

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**Telus Plaza North/Plaza Telus Nord**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Tailoring Services	
<b>Solicitation No. - N° de l'invitation</b> W0134-13R039/B	<b>Date</b> 2013-09-17
<b>Client Reference No. - N° de référence du client</b> DND	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-9946	
<b>File No. - N° de dossier</b> EDM-3-36035 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-10-03</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau (EDM), Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 497-3981 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Wing Commander 4 Wing Cold Lake PO Box 4280 Stn Forces COLD LAKE Alberta T9M2C6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

**This bid solicitation cancels and supersedes previous bid solicitation number W0134-13R039/A dated 2013-08-02 with a closing of 2013-08-21 at 02:00 PM MDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Improvement of Requirement During Solicitation Period

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

### **PART 6 - SECURITY REQUIREMENT**

1. Security Requirement

### **PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications

Solicitation No. - N° de l'invitation

W0134-13R039/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm014

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DND

EDM-3-36035

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10. Applicable Laws
11. Priority of Documents
12. Defence Contract
13. Insurance

**List of Annexes:**

- |         |                                  |
|---------|----------------------------------|
| Annex A | Statement of Work                |
| Annex B | Basis of Payment                 |
| Annex C | Security Requirements Check List |
| Annex D | DND 626, Task Authorization Form |

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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 the DND 626 Task Authorization Form.

### 2. Summary

#### Statement of Work

For the provision of all labour, materials, tools, equipment, and supervision, necessary for tailoring services and for the identification of tailoring items for the Department of National Defence (DND), Cold Lake, Alberta on an "as and requested" basis as specified in Annex "A", Statement of Work, and in accordance with the terms and conditions contained herein for the period of the Contract.

#### Term of Contract

##### Period of the Contract

The Work is to be performed during the period of October 1, 2013 to September 31, 2016.

*(Estimated dates - subject to completion of the security clearance requirements.)*

#### Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. 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.

### 3. Debriefings

Solicitation No. - N° de l'invitation

W0134-13R039/B

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-3-36035

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edm014

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DND

CCC No./N° CCC - FMS No/ N° VME

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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.

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## 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.

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 (2013-06-01) 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 twenty (120) days

### 2. Submission of Bids

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

### 3. Former Public Servant

Contracts awarded to 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 before contract award.

#### 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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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.

## 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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

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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.

## **5. Applicable Laws**

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

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.

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

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

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

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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: Financial Bid**

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

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

### **2. Basis of Selection**

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

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### 2. Additional Certifications Precedent to Contract Award

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

#### 2.1 Canadian Content Certification

2.1.1. *SACC Manual* clause A3050T (2010-01-11), Canadian Content Definition.

#### 2.2 Canadian Content Certification (A3056T (2010-08-16))

This procurement is limited to Canadian services.

The Bidder certifies for that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

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For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.  
[Http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/chapitre03-chapter03-eng.html#sa3-6](http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/chapitre03-chapter03-eng.html#sa3-6)

## **PART 6 - SECURITY REQUIREMENT**

### **1. Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

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## 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

### 1.2 Task Authorization

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

#### 1.2.1 Task Authorization Process

**1.2.1.1** The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex D.

**1.2.1.2** The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

**1.2.1.3** The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

**1.2.1.4** The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

#### 1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the maximum contract value.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed

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under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- a) the authorized task number or task revision number(s);
- b) a title or a brief description of each authorized task;
- c) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- d) the total amount, GST or HST extra, expended to date against each authorized task;
- e) the start and completion date for each authorized task; and
- f) the active status of each authorized task, as applicable.

##### **For all authorized tasks:**

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

#### **1.2.5 Task Authorization - Department of National Defence**

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

## 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 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Security Requirement

### 3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/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 Work is to be performed during the period of October 1, 2013 to September 31, 2016.  
(*Estimated dates - subject to completion of the security clearance requirements.*)

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5th Floor, 10025 Jasper Ave., Edmonton, AB T5J 1S6

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EDM-3-36035

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Telephone: 780-497-3981  
Facsimile: 780-497-3510  
E-mail address: christopher.lau@pwgsc-tpsgc.gc.ca

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

## 5.2 Project Authority

*(To be Provided at Contract Award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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 provided by bidder)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 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

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

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

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

## **7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. *Customs duties are excluded and Applicable Taxes are extra.*

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
- whichever comes first.

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

## **7.3 Method of Payment**

SACC Manual clause H1000C (2008-05-12) - Single Payment  
SACC Manual clause H1008C (2008-05-12) - Monthly Payment

## **7.4 SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30) - T1204 - Direct Request by Customer

## **7.5 Time Verification**

SACC Manual clause C0711C (2008-05-12) - Time Verification

## **8. Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

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 Alberta.

