

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

## SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

Title - Sujet Supply Specialist	
Solicitation No. - N° de l'invitation W3474-133121/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W3474-13-3121	Date 2013-12-20
GETS Reference No. - N° de référence de SEAG PW-\$KIN-650-6264	
File No. - N° de dossier KIN-3-40164 (650)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-28	
Time Zone Fuseau horaire Eastern Standard Time EST	
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: Rombough, Lori	
Buyer Id - Id de l'acheteur kin650	
Telephone No. - N° de téléphone (613) 545-8061 ( )	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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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001

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kin650

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

W3474-13-3121

File No. - N° du dossier

KIN-3-40164

CCC No./N° CCC - FMS No/ N° VME

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**AMENDMENT #001**

The intent of this amendment is to add the RFP to the english version.

## **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 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 and the Security Requirements Checklist.

#### **Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### **2. Summary**

(i) The Department of National Defence (DND), 8 Wing Trenton, Trenton Ontario, Aerospace and Telecommunications Engineering Support Squadron (ATESS) requires one Supply Specialist in support of the repair and overhaul, decommissioning, disposal and replacement of airfield equipment across the Royal Canadian Air Force (RCAF).

Details of this requirement can be found in Annex "A" Statement of Work.

(ii) The period of the resulting contract will be a one year period from the date of Contract award with the irrevocable option to extend the term of the contract by up to two additional one year periods under the same conditions.

(iii) 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 website.

(iv) This procurement is subject to the Controlled Goods Program

(v) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

(vi) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation."

(vii) 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), the Agreement on Internal Trade (AIT), Canada-Chile Free Trade Agreement, Canada-Columbia Free Trade Agreement and Canada-Peru Free Trade Agreement.

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (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: ninety (90) 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### 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 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 Ontario.

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

## 6. Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

"where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software."

## 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 (two (2) hard copies)

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

Section III: Certifications (one (1) hard copy)

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

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

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

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

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

### Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in

the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

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

## **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**

Bidders must meet all of the Mandatory Technical Criteria as specified in the below matrix. The Bidder must provide the necessary documentation, with their bid, to support compliance with each of the Mandatory Technical Criteria.

Bidders should note that only listing experience without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.

Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders must provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained.

Failure to meet any of the Mandatory Technical Criteria will result in your bid being declared as non-responsive.

Number	Mandatory Technical Criterion	Cross Reference to Proposal
<b>The Bidder's personnel must:</b>		
MT1	Have a minimum of a secondary school graduate diploma/certificate and ten (10) years of experience as a Supply Technician  <b>OR</b>  Have an equivalent military Supply Technician experience under Military Occupation Code (MOC) 00168, at a minimum Qualification Level 5A for a minimum of five (5) years	

Number	Mandatory Technical Criterion	Cross Reference to Proposal
	<p><b>OR</b></p> <p>Have a minimum of a post-secondary diploma in Warehouse/Supply Chain Management and five (5) years of experience (within 10 years from the date of RFP closing) working as a Supply Technician</p> <p><i>(in all cases, the bidder must provide certification documentation)</i></p>	
MT2	Have a minimum of five (5) years (within 10 years from the date of RFP closing) of practical hands-on experience performing supply related work.	
MT3	Have a minimum of one (1) year of experience using SAP software for Supply activities.	
MT4	The resource must have a minimum of two (2) years demonstrated experience within the last five (5) years using e-mail, spreadsheet, presentation and document software applications such as Microsoft Office software programs such as Word, Outlook, Excel and Power Point.	

## 1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian Customs Duties and Excise Taxes included.

(a) To be responsive the Bidder must:

- 1) Provide unit pricing for all items in the Basis of Payment, including option years, in Annex "B"; and
- 2) Not alter the format of the Basis of Payment in Annex "B".

(b) The Bidder's unit pricing will be multiplied by the usages to calculate the extended pricing.

## 2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria 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 related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

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



## 1. Mandatory Certifications Required 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\)](http://www.hrsdc.gc.ca) - [Labour's](http://www.hrsdc.gc.ca) 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

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 Status and Availability of Resources

SACC Manual A3005T (2010-08-16) Status and Availability of Resources

### 2.2 Education and Experience

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

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 1. Security Requirement

At the date of bid closing, 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. Controlled Goods Requirement

SACC Manual clause A9130T (2011-05-16) Controlled Goods Program

## 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 in Annex A.

### 2. Standard Clauses and Conditions

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

#### 2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, 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.

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to **PROTECTED** 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 personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) **must be citizens of Canada** and must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.

This contract includes access to **controlled goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada. In order to gain access to Controlled Goods, the contractor personnel, who DND would deem to be embedded contractors, pursuant to the 2007 Exchange of Letters between DND and the U.S. Department of State, **must EACH be citizens of Canada and hold a valid SECRET clearance**, granted or approved by CISD/PWGSC.

