

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Access Control System Maintenance	
Solicitation No. - N° de l'invitation W7702-145613/A	Date 2013-10-30
Client Reference No. - N° de référence du client DND	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-209-8718	
File No. - N° de dossier WPG-3-36056 (209)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-10	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Allard, Ken	Buyer Id - Id de l'acheteur wpg209
Telephone No. - N° de téléphone (204) 983-4920 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Defence R&D Canada Suffield Bldg 560 Receiving Ralston Alberta T0J 2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

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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, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

2. Summary

i) DRDC Suffield Security Department currently utilizes Summit eNT, Genetic Omnicast, Veri Admin and Commend Intercom Software along with the required hardware and components to provide access control for the Center. Because the current Summit eNT software is at the end of its life cycle a requirement exists to have new FC WNX software and equipment installed to replace the Summit eNT software and equipment. The Work to be performed is detailed under Article 2 of the resulting contract clauses at Annex A.

ii) There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, 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 website."

iii) For Service 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.

iv) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

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 (2013-06-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

NOTE: Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.1 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

3. Former Public Servant *(If applicable)*

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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Applicable Laws

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

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

7. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on Thursday, November 14, 2013 at 10:00 a.m. MST at:

Defence R& D Canada Suffield
Building 1 CFB Suffield
Ralston, Alberta T0J 2N0
Canada

Bidders must communicate with the Contracting Authority no later than five (5) days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend.

Bidders will be required to show photo I.D. and sign an attendance form.

Bidders should confirm in their bids that they have attended the site visit.

Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid 2 hard copies

Section II: Financial Bid 1 hard copies

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)

(<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 must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex B the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria, and Refer to Part M of Appendix 1 to Annex A

1.1.2 Point Rated Technical Criteria Refer to Part R of Appendix 1 to Annex A

1.2 Financial Evaluation

Refer to Annex B

SACC Manual Clause A0222T (2013-04-25) Evaluation of Price

2. Basis of Selection

2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum points specified Of **70 %** for each criterion, and
- d. obtain the required minimum of **75 %** overall, minimum of 191 points overall for the evaluation criteria which are subject to point rating.

The rating is performed on a scale of 255 points.

Bids not meeting (a), or (b), or (c) and (d) will be declared non-responsive.

2.2. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **60 %** for the technical merit and **40 %** for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **60 %**.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **40 %**.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
	Combined Rating	83.84	75.56	80.89
	Overall Rating	1st	3rd	2nd

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award

2.1 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.

2.2 SACC Manual clauses

Education and Experience A3010T (2010-08-16)

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

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 website.

2. Insurance Requirements

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

3. SACC Clauses

Financial Capability A9033T (2012-07-16)

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Requirement

The Contractor must perform the Work in accordance with the Statement of Work at Annex **Annex A** and the Contractor's technical bid entitled _____, dated _____.

1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at _____ 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.

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. The _____ (insert "Project" or "Technical" Authority) will provide the Contractor with a description of the task using the Task Authorization Form DND 626 specified in Annex E .

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 and methods of payment as specified in the Contract.

3. The Contractor must provide the _____ (insert "Project" or "Technical" Authority), within ___ calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the _____ (insert "Project" or "Technical" 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.

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

1.2.2 Task Authorizations Limit

The _____ ("Project" or "Technical" Authority) may authorize individual task authorizations up to a limit of \$ _____, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the _____ ("Project" or "Technical" Authority and Contracting Authority" or " the Contracting Authority").

1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

1.2.4 Periodic Usage Reports - Contracts with Task Authorization

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.
The quarterly periods are defined as follows:

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

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

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:

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

For all authorized tasks:

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

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 - Services (High Complexity) apply to and form part of the Contract.

2.2 Supplemental General Conditions

2.2.1 4012 Goods - Higher Complexity (2012-07-16), apply to and form part of the Contract.

2.2.2 4003 Licensed Software (2010-08-16), apply to and form part of the Contract.

2.2.3 4004 Maintenance and Support Services for Licensed Software (2013-04-25), apply to and form part of the Contract.

3. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W7702-145613

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance** at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.

3. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide, attached at Annex B
- (b) *Industrial Security Manual* (Latest Edition).

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4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from contract award _____ 2013 to _____ 2014 inclusive (*to be inserted at contract award*).