## **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 supplemental general conditions 2003 (2013-06-01), Standard Instructions - Goods or Services - Competitive;
- (c) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any)
- (h) the Contractor's bid dated \_\_\_\_\_,

## **12. Defence Contract**

SACC *Manual* clause A9006C (2012-07-16) - Defence Contract

Solicitation No. - N° de l'invitation

W0134-13R039/B

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-3-36035

Buyer ID - Id de l'acheteur

edm014

Client Ref. No. - N° de réf. du client

DND

CCC No./N° CCC - FMS No/ N° VME

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### **13. Insurance**

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

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**ANNEX "A"****STATEMENT OF WORK****Requirement:**

For the provision of all labour, materials, tools, equipment, and supervision, necessary for tailoring services and for the identification of tailoring items for the Department of National Defence (DND), Cold Lake, Alberta on an "as and requested" basis in accordance with the terms and conditions contained herein for the period of the contract.

**Tailoring Service:**

All references are in accordance with A-AD-265-000/AG001, CANADIAN FORCES DRESS INSTRUCTIONS

**Services to be provided:**

- Minor alterations to trousers/slacks, coats/jackets, overcoats, skirts, coveralls and shirts.
- Sewing on ranks insignia and/or removing old ranks, Canada flashers, trade and qualification badges and Velcro.
- Badges sewn on berets and wedges.
- Manufacture/provide special size tunics/trousers, shirts and overalls.
- Tailoring fittings to be performed on site at 4 Wing Cold Lake, Clothing stores, or at Contractors place of business.
- All pick ups and deliveries.

**Contractor's Facility:**

Since urgent tailoring services may be required at the contractors facility, the facility must be located within 50 Km driving distance of Cold Lake, Alberta.

**Materials:**

- Unless otherwise specified, the contractor shall use polyester/cotton thread in sizes and colour appropriate for the tailoring services provided.
- Nomex thread to be used on Nomex items. (Firefighter Coveralls, Naval Combats Dress; all Flight Clothing with Canadian average greens.)
- Unless otherwise specified, the Contractor shall provide all thread and other necessary materials at their own expense.

**Fittings:**

- The Contractor shall be on site to perform fittings at building 171, 4 Wing Cold Lake, Alberta, Tuesdays and Thursday from 0900 to 1130 hours unless otherwise requested by the Project Authority or other authorized representative.
- The tailor/seamstress will also be accessible to the Department of National Defence on a DIALY basis to provide tailoring services for any emergency or immediate Operational requirements.

Solicitation No. - N° de l'invitation

W0134-13R039/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm014

Client Ref. No. - N° de réf. du client

DND

File No. - N° du dossier

EDM-3-36035

CCC No./N° CCC - FMS No/ N° VME

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Emergency requirements will be authorized following a consultation with the Service Site Authority and to be completed within 24 hour period.

- The Contractor must perform the fittings and complete all required tailoring for a given uniform. The work must **NOT** be sub-contracted out.

**Quality of Work/Inspection:**

All tailoring work performed is subject to inspection by the Project Authority, who will determine whether or not the finished garments are accepted.

**Pick up and Delivery:**

- Pick up of Clothing for altering will be made on Tuesday and Thursday from 0900 to 1130 hours unless otherwise specified.
- Delivery of finished clothing shall be made within 7 Calendar days from date of pick up unless otherwise specified.

**ANNEX "B"****BASIS OF PAYMENT**

- Rates quoted must include ALL relative costs associated with providing the service in accordance with the Statement of Work, Annex "A", contained herein and remain firm for the period of the Contract.
- GST is not to be included in the unit prices but will be added as a separate item to any invoice issued against the Contract.
- A rate must be quoted for all items or the bid will be considered non-responsive.
- Estimated usages are for evaluation purposes only; actual usages may vary from these amounts.

Item	Description	Est. Annual Usages	Firm Unit Price		
			Year 1 (est) Date of Authorization - 2014/08/31	Year 2 (est) 2014/09/01- 2015/08/31	Year 3 (est) 2015/09/01- 2016/08/31
<b>1.</b>	<b>COVERALLS (INCLUDES FLIGHT, FIREFIGHTER, ANTI-FOD, CVC, GENERAL PURPOSE)</b>				
A	Remove/replace small zipper (supplied by DND)	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Remove/replace large zipper (supplied by DND)	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Repair rips and tears	30 hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
D	Remove/sew on wings	200 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
E	Remove/sew on name tag	750 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
F	Remove/sew on badges	750 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
G	Remove/sew on slip ons	750 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
H	Remove/sew on velcro	250 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
I	Remove/sew on Canadian flag	200 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
J	Shorten/lengthen legs	50 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
K	Side clasp mod for firefighter coveralls	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
L	Take in leg/waist/seat	50 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>2.</b>	<b>PARKAS (INCLUDES GORTEX, COMBAT)</b>				
A	Remove/replace small zipper (supplied by DND)	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Remove/replace large zipper (supplied by DND)	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea

C	Repair rips and tears	30 hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
D	Replace cuffs	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
E	Remove/sew on slip ons	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>3.</b>	<b>JACKET/COAT (INCLUDES FLIGHT, COMBAT, MILITARY POLICE, NAVAL COMBAT, CVC)</b>				
A	Remove/replace small zipper (supplied by DND)	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Remove/replace large zipper (supplied by DND)	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Repair rips and tears	30 hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
D	Replace cuffs	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
E	Remove/sew on slip ons	200 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
F	Remove/sew on rank	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
G	Remove/sew on wings	150 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
H	Remove/sew on velcro	200 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
I	Remove/sew on badges	400 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
J	Remove/sew on name tag	300 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
K	Remove/sew on Canadian flag	300 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>4.</b>	<b>SHIRT (INCLUDES COMBAT, WORKDRESS, NAVAL COMBAT AND DRESS SHIRT)</b>				
A	Repair rips and tears	10 hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
B	Remove/sew on rank	300 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Remove/sew on name tags	300 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
D	Remove/sew on canadian flag	200 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
E	Remove/sew on badges	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>5.</b>	<b>WINTER FLYING PANTS</b>				
A	Remove/replace small zipper (supplied by DND)	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Remove/replace large zipper (supplied by DND)	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	CF18 leg modification	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
D	CF18 G-Suit modification	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>6.</b>	<b>WINTER FLYING JACKET</b>				
A	Collar mod- remove collar, install zipper, manufacture small collar	20 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Hood mod- remove hood, replace zipper	20 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Remove/ sew on badges	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
D	Remove/ sew on slip ons	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
E	Remove/ sew on wings	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
F	Remove/ sew on velcro	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea

G	Remove/ sew on name tags	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
H	Remove/ sew on Canadian flag	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>7.</b>	<b>JACKET SERVICE DRESS SUMMER/WINTER FEMALE/MALE</b>				
A	If the SLEEVES are SHORTENED, the sleeve lining shall be raised accordingly, and the bottom of the lining properly felled with a minimum of 3 stitches per cm. Hand felled silk size "C" or "D" shall be used. In lengthening, the bottom of the lining on shell may have to be pieced depending on the extra length required. If additional material is required it will be provided by DND.	250 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Take-In or Let-Out, and/or Through Back Seam. After the seams have been let-out or taken-in, all loose cut ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	250 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Bust Seam Take-In	50 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
D	Enlarge Armhole. The sleeve lining shall be opened, the armholes enlarged and the lining felled in the same manner and using thread as specified in Para A.	200 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
E	Lower Collar. The top and under collar shall be ripped open at the back from lapel crease to lapel crease. The under collar shall be placed at the desired height and felled. The top of the garment shall be securely tacked to the under collar from gorge to gorge and the top collar felled. Number of stitches and thread used to be as per Para A.	50 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
F	Shorten Collar. The bottom edge of the under collar shall be ripped from lapel crease to lapel crease and the right side of the top collar shall be ripped at the top and bottom edge within 2.5 cm of the left lapel crease. The shoulders shall be ripped to within 2.5 cm of the sleeve head seam and taken in the necessary amount. The shoulder seam shall be pressed open, the lining basted at the shoulders and felled on the top of the lining and tacked to the top of the shell. The under collar shall be properly measured. The surplus cut off at the	50 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea

	centre and joined. The under and top collar shall then be replaced and finished in their original manner. All hand felling and thread used shall be as specified in Para A				
G	Shorten Jacket. Shorten as required, tape, blind fell and finish in its original manner.	20 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
H	Shoulders				
1	Pad right or left shoulder	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
2	Lower shoulder	20 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
I	Waist, reduce or increase waist.	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
J	All rank insignia and badges shall be hand or machine sewn using appropriately coloured thread, with the understanding they will not be sewn through the lining of the garment.				
1	Sew on Canada badge (2 per garment)	300 pr	\$ _____/pr	\$ _____/pr	\$ _____/pr
2	Sew on NCM rank insignia (2 per garment)	400 pr	\$ _____/pr	\$ _____/pr	\$ _____/pr
3	Sew on trade/qualification/skill badge as listed in the CF dress instruction	300 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
4	Sew on officer rank	200 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
5	Remove NCM rank insignia	300 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
6	Remove officer rank	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
K	Modification for pipe band shorten tunic, two side flaps, rounded fronts (cut away)	5 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>8.</b>	<b>TROUSERS (INCLUDES SERVICE DRESS, WORKDRESS, COMBAT, NAVAL COMBAT, MILITARY POLICE)</b>				
A	Shorten. Rip bottom leg, shorten as necessary and blind fell by hand or machine.	400 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Lengthen. Rip bottom leg turn-up, clean and cut threads and lengthen; if necessary, the bottom of the legs may be faced by seaming a piece of material 5 cm in width to the bottom of each leg.	200 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Take-In or Let-Out Waist. Take-in or let-out the necessary amount, rip the seat seam, clean all cut threads, press open, if the waist was let out the old seam pressing creases shall properly be pressed out. Remove and replace belt loops as required.	300 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea

D	Side Seams. Take-in or let-out side seams.	100 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
E	Replace zipper. (supplied by DND)	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
F	Breech. Reduce or increase breech as necessary.	20 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>9.</b>	<b>OVERCOAT ALL WEATHER FEMALE/MALE</b>				
A	Shorten or lengthen sleeves as necessary restoring finished coat to its original pattern.	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Shorten coat as necessary restoring coat to its original pattern.	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>10.</b>	<b>SKIRT SERVICE DRESS</b>				
A	Take-in or let-out the waist by opening the waist band and letting out or taking in the seams. The old creases shall be properly pressed out, all loose thread ends removed and the seams pressed open.	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Lengthen or shorten skirt, rip felling of bottom hem and lengthen or shorten the required amount. If lengthening or shortening, the bottom creases shall be properly pressed out, the hem turned and blind-stitch felled either by hand or machine.	50 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Lengthen skirt with false hem.	25 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>11.</b>	<b>MANUFACTURE SLIP-ONS (INCLUDES COMBAT, CADPAT, ENVIRONMENTAL)</b>				
A	Sew on officer rank	1,000 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Sew on NCM rank, unit/Canada shoulder flash (CMBT)	2,000 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Sew on unit/canada shoulder flash (cadpat)	1,000 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>12.</b>	<b>HEAD DRESS (INCLUDES BERET, WEDGE, FIELD CAP)</b>				
A	Sew on cap badge	300 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>13.</b>	<b>FITTINGS</b>				
	Rate per hour or portion thereof for time spent at Building 171 Clothing Stores and/or the Contractor's establishment for fittings.	60 hr	\$ _____/hr	\$ _____/hr	\$ _____/hr

<b>14.</b>	<b>MEDALS AND UNDRRESS RIBBONS</b>				
A	Court mounting of medals for CF personnel excluding miniature medals	1,500 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Manufacture undress ribbons (ribbon material, rosettes and clips supplied by DND)	500 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>15.</b>	<b>MISCELLANEOUS ALTERATIONS</b>				
	Miscellaneous alterations or repairs which are not listed herein, but which are necessary to provide a reasonable fit or acceptable appearance may be carried out upon the authorization of the Project Authority to be charged at an hourly rate or portion thereof.	150 hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
<b>16.</b>	<b>PRIORITY TAILORING SERVICES</b>				
	Turnaround time for urgent alterations, at the request of the Project Authority.	100 hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
<b>17.</b>	<b>MATERNITY UNIFORM</b>				
A	Adjust armhole.	5 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B	Shorten jumper/dress/trousers.	15 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Lengthen jumper/dress/trousers with false hem.	10 ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>18.</b>	<b>MANUFACTURE/PROVIDE ITEMS</b>	200 hr	\$ _____/hr	\$ _____/hr	\$ _____/hr

Solicitation No. - N° de l'invitation

W0134-13R039/B

Client Ref. No. - N° de réf. du client

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-3-36035

Buyer ID - Id de l'acheteur

edm014

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(ATTACHED)**

Solicitation No. - N° de l'invitation

W0134-13R039/B

Client Ref. No. - N° de réf. du client

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EDM-3-36035

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edm014

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "D"**

**DND 626 TASK AUTHORIZATION FORM**

**(ATTACHED)**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0134-13-R039
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction WLE WING REPLEN SQUADRON
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 TAILORING SERVICES		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<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 type="checkbox"/> No / Non <input checked="" 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 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 type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input 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"/>



Contract Number / Numéro du contrat W0134-13-R039
Security Classification / Classification de sécurité UNCLASSIFIED

**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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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



Contract Number / Numéro du contrat W0134-13-R039
Security Classification / Classification de sécurité UNCLASSIFIED

**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 / CLASSIFIÉE		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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.