



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Treasury Board of Canada Secretariat

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

Propositions aux : Secrétariat du Conseil du Trésor du Canada

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

| | | |
|--|-------------------------------------|----------------------|
| Solicitation No. - N° de l'invitation 24062-13-232 | Type - Genre | Update - Mise à jour |
| Solicitation closes - La demande prend fin at - à 2:00 p.m. EDT on - le July 5, 2013 | TBS File No. - N° de dossier de SCT | |

↑ Please ensure this area appears in window of return envelope
S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse ↓

| | |
|--|---|
| Date of Solicitation - Date de la demande May 27, 2013 | |
| Address inquiries to - Adresser toute demande de renseignements à : Darlene.Fisher@tbs-sct.gc.ca | |
| Area code and Telephone No. Code régional et N° de téléphone 613-608-7993 | Facsimile No. N° de télécopieur 613-947-5194 |
| Destination Described herein | |

Instructions:
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the GST/HST is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la TPS/TVH devra être un article particulier.

| | |
|---|---------------------------------------|
| Delivery required - Livraison exigée | Delivery offered - Livraison proposée |
| Vendor Name Address - Nom et adresse du fournisseur | |
| Facsimile No. - N° de télécopieur | |
| Telephone No. - N° de téléphone | |
| Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression) | |
| Name / Nom | |
| Title/ Titre | |
| Signature : _____ | |
| Date : _____ | |

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and Mandatory and Point-Rated Evaluation Criteria.

2. Summary

2.1 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of Treasury Board of Canada Secretariat. The objective of the Work is to perform tasks and submit deliverables for the establishment of mileage reimbursement rates for the National Joint Council (NJC) directives (i.e., vehicle operating expenses and national fuel costs) based on criteria that has been agreed upon by the Treasury Board and its bargaining agents.
- (b) It is intended to result in the award of one (1) contract from Contract Award to August 31, 2015, plus three (3) irrevocable option years allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html>) Website.
- (d) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (FTA), the Canada-Colombia Free Trade Agreement (FTA), and the Agreement on Internal Trade (AIT)
- (e) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation."

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and twenty (120) days

1.1 SACC Manual Clauses

| <u>SACC Reference</u> | <u>Title</u> | <u>Date</u> |
|-----------------------|--|-------------|
| A9117C | T1204 - Direct Request by Customer Department | 2007/11/30 |
| K3030C | License to Material Subject to Copyright | 2010/01/11 |

2. Submission of Bids

Unless specified otherwise in the RFP, bids must be received by the Contract Authority identified by the date, time and place indicated on page 1 of that document.

Deliver bids directly to:

**TBS Bid Receiving Unit
Treasury Board Secretariat Distribution Centre
300 Laurier Ave. West, Level P-1 West Tower, Room P-113-B
Ottawa, ON K1A 0R5
Canada
Delivery Information Line: 613-943-1338
Hours of Operation:**

Monday to Friday: 8:00 AM to 11:30 AM and 12:30 PM to 3:30 PM

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Unless the RFP specifies otherwise, Canada requests that bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid (3 hard copies and 1 soft copy)
- (ii) Section II: Financial Bid (1 hard copies and 1 soft copy)
- (iii) Section III: Certifications (1 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "D". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must sign and submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex B.

2. Basis of Selection

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria.

Bids not meeting (a) or (b) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Annex B.

The responsive bid with the lowest bid evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest bid evaluated price per point, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

The lowest price per rated point will be determined as follows:

$$\text{Price per Rated Point} = \frac{\text{Total Cost (Including Option Periods)}}{\text{Total Points Achieved}}$$

PART 5 - CERTIFICATIONS

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

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

1. Mandatory Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1.1 Former Public Servants

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

Definitions

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

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

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

"*pension*" means, 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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ()No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

1.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the

substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

1.3 Education and Experience

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

The bidder hereby certifies compliance to the appropriate certifications required with the Bid, as listed above.