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 two (2) 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ken Allard
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, Manitoba R3C 2Z1
Telephone: 204-983-4920
Facsimile: 204-983-7796
E-mail address: ken.allard@pwgsc.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*)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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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. Project 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 Technical Authority

The Technical Authority for the Contract is: *(To be inserted at contract award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

5.4 SACC Manual clauses

Inspection and Acceptance D5328C (2007-11-30)

5.5 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ ____ _____

Facsimile: ____ ____ _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants *(to be inserted If applicable)*

7. Payment

7.1 Basis of Payment

7.1.1 Annex B: Part A - Migration to FC Wnx

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment: Annex B Part1. Customs duties are included and applicable taxes are extra.

7.1.2 Annex B: Part B and Part C - Maintenance and Support Services

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex B, detailed at Part B and Part C as specified in the authorized TA. Customs duties are included and applicable taxes are extra.

7.1.3 Limitation of Expenditure - Task Authorizations

For the Work described at **Section 4.2 and Section 4.3 of the Statement of Work at Annex A** :

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (Tas), inclusive of any revisions, must not exceed \$ _____. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - when it is 75 percent committed, or
 - four (4) months before the contract expiry date, or
 - as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
 whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.2 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority or the Technical Authority. All payments are subject to government audit.

7.3 SACC Manual clauses

Time and Contract Price Verification	C0710C (2007-11-30)
Terms of Payment - Single Payments	H1000C (2008-05-12)
Discretionary Audit	C0705C (2010-01-11)
T1204 Direct Request by Customer	A9117C (2007-11-30)

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.

Instruction to contracting officers: Use the following paragraph when invoices must be accompanied by supporting documents. The documents listed are examples only and must be revised to reflect the requirement. Delete this paragraph if no supporting documents are required.

Each invoice must be supported by:

- a copy of time sheets to support the time claimed;
- a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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 _____.

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
 - 4012 Goods - Higher Complexity (2012-07-16),
 - 4003 Licensed Software (2010-08-16),
 - 4004 Maintenance and Support Services for Licensed Software (2013-04-25)
- (c) the general conditions 2035 (2013-06-27)
- (d) Annex A, Statement of Work (including related appendices)
- (e) Annex B, Basis of Payment
- (f) Annex C, Insurance Requirements
- (g) Annex D, Security Requirement Check List
- (h) Annex E, Task Authorization Form
- (i) Annex F, Task Authorization - Periodic Usage Report
- (j) the Contractor's bid dated _____, as amended on _____

12. SACC Manual clauses

Defence Contract	A9006C (2012-07-16)
Foreign Nationals (Canadian Contractor)	A2000C (2006-06-16)
Shipment of Hazardous Materials	B1505C (2006-06-16)
Excess Goods	B7500C (2006-06-16)
Electrical Equipment	B1501C (2006-06-16)
Canadian Forces Site Regularions	A9062C (2011-05-16)
Workers Compensation	A0285C (2007-05-25)

ANNEX A - STATEMENT OF REQUIREMENT

1. Title

DRDC Suffield Access Control System Maintenance

2. Background

The DRDC Suffield Security Department currently utilizes Summit eNT, Genetic Omnicast, Veri Admin and Commend Intercom Software along with the required hardware and components to provide access control for the Center. Because the current Summit eNT software is at the end of its life cycle a requirement exists to have new FC WNX software and equipment installed to replace the Summit eNT software and equipment.

3. Objective

- 1) Remove the Summit eNT software and equipment and replace it with the FC WNX platform. The successful company will be required to provide all labor, partial equipment and material, tools, supervision, expertise and subcontractor's (if required) to perform the changeover.
- 2) There will also be a requirement to provide bi-annual maintenance, servicing and installation of equipment, upgrades and emergency repairs for the new FC WNX Access Control System, Biometrics System, CCTV System and Voice Intercom Systems in Buildings 1, 9, 10, 13A, 15, 60, 146, 600, 601, 602, 603, 610 and Level 3 Trailer (including gate and compound) for the Department of National Defence, Defence Research and Development Canada, Suffield, Ralston, Alberta.

4. Scope of Work

4.1 Migration of Summit eNT to FC WNX:

- a. install FC WNX software and the required equipment, while maintaining the integrity of the Summit eNT system until total migration is achieved.
- b. conduct an on-site inspection and provide details on the plan of action to complete the changeover.
- c. provide asbuilts for the system upon completion.
- d. test and commission the FC WNX system.
- e. provide FC WNX training to the client.