4. The Contractor **MUST NOT** remove any **PROTECTED** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
6. 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).

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#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is a one year period from the date of 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 thirty (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:

Lori Rombough  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
86 Clarence St., 2nd Floor  
Kingston, Ontario  
K7L 1X3

Telephone: 613-545-8061

Facsimile: 613-545-8067

E-mail address: lori.rombough@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 - (To be completed at time of Contract Award by PWGSC)**

The Project Authority for the Contract is:

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 completed by Bidder at time of Bid Submission)**

Name: \_\_\_\_\_

Tel #: \_\_\_\_\_

Fax#: \_\_\_\_\_

Email: \_\_\_\_\_

## 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 - Limitation of Expenditure

For the Work described in the statement of work, Annex A :

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 in Annex B , to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award) and Applicable Taxes are extra.

### 7.2 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

### 7.3 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 monthly progress report.

## 9. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 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 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List; and

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(g) the Contractor's bid dated \_\_\_\_\_.

**12. Foreign Nationals (Canadian Contractor)**

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

**13. Controlled Goods Program**

SACC Manual clause A9131C (2011-05-16), Controlled Goods Program

SACC Manual clause B4060C (2011-05-16), Controlled Goods

**ANNEX "A" - STATEMENT OF WORK****1.0 REQUIREMENT**

The Department of National Defence (DND), 8 Wing Trenton, Trenton Ontario, Aerospace and Telecommunications Engineering Support Squadron (ATESS) require one Supply specialist in support of the repair and overhaul, decommissioning, disposal and replacement of airfield equipment across the Royal Canadian Air Force (RCAF).

**1.1 BACKGROUND**

ATESS must account for all material holdings on SLOCs in DRMIS. However, CCISF has a larger holding than a typical unit due to its obligations to the DAEPM and JSCSS LCMM. CCISF holds spares, systems, and equipment on behalf of LCMMs, and also holds a great deal of equipment in preparation for Engineering, Maintenance, and Installation projects across the CF. Many of the holdings need to be physically verified and updated in DRMIS. The CCISF SLOCs are also extremely active with new items being procured locally, items being shipped from LCMMs and PMO, and field units shipping parts in for repair. Serviceable parts need to be shipped from CCISF to the field units, items need to be returned to the Canadian Forces Supply System (CFSS), and new installations need to be transferred from CCISF to field units. Lastly, decommissioned equipment needs to be removed from CCISF accounts and disposed. All of these transactions must be physically verified, properly actioned, documented, and updated in DRMIS in a timely basis.

**1.2 DEFINITIONS**

The following abbreviations and acronyms are used in this Statement of Work:

- i. Aerospace and Telecommunications Engineering Support Squadron (ATESS)
- ii. Canadian Armed Forces (CF)
- iii. Command and Control Information System Flight (CCISF)
- iv. Defense Resource Management Information System (DRMIS)
- v. Directorate of Aerospace Equipment Program Management (DAEPM)
- vi. Instrumental Landing System (ILS)
- vii. Joint Strategic Command Support Systems (JSCSS)
- viii. Life Cycle Material Manager (LCMM)
- ix. Precision Approach Radar (PAR)
- x. Project Management Office (PMO)
- xi. Radar and Environmental Data Display System (REDDS)
- xii. Store Location (SLOC)
- xii. Tactical Air Navigation System (TACAN)

**2.0 SCOPE OF WORK****2.1 GENERAL**

The Contractor is responsible to perform supply duties in support of the decommissioning, disposal and replacement of airfield equipment across the Royal Canadian Air Force (RCAF). These airfield systems include but are not limited to the TACAN, PAR, QUAD Radar, ILS, Frequentis, REDDS, and Comlog Recording System.

QUAD Radar: A Radar system that assists the aircraft's landing procedure by providing the IFR controllers information about an aircraft's approach.

Frequentis: Voice communication system used by the Air Traffic Controllers.

Comlog: System used to record all radio communications on the airfield.

## 2.2 TASKS

The Contractor must perform the following tasks:

- i. Perform stock record keeping, stocktaking, and inventory control of Airfield systems and associated parts;
- ii. Liaise with Unit Supply personnel to bring Airfield systems and associated parts onto CCISF SLOCs and any associated transfers/returns to field units or Depots located in Edmonton and Montreal;
- iii. Prepare Supply demand/return/disposal requisitions in accordance with applicable material management policies;
- iv. Initiate requests and liaise with LCMMS/Supply Managers to establish, verify and modify cataloguing data in the CFSS for CCISF requirements;
- v. Identify and investigate unaccounted for materiel and action as per para ii above;
- vi. Coordinate the delivery/pick up of equipment/parts/spares from ATESS Central Supply;
- vii. Assist with external stocktaking duties within ATESS as directed by the TA.