Name and Title

Signature

Date

PART 6 - SECURITY AND OTHER REQUIREMENTS

1. Security Requirement

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

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

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

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

2. 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.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2013-04-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

The requirements for the following (SRCL and related provisions) apply to and form part of the contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to August 31, 2015, inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1)-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

4.3 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option 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 the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

| | |
|-----------------|--------------------------------------|
| Name: | Darlene Fisher |
| Title: | Senior Contracting Officer |
| Organization | Treasury Board of Canada Secretariat |
| Address: | 300 Laurier Ave W. 4th Floor |
| Telephone: | 613-608-7993 |
| Facsimile: | 613-947-5194 |
| E-mail address: | Darlene.Fisher@tbs-sct.gc.ca |

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

5.2 Project Authority

The Project Authority for the Contract is:

To be inserted at Contract Award

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical

content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

To be inserted at Contract Award

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex D for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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.

7.2 Method of Payment

7.2.1 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.

7.2.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

| Milestone No. | Description or "Deliverable" | Firm All-Inclusive Amount | Due Date |
|----------------------|-------------------------------------|---|----------------------|
| 01 | Comprehensive Annual Report | <i>To be inserted from the successful bidder's financial proposal</i> | November 30 per year |
| 02 | Fuel Update Report | <i>To be inserted from the successful bidder's financial proposal</i> | February 28 per year |
| 03 | Fuel Update Report | <i>To be inserted from the successful bidder's financial proposal</i> | May 31 per year |
| 04 | Fuel Update Report | <i>To be inserted from the successful bidder's financial proposal</i> | August 30 per year |

Optional Services – may be incorporated into the contract via an amendment during initial contract period.

| | | | |
|----|---------------------------|---|----------------------|
| 05 | Ad Hoc Fuel Update Report | <i>To be inserted from the successful bidder's financial proposal</i> | As-and-when required |
|----|---------------------------|---|----------------------|

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

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if 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.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-04-25);
- (c) Annex A, Statement of Work;
- (d) Annex D, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*" as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

12. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

13. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX A

STATEMENT OF WORK

1.0 TITLE

Kilometric Rate Determination for Mileage Reimbursements

2.0 OBJECTIVE

The objective of the Work is to conduct research and provide reports for reference in the establishment of mileage reimbursement rates for the National Joint Council (NJC) directives (i.e., vehicle operating expenses and national fuel costs) based on criteria that has been agreed upon by the Treasury Board and its bargaining agents.

3.0 BACKGROUND

Created in 1944, the National Joint Council today includes 18 public service bargaining agents, the Treasury Board and a number of separate employers (see Financial Administration Act, Schedule V) as official members. Through the NJC, the parties take joint ownership of broad labour relations issues and develop collaborative solutions to workplace problems.

The NJC also complements collective bargaining between individual unions and employers by offering an alternate and innovative way to address issues on a public service-wide basis. Jointly developed NJC directives and plans are an important component of public service compensation and guide many aspects of work in the public service. The NJC directives cover such issues as:

- reimbursement for employee's business travel
- financial assistance to employees residing and working in isolated locations
- the special needs of employees who serve Canada abroad
- reimbursement of a portion of employees' relocation expenses
- commuting assistance in areas where public transportation is not readily available.

Appendix A of the NJC Commuting Assistance Directive (<http://www.njc-cnm.gc.ca/directive/index.php?sid=248&hl=1&lang=eng>) establishes the lower kilometric rate for each Canadian province, Northwest Territories, Yukon, and Nunavut, which is payable in cents per kilometre, to employees at worksites where commuting assistance has been authorized to help defray excessive costs incurred in their daily commute.

Appendix B of the NJC Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) establishes the kilometric rates for each Canadian province, Northwest Territories, Yukon and Nunavut, which are payable in cents per kilometre, when a government employee drives a privately-owned vehicle on authorized government business travel.

The NJC Executive Committee reviews the recommended rates for approval. Once the rates are approved by the Secretary of the Treasury Board of Canada Secretariat, they are posted on the NJC's Web site and the related directives amended accordingly.

Previously produced reports are available on the NJC site at: <http://www.njc-cnm.gc.ca/doc.php?sid=3&lang=eng>

4.0 SCOPE OF WORK

4.1 Mileage Reimbursement Rates

The contractor must establish and propose rates per kilometer to be used to reimburse employees authorized to use privately-owned vehicles for travelling: a) to and from the work place; and, b) on government business, by delivering a Comprehensive Annual Report on an annual basis and a Fuel Update Report three (3) times annually.

