (A.ROY/SIAD) <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
RELIABILITY STATUS / COTE DE FIABILITE
TOP SECRET-SIGINT / TRÈS SECRET - SIGINT
SITE ACCESS / ACCÈS AUX EMBLEMES
CONFIDENTIAL / CONFIDENTIEL
NATO CONFIDENTIAL / NATO CONFIDENTIEL
SECRET / SECRET
NATO SECRET / NATO SECRET
TOP SECRET / TRÈS SECRET
COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: No security requirements for this contract
Contractor will be escorted by CRA Personnel while on Agency premises

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

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

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

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?

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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).

Security Classification / Classification de sécurité
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