## 2.3 Required Qualifications and Experience

2.3.1 The resource must have the following qualifications and experience:

- a high school diploma and ten (10) years of experience as a Supply Technician **OR**
- equivalent military Supply Technician experience under Military Occupation Code (MOC) 00168 at a minimum Qualification Level 5A for a minimum of five (5) years **OR**
- a post-secondary diploma in Warehouse/Supply Chain Management and a minimum of five (5) years of experience performing services similar to those described in the SOW

2.3.2 The resource must have a minimum a minimum of five (5) years of practical hands-on experience performing supply related work.

2.3.3 The resource must have a minimum of one (1) year of experience using SAP software for Supply activities.

2.3.4 The resource must have a minimum of two (2) years demonstrated experience within the last five (5) years using e-mail, spreadsheet, presentation and document software applications such as Microsoft Office software programs such as Word, Outlook, Excel and Power Point.

## 2.4 ESTIMATED LEVEL OF EFFORT

The estimated level of effort is 230 days per contract period. This level of effort is only an estimation made in good faith and is not to be considered in any way as a commitment from Canada.

## 3.0 DELIVERABLES

**3.1 Monthly Progress Reports.** The Contractor shall prepare monthly progress reports of the work performed in a format acceptable to the TA, and to be attached to each Progress Claim. As a minimum, each monthly progress report shall document the following information:

- i. Summary of work completed during the billable month;
- ii. A description of any problems encountered which are likely to require attention by the TA;
- iii. Total number of days; and
- iv. Cumulative number of days charged for the resource.

**3.2** Reports are to be provided electronically no later than five (5) business days after the last day of each month. Unless otherwise specified by the TA, one (1) hard copy and one (1) soft copy of these



deliverables shall be provided to the TA. Soft copy deliverables shall be provided on Microsoft compatible Compact Discs or via electronic mail.

**3.3** In addition to the requirements of the Monthly Reports, the Contractor will report, verbally to the TA, any special circumstance or events affecting the provision of the required services.

#### **4.0 LIMITATIONS AND CONSTRAINTS**

**4.1** The Contractor will have access to information available exclusively at DND's facilities located at ATESS.

**4.2** Any documents, processes, etc, developed and/or updated by the Contractor shall be for the review, approval and signature (where required) of the TA.

**4.3** At all times during the provision of the required services, the Contractor will not have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded).

**4.4** All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor in providing services under the Contract, remains the property of Canada and shall be used solely in support of this requirement. The Contractor shall be required to safeguard the preceding information and materials from unauthorized use and shall not release them to any third party, person or agency external to DND without the express written permission of the TA. Such information and material shall be returned to the TA upon completion of the services or when requested by the TA

**4.5** All correspondence initiated by the Contractor shall be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.

**4.6** The Contractor shall not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive the Contractor as being an employee of Canada.

**4.7** As the services will be performed in a military environment, there may be a requirement to shutdown daily Squadron operations for special ceremonies or unit functions. During this time, there may or may not be a requirement for the services. The Contractor will be given at a minimum, 5 days advance notice in the event that the Contractor's personnel services are not required.

#### **5.0 SUPPORT**

The following information, materials, and assistance will be provided if available and deemed appropriate by the TA:

- i. All available data and documents (such as policy documents, directives, instructions, performance data, technical documents) and other data deemed necessary by the TA for the provision of services under this SOW;
- ii. Consultation with the TA and other specialists as may be arranged by the TA; and
- iii. Other information, data and assistance available and requested by the Contractor subject to concurrence by the TA.

#### **6.0 LOCATION FOR PROVISION OF REQUIRED SERVICES**

**6.1** All services shall be provided on-site at the Aerospace and Telecommunications Engineering Support Squadron (ATESS) located at CFB Trenton, Trenton, Ontario. DND will provide sufficient office space, general purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements) as required by the Contractor.

**6.2** DND will provide, subject to normal security requirements, and only to the specified Contractor personnel, access to identified databases or applications resident on DND computers or networks for the



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sole purpose of executing the services associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.

**6.3** A typical working day at ATESS will begin at 0700 hrs and end at 1500 hrs.

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## ANNEX B - BASIS OF PAYMENT

### **Pricing Periods:**

Year #1: One year period from date of contract award

Year #2: Optional Year #1

Year #3: Optional Year #2

All payments are to be prorated to cover the actual time worked, where work performed using the time-based fee method, is of a duration of less or more than one day.

### **Pricing Instructions:**

Pricing is to be an all inclusive per diem rate per Resource Category, in Canadian Dollars, to perform the services as specified in Annex "A" attached hereto. HST is not to be included in the pricing below and will be show as a separate item on all invoices.

Number of Days per Year	Per Diem Rate for Year #1	Per Diem Rate for Year #2 (option yr #1)	Per Diem Rate for Year #3 (option yr #2)
230	\$	\$	\$

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**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**

**(Attached)**