4.2 Bi-Annual Maintenance inspections:

- a. test all communications equipment that is tied into the Access Control System which included CCTV, intercom and Bio Metrics.
- b. Verify fire alarm disconnect for maglocks.
- c. test and clean all maglocks,
- d. clean all external cameras.
- e. test and adjust sensor exit bars.
- f. test request to exit buttons.
- g. clean biometrics scanners.
- h. test and clean all card readers.
- i. test all emergency pull stations.
- j. provide updates for out of date software.
- k. maintenance inspections will be every six (6) months, normally in June and November.

-
- I. inspect the equipment and undertake any maintenance that may be required with the approval of the client.

4.3 Servicing, maintenance and service requirements:

- a. must have a 24 hour service support network and be able to provide direct support on site within 6 hours for critical failures.
- b. must have replacement parts on-hand for immediate repairs.
- c. must be able to provide service within 24 hrs for less critical failures.

5. Meetings

Quarterly on site meetings to discuss upgrades and future requirements of the access control system.

6. Reports and Deliverables

Must be able to provide a Word formatted report on all bi-annual maintenance inspections and the result of the tests conducted. Must be able to provide an Excel formatted spread sheet report on BSL-3 Testing of maglocks and door release. Must be able to provide all equipment and installation upgrades within the fiscal year specified in the contract.

7. Government Furnished Support/Equipment/Information

No Government Furnished Equipment will be provided to the contractor to complete the work. All equipment, hardware and software will be provided by the successful contractor, on as required basis by the client.

8. Security Classification

Because of the requirement to access security and high security zones within the DRDC Suffield, a secret security clearance is a prerequisite for all persons providing service, maintenance, installation and upgrades to the access control system under the contract and is to be maintained throughout the entirety of the contract. In order to provide the contractor services, the contractor personnel will require access to SECRET information and will therefore require a security clearance of SECRET. Security Requirement Checklist is attached for SECRET clearance and on site access.

9. Scheduled Work and Additional Upgrades

Bi-annual maintenance of all equipment and software is to be conducted by as scheduled by the Technical Authority to be completed at six month intervals, dates to be mutually upon. All projects to upgrade or add to the security system, as requested by the client, are to be preceded by a quote and are to be completed within a timely fashion as determined by the Technical Authority and the contractor.

Appendix 1 to Annex A - Mandatory Requirements

	<p>Completion and submission of the Mandatory Specification is required to be considered responsive and for your bid to be given further consideration.</p> <p>1. Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.</p> <p>Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign an SIR# (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature".</p> <p>2. Bidders must <u>provide documentation to demonstrate compliance</u> to each technical criterion identified.</p> <p>3. Bidders must cross reference where in their bid, the technical specification is located.</p>			
Item	<p>Scope of Requirement</p> <p>Note: All work herein specified must meet and maintain minimum certification(s) and approval(s) as they may apply by Industry Standards (including OEM), and the Province of Alberta and Canada.</p>			
M	Mandatory Criteria	Bidder is to indicate how they meet the specifications addressed below	Bidder Cross Reference	Compliant (Yes/No)
M1	The bidder must provide company profile and experience with 3 similar projects of equivalent scope within the last 3 years.			
M2	<p>Industry Certification:</p> <p>The bidder must provide and identify technical competency and provide evidence of industry certification for:</p> <p>a) Commend IP b) Beldon cabling c) Comscope data cabling d) FC Wnx e) Genetec software and equipment</p>			
M3	<p>Migration to Facility Commander Wnx:</p> <p>Contractor must perform/provide all material, supplies, labor, equipment as required, material, tools, supervision in compliance with Statement of Requirement, Annex A:</p> <p>a. install FC Wnx software and the required equipment, while maintaining the integrity of the Summit eNT system until total migration is achieved b. conduct an on-site inspection and provide details on the plan of action to complete the changeover. c. provide asbuilts for the system upon completion. d. test and commission the FC Wnx system. e. provide FC Wnx training to the client.</p>			