4.2 Parameters

The rates must be determined by an analysis of the following factors by location/province/territory: new vehicle prices, depreciation and financing rates, current fuel prices, insurance premium rates and operating costs. As the costs increase and/or decrease, the overall kilometric rates change accordingly.

The Contractor must conduct an analysis of the following parameters by location/province/territory:

- A. costs for at least three vehicle classes: compact, mid-size, and crossover class.
(Final recommended rates must be averages of the expenses for these three vehicle classes.), based on:
 - current model year vehicle prices,
 - prevalent manufacturer rebates and interest rates to determine overall depreciation and financing costs,
 - updated fuel price data,
 - expense differences; and
 - recent and upcoming tax rate changes.

- B. fixed and variable vehicle operating costs for several parameters including:
- vehicles are driven 20,000 kilometers annually;
 - ownership - periods of both four and five years and for representative nameplates in each of the product classes: compacts, mid-size, and crossovers);
 - depreciation - residual value (essentially the resale or trade-in amount) for a newly purchased vehicle, based on historic patterns for each vehicle class;
 - financing - the net cost of a vehicle, or the purchase price of the new vehicle less the resale value of the vehicle being sold;
 - taxes - prevailing rates on the net vehicle cost, and are amortized over the assumed ownership period;
 - licensing and registration expenses - assuming annual renewals;
 - insurance expenses - based primarily on the inflationary experience of auto policy premiums applied to policy rates used in previous years;
 - current costs for fuel, oil change service, tires, and maintenance;
 - operating cost adjustments for the Territories only, reflecting the severe operating conditions in those locations; and
 - any other related parameter(s) deemed fit to determining fixed and variable costs.

4.3 Optional Services

Should an exceptional circumstance that would affect the rates arise (such as a natural disaster), a Fuel Update Ad Hoc Report may be requested.

5.0 TASKS

5.1 Comprehensive Annual Report

The Contractor must:

- determine a rate for reimbursement for each province and territory by evaluating the factors and parameters listed in 4.2;
- develop a comprehensive annual report that includes an assessment of market conditions based on all of the factors and parameters listed in 4.2 and revised kilometric rates;
- conduct an analysis and produce a written summary as part of the comprehensive annual report that substantiates any proposed rate changes, including where these depart from the reasonable allowance rates established by the Canada Revenue Agency;

5.2 Fuel Update Reports

The Contractor must:

- review kilometric rates quarterly, and develop Fuel Update Reports of kilometric rates reflecting changes in fuel prices (i.e., an assessment of market conditions averaged over a three-month period) as per Deliverables and Associated Schedule

5.3 Fuel Update Ad Hoc Reports

Should an exceptional circumstance that would affect the rates arise (such as a natural disaster, an ad hoc Fuel Update Report may be requested by the Project Authority. The work will include the task(s) listed under 5.2 Fuel Update Reports.

6.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

The following links will provide further information that could be useful to the Contractor in performing the required tasks and providing the required reports:

NJC Guide to Rates and Allowances

http://www.njc-cnm.gc.ca/doc.php?did=117&lang=eng#tc-tm_4_1

Link to previous and current reports

<http://www.njc-cnm.gc.ca/doc.php?sid=3&lang=eng>

NJC Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

NJC Commuting Assistance Directive

<http://www.njc-cnm.gc.ca/directive/cad-datq/index-eng.php>

7.0 DELIVERABLES AND ASSOCIATED SCHEDULE

The reports and recommended proposed rates must be delivered to the Project Authority for review within the following timelines:

| Item | Report | Contractor Delivery Date |
|-------------|-----------------------------|--|
| 01 | Comprehensive Annual Report | November 30 per year |
| 02 | Fuel Update Report | February 28 per year |
| 03 | Fuel Update Report | May 31 per year |
| 04 | Fuel Update Report | August 30 per year |
| 05 | Ad Hoc Fuel Update Reports | As determined between the Project Authority and the Contractor |

7.1 Format of Deliverables

The deliverables must be provided to the Project Authority in MS Word format via email.

8.0 LANGUAGE OF WORK

The language of work is English. The deliverables must be in English.

9.0 TRAVEL REQUIREMENTS

There is no travel requirement.