M4	<p>Bi-Annual Maintenance:</p> <p>Contractor must undertake Bi-Annual Maintenance inspections in accordance with the Statement of Work Annex A at section 4.2. (at 6 month interval, dates to be mutually agreed upon)</p>			
M5	<p>Support and Maintenance - The Contractor must :</p> <p>a) provide on-site <u>emergency service for critical failures/emergency</u> within 6 hours form call-out for continued operation of the system, and</p> <p>b) provide on-site service within 24 hours form call-out for non-critical system failures, and</p> <p>c) provide 24 hour technical support, seven days a week</p>			
M6	<p>Authorized Agent:</p> <p>Contractor must provide and identify regional authorized service agent within 300km of CFB Suffield for on-site service and emergency maintenance.</p>			
M7	<p>Individuals assigned by the Contractor to perform the work must possess current valid certification to perform the work or be registered as an apprentice under the supervision of an individual in possession of a valid certificate of qualification (Certification as required by the Province of Alberta, Canada or a recognized regulatory authority).</p>			
M8	<p>The Contractor must provide a cost and completion date estimate for ALL Task Authorizations requested by the Technical Authority within 72 hours of the request (except for critical failure/emergency which must be provided on-site)</p>			
M9	<p>If, while conducting approved work, it is discovered that additional unforeseen work has to be performed, the Contractor must advise the Technical Authority immediately.</p>			

M10	<p>Account Representatives</p> <p>The bidder must name and provide certifications and qualification for on-site personnel assigned to the project:</p> <p>a) Account Representative b) System Technicians c) Support Personnel</p> <p>[As required by the Security Requirement Part 7 Section 3]</p>			
M11	Certificate of Recognition (COR) or equivalent safety plan (CFSA or (WCB)			
R	Experience, Technical Capacity and Service - Point Rated Criteria and Scoring			
	<p>Note: There is a minimum passing mark of 70% for each criterion (R1-R3) and an overall passing mark of 75%. Simply reaching the minimum pass mark in each criterion will not equate to a successful passing mark. Overall passing mark is 191 out of 255 points.</p>	<p><u>Bidder must provide written response for each R1, R2 and R3</u></p>	Bidder Points	Compliant (Yes/No)
R1	<p>Industry Knowledge and Experience:</p> <p>The bidder must provide a narrative and identify industry knowledge and experience specific to security systems installation and operating software, hardware and overall system intergration:</p> <p>a) Summit eNT and FC Wnx b) BioMetric scanners c) Programming and set-up d) Interconnectivity between fiber and copper communications equipment for multiple facilities e) IP and analog cameras</p>	<p>Industry experience covering sub-items (a) through (e) to a maximum of 30 points each:</p> <p>1+ to 2 years = 20 2+ to 3 years = 25 3+ years = 30</p> <p>Maximum points:150 (Minimum 105)</p>		

R2	<p>Maintenance Support and Service</p> <p>The bidder must provide a detailed narrative clearly demonstrating how they will ensure maintenance and service continuity of operations in compliance with the Scope of Work.</p> <p>Refer to Annex A: Section 4.2 and 4.3. There are 15 bullets specific to bi-annual maintenance and ongoing service and support.</p> <p>3 marks will be assigned for each bullet adequately addressing the subject in the response.</p>	<p>Maximum points: 45 (3x15 points)</p> <p>(Minimum points:32)</p> <p>Unsatisfactory: 31 points or less</p> <p>Satisfactory: 32 points or more</p>		
R3	<p>Technical Capacity and Experience:</p> <p>The bidder must provide a narrative and identify technical knowledge and capacity :</p> <p>a) Testing and Troubleshooting communications equipment connecting to an access control server and periphery b) Conducting Maintenance and servicing to ensure proper functionality of hardware associated with an integrated access control system c) Programming and set-up of photo badge software and equipment</p>	<p>Technical Capacity experience covering sub-items (a) through (c) to a maximum of 20 points each:</p> <p>1+ to 2 years = 12 2+ to 3 years = 15 3+ years = 20</p> <p>Maximum points:60 (Minimum 42)</p>		

Annex B - Basis of Payment

This Annex, when completed will be considered as the Financial Bid. Prices below must be firm and in Canadian funds including Canadian customs duties, excise taxes, delivery charges which are to be Delivered Duty Paid (DDP) to destination as indicated herein .
Applicable Taxes are extra.