10.0 LOCATION OF WORK

The location of work is in the National Capital Region (NCR); however, most of the work must be completed off site at the Contractor's place of business. If the contractor is located outside of the NCR, they may be requested to meet with the Project Authority via teleconference or videoconference. Should the Contractor need to meet with the Project Authority, in person, travel costs will be the Contractor's responsibility.

ANNEX B

MANDATORY AND POINT – RATED EVALUATION CRITERIA

Interpretation of Personnel Requirement by the Evaluation Team

1. The statements and requirements in this article apply to both Mandatory and Point-Rated requirement.
2. To demonstrate the experience of personnel (i.e. resources), the Bidder should provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.
4. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
5. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - (b). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
 - (c). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.

6. Phrases such as “within the past eight years” are used mean “within the eight years preceding the closing date of the RFP”. In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.

7. Phrases such as “experience ... dealing with matters related to the Statement of Work” mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the Compensation and Labour Relations Sector as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information

Minimum Mandatory Qualifications:

MANDATORY REQUIREMENTS

At bid closing time, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.

Any proposal which fails to meet the following Mandatory Requirements will be deemed non-responsive and will not be given further consideration. Each requirement should be addressed separately.

| Mandatory Technical Criteria (MT) | | | | |
|--|--|------------|----------------|------------------------------------|
| Bidder (Corporate) Mandatory Criteria | | | | |
| Number | Mandatory Technical Criterion | MET | NOT MET | Cross Reference to Proposal |
| MT1 | The Bidder must include two (2) summaries of projects performed within the last five (5) years similar to the work described in the Statement of Work (SOW), where the | | | |

| | | | | |
|------------|---|--|--|--|
| | <p>parameters used to determine reimbursement rates for the use of a private motor vehicle for business purposes included, as a minimum, the parameters listed at section 4.2 of the Statement of Work (SOW).</p> <p>Each project summary must include the following details:</p> <ul style="list-style-type: none"> • Name of client organization; • Client contact information (if available); • Project start and end dates (yyyy-mm-dd to yyyy-mm-dd); • A description of the deliverables, objectives, and timeline of the project; • A description of the parameters and how they were applied to the project deliverable; • Lessons learned/outcome from the project (was the objective achieved? Did it meet the client's requirement?) <p>The Crown reserves the right to validate all information provided.</p> | | | |
| MT2 | <p>The Bidder must propose at least one (1) resource to perform the work required in the Statement of Work at Annex A, and submit Curriculum Vitae for each resource. For this evaluation, only the proposed lead resource will be evaluated, therefore the Bidder must indicate which proposed resource is the lead resource being proposed for evaluation.</p> | | | |
| MT3 | <p>The Bidder must provide the following details per proposed resource with their bid unless marked OPTIONAL:</p> <ul style="list-style-type: none"> • Name of individual as it appears on security clearance application form • Level of security clearance obtained • Validity period of security clearance obtained – | | | |

| | | | | |
|--|---|--|--|--|
| | <ul style="list-style-type: none"> • Security Screening Certificate and Briefing Form file number • Name of the entity under which the security clearance was obtained • Name of the entity under which the security clearance duplication was obtained • If the security clearance is in the process, the date the application was submitted to CISD with the level of security clearance requested. – OPTIONAL <p>The Crown reserves the right to validate all information provided.</p> | | | |
|--|---|--|--|--|

Resources Mandatory Criteria

| | | | | |
|-------------------|--|--|--|--|
| <p>MT4</p> | <p>The Bidder's proposed lead resource must demonstrate a minimum of college or CEGEP diploma/certificate</p> <p>In order to demonstrate education, a copy of the certificate must be provided with the bid.</p> | | | |
| <p>MT5</p> | <p>The Bidder must submit at least one (1) project* summary to demonstrate that the proposed lead resource has experience in analyzing reimbursement rates for the use of a private motor vehicle for business purposes, within the last four (4) years.</p> <p>*The project experience must have included an annual report and at least one (1) update to the report.</p> <p>In order to demonstrate experience, a project summary must be submitted with the following details:</p> <ul style="list-style-type: none"> • Name of client organization; • Client contact information (if available); • Project start and end dates (yyyy-mmm-dd to yyyy-mm-dd); • A description of the deliverables, objectives, and | | | |

| | | | | |
|--|--|--|--|--|
| | <p>timeline of the project;</p> <ul style="list-style-type: none">• The parameters used;• A description of the parameters applied and how they were applied to the project deliverable; <p>The Crown reserves the right to validate all information provided.</p> | | | |
|--|--|--|--|--|

POINT RATED EVALUATION CRITERIA

1. Each Technical Proposal that meets all Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria.
2. In addressing the point rated evaluation criteria, the Bidder should supplement the information supplied in the response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource. All claims with regard to the resources experience qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.
 - o As a minimum the bidder must provide the following information :
 - Name of organization
 - Name, telephone number and title of client
 - Type of work performed
 - Duration of work and “From-To” dates by month and year
3. The Bidder should indicate the location in the proposed resource’s resume of supporting information to substantiate relevant experience for each point rated evaluation criteria.
4. Point Rated Criteria will be assessed using the evaluation scale provided in each individual criterion.

Point Rated Technical Criteria (RT)

Bidder (Corporate) Point-Rated Criteria

The two projects submitted under M1 above will be rated against the following rated requirement: RT 1.0, and RT 3

| Item | Point-Rated Requirement | Max Points | Score | Cross Reference to Proposal |
|--------|--|------------------|-------|-----------------------------|
| RT 1.0 | The two projects submitted under M1 above will be rated against the following rated requirements: | | | |
| RT 1.1 | Type of clients (up to 5 points per project) Scale: 5 points: large organization (over 50,000 employees) 3 points: medium organization (10,000 to 50,000 employees) 1 point: small organization (less than 10,000 employees) | 10 points | | |
| RT 1.2 | Reference Letters (up to 5 points per project) The bidder should submit a reference letter from the client organization with each project summary from M1. The reference letter should describe what the project's objectives were and if the bidder met those objectives on schedule and within budget. Scale: 5 points: objective was achieved on schedule and within budget 0 points: objective was not achieved on schedule and within budget | 10 points | | |

| ITEM | Description Point Rated Technical Criteria | Max Points | Scale | Score | Cross Reference to Proposal |
|------|--|-----------------|--|-------|-----------------------------|
| RT 2 | The Bidder should provide a written corporate profile describing their primary line(s) of business, demonstrating any of the following | 5 points | Demonstrates one (1) element = 1 point | | |

| | | | | | |
|------|---|------------------|--|--|--|
| | <p>elements:</p> <ul style="list-style-type: none"> a) Business vehicle reimbursement analysis b) Fuel expense management c) Vehicle expense management d) Vehicle reimbursement methodology e) Car allowance solutions | | <p>Demonstrates two (2) elements = 2 points</p> <p>Demonstrates three (3) elements = 3 points</p> <p>Demonstrates four (4) elements = 4 points</p> <p>Demonstrates all five (5) elements = 5 points</p> | | |
| RT 3 | <p>The two projects submitted under M1 above will be rated against the following rated requirement:</p> <p>The Bidder should demonstrate experience in determining vehicle reimbursement rates by applying evaluation methodologies based on any the following</p> <ul style="list-style-type: none"> • Combined fixed and variable costs • Fixed costs only • Variable costs only <p>and,</p> <p>Demonstrate which province(s) and territory(ies) were evaluated and applied to the project deliverable</p> <p>The Crown reserves the right to validate all information provided.</p> | 20 points | <p>Up to 10 points per project in accordance with the scales below.</p> <p>Methodology (5 points per project)</p> <p>5 points: combined fixed and variable costs 3 points: fixed costs only 3 points: variable costs only</p> <p>Scope (5 points)</p> <p>5 points: demonstrates all provinces/territories</p> <p>3 points: demonstrates 2 to 12 provinces/territories</p> <p>1 point: demonstrates 1 province or territory</p> <p>0 points: No province or</p> | | |

| | | | | | |
|------------------------------|--|--|----------------------------|--|-------------------|
| | | | territory was demonstrated | | |
| Total Bidder Points = | | | | | /45 points |