CONTRACT YEAR 1 _____, 2013 to _____, 2014

A1 Migration from eNX to Facility Commander Wnx - Contract Year 1			
			Firm Price (Cdn)
1	Migration to Facility Commander Wnx system, on-site installation and commissioning while maintaining eNX system operation		\$ _____
2	On-Site Training		\$ _____

B1 Service Rate by Service Category - Contract Year 1					
On an " as and requested basis" authorized by Task Authorization					
				Firm Price (Cdn)	
1	On-Site Bi-Annual Preventative Maintenance including system updates, diagnosis and calibration	Per Inspection	\$ _____	X2	\$ _____
2	On-Site Repair and Maintenance - labour normal work hours	Hourly Charge Out Rate			\$ _____/hr
3	On-Site Repair and Maintenance - labour outside of normal work hours	Hourly Charge Out Rate			\$ _____/hr
4	Lump sum travel - during regular work hours (Monday-Friday)	Per Trip			\$ _____
5	Lump sum travel - outside regular work hours (Monday-Friday)	Per Trip			\$ _____
6	Lump sum travel - outside regular work hours (Weekends & Statutory)	Per Trip			\$ _____

C1 Material and Replacement Products - Contract Year 1			Firm Price (Cdn)
1	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of ____% percent (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>		

Annex B - Basis of Payment

This Annex, when completed will be considered as the Financial Bid. Prices below must be firm and in Canadian funds including Canadian customs duties, excise taxes, delivery charges which are to be Delivered Duty Paid (DDP) to destination as indicated herein .
Applicable Taxes are extra.

CONTRACT OPTION PERIOD 1 _____ , 2014 to _____ , 2015

B2 Service Rate by Service Category - Contract Year 1					
On an " as and requested basis" authorized by Task Authorization					
				Firm Price (Cdn)	
1	On-Site Bi-Annual Preventative Maintenance including system updates, diagnosis and calibration	Per Inspection	\$_____	X2	\$_____
2	On-Site Repair and Maintenance - labour normal work hours	Hourly Charge Out Rate			\$_____
3	On-Site Repair and Maintenance - labour outside of normal work hours	Hourly Charge Out Rate			\$_____
4	Lump sum travel - during regular work hours (Monday-Friday)	Per Trip			\$_____
5	Lump sum travel - outside regular work hours (Monday-Friday)	Per Trip			\$_____
6	Lump sum travel - outside regular work hours (Wknds & Statutory)	Per Trip			\$_____

C2 Material and Replacement Products - Contract Year 1		Firm Price (Cdn)
1	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of ____% percent (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>	

Annex B - Basis of Payment

This Annex, when completed will be considered as the Financial Bid. Prices below must be firm and in Canadian funds including Canadian customs duties, excise taxes, delivery charges which are to be Delivered Duty Paid (DDP) to destination as indicated herein .

Applicable Taxes are extra.

CONTRACT OPTION PERIOD 2 _____, 2015 to _____, 2016

B3 Service Rate by Service Category - Contract Year 1					
On an "as and requested basis" authorized by Task Authorization					
					Firm Price (Cdn)
1	On-Site Bi-Annual Preventative Maintenance including system updates, diagnosis and calibration	Per Inspection	\$ _____	X2	\$ _____
2	On-Site Repair and Maintenance - labour normal work hours	Hourly Charge Out Rate			\$ _____
3	On-Site Repair and Maintenance - labour outside of normal work hours	Hourly Charge Out Rate			\$ _____
4	Lump sum travel - during regular work hours (Monday-Friday)	Per Trip			\$ _____
5	Lump sum travel - outside regular work hours (Monday-Friday)	Per Trip			\$ _____
6	Lump sum travel - outside regular work hours (Wknds & Statutory)	Per Trip			\$ _____

C3 Material and Replacement Products - Contract Year 1		Firm Price (Cdn)
1	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of ____% percent (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>	

Annex C Insurance Requirements

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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Annex D

Security Requirements Check List (SRCL)

Attached as separate document

Annex E

Task Authorization Form DND 626

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**Annex F
Task Authorization - Periodic Usage Report
Contract W7702-145613**

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

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
September 15	May 15	August 14
December 15	August 15	November 14
March 15	November 15	February 14
June 15	February 15	May 14

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

TASK AUTHORIZATION NO.	DOLLAR VALUE (taxes included)	CUMULATIVE DOLLAR VALUE (taxes included)	COMMENTS
Invoice Date and Invoice #			
Total Dollar Value of TAs for the Period _____ to _____: \$ _____			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL REPORT

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

Name: Ken Allard
E-mail: ken.allard@pwgsc.gc.ca
Fax: (204) 983-7796