Resource Point-Rated Criteria

| Item | Description Point Rated Technical Criteria | Max Points | Scale | Score | Cross Reference to Proposal |
|-------------|---|-------------------|--|--------------|------------------------------------|
| RT 4 | <p>The proposed lead resource should demonstrate experience within the last 48 months developing comprehensive reports*.</p> <p>*A comprehensive report is defined as a report that includes all of the following elements:</p> <ul style="list-style-type: none"> a) description of the methodology, b) assumptions, c) data analysis (including parameters used), d) recommendations <p>To demonstrate experience, the Bidder should submit a project summary per comprehensive report that include the following details:</p> <ul style="list-style-type: none"> • name of client organization • The contact information of client (if available) • Project start and end dates | 15 points | 5 points will be allocated for each demonstrated comprehensive report for a maximum of 15 points | | |

| | | | | | | | |
|--------------------------------|--|--|--|--|--|--|-------------------|
| | <ul style="list-style-type: none"> • A description of the objective(s) of the report • A description of the data analysis (including parameters used) and results <p>The Bidder should provide one(1) of the following for each project summary:</p> <ul style="list-style-type: none"> • the client's up-to-date contact information. (The Crown may validate the details provided by contacting the client reference during the evaluation period); OR • a copy of the comprehensive report developed; OR • a reference letter from the client organization describing the work done by the resource <p>A maximum of three (3) project summaries will be evaluated.</p> | | | | | | |
| Total Resource Points = | | | | | | | /15 points |

Total points for evaluation = /60 points

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#9

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRCL#9

Security Classification / Classification de sécurité
UNCLASSIFIED

**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 | Public Works and Government Services Canada |
| 2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch | |
| 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 Professional Services - Standing Offers and Supply Arrangements | |
| 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 type="checkbox"/> No Non <input checked="" 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"/> |
| Not releasable À ne pas diffuser <input type="checkbox"/> | |
| Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies) / Préciser le(a) pays: | Specify country(ies) / Préciser le(s) pays: |
| 7. c) Level of information / Niveau d'information | |
| PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> |
| PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/> | NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO SECRET NATO SECRET <input type="checkbox"/> |
| SECRET SECRET <input type="checkbox"/> | COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | |
| | PROTECTED A PROTÉGÉ A <input type="checkbox"/> |
| | PROTECTED B PROTÉGÉ B <input type="checkbox"/> |
| | PROTECTED C PROTÉGÉ C <input type="checkbox"/> |
| | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> |
| | SECRET SECRET <input type="checkbox"/> |
| | TOP SECRET TRÈS SECRET <input type="checkbox"/> |
| | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|--|---|---|------------------------------------|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Centralized Professional Services System, CPSS | | Title - Titre Professional Services - Methods of Supply | Signature <i>Robert Leman</i> |
| Telephone No. - N° de téléphone 000-000-0000 | Facsimile No. - N° de télécopieur 000-000-0000 | E-mail address - Adresse courriel SSPC.CPSS@tpsgc-pwgsc.gc.ca | Date 2012/03/13 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Charron, Annick | | Title - Titre SO | Signature <i>Annick Charron</i> |
| Telephone No. - N° de téléphone 619-956-0615 | Facsimile No. - N° de télécopieur 619-924-1449 | E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca | Date March 20, 2012 |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) Darlene Fisher | | Title - Titre Senior Contracting Officer | Signature <i>Darlene Fisher</i> |
| Telephone No. - N° de téléphone 613-608-7993 | Facsimile No. - N° de télécopieur 613-947-5194 | E-mail address - Adresse courriel Darlene.Fisher@tpsgc.gc.ca | Date 2013-05-16 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) | | Title - Titre | Signature <i>Jacques Saumur</i> |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date 27-MARCH-2012 |

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

ANNEX D

BASIS OF PAYMENT (FINANCIAL PROPOSAL)

Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

| Milestone No. | Description or "Deliverable" | Proposed Firm All-Inclusive Amount | Due Date |
|----------------------|-------------------------------------|---|----------------------|
| 01 | Comprehensive Annual Report | \$ _____ | November 30 per year |
| 02 | Fuel Update Report | \$ _____ | February 28 per year |
| 03 | Fuel Update Report | \$ _____ | May 31 per year |
| 04 | Fuel Update Report | \$ _____ | August 30 per year |

Optional Services – may be incorporated into the contract via an amendment during initial contract period.

05 Ad Hoc Fuel Update Report \$ _____ As-and-when required

Total Price for Evaluation (excluding GST/HST) = \$ _____

Note to the Bidder:

The Total Price for Evaluation will be the sum of the Firm All-Inclusive Amount for Milestone No. 01, 02, 03, 04 and 05.