



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Treasury Board of Canada Secretariat

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

Propositions aux : Secrétariat du Conseil du Trésor du Canada

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

Solicitation No. - N° de l'invitation 24062-14-162	Type - Genre	Update - Mise à jour
Solicitation closes - La demande prend fin at - à 2:00 p.m. EST on - le March 11, 2014	TBS File No. - N° de dossier de SCT	

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

Date of Solicitation - Date de la demande 2014-01-29	
Address inquiries to - Adresser toute demande de renseignements à : Darlene.Fisher@tbs-sct.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone 613-608-7993	Facsimile No. N° de télécopieur
Destination See herein	

Instructions:
Municipal taxes are not applicable.

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

Instructions:
Les taxes municipales ne s'appliquent pas.

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

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work the Basis of Payment, the Security Requirements Checklist, and any other annexes.

2. Summary

- (a) This bid solicitation is being issued to satisfy the requirement for the Treasury Board of Canada Secretariat
- (b) It is intended to result in the award of one (1) contract from April 1, 2014 to March 31, 2015 inclusive with three (3), four (4) month option periods permitting Canada to extend the duration of the contract.
- (c) 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)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website.
- (d) The requirement is subject to the provisions of, the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), the Canadian-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada Panama Free Trade Agreement, and the World Trade Organization Agreement on Government Procurement (WTO-APG).

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.

A de-brief is intended to:

1. Provide the Bidder with feedback on their proposal and the solicitation process;
2. Review the evaluation of the Bidder's proposal and explain where they met or failed to meet the criteria;
3. Identify strengths and weaknesses in the Bidder's proposal to assist them with preparing future proposals.

A de-brief is not an opportunity for the Bidder to debate the evaluation or request a re-evaluation of the proposal.

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) (<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 the Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. If the Bidder would like to visit the site, they are requested to communicate with the Contracting Authority no later than February 04, 2014 to arrange a date and time. Requests received after this date will not be accepted. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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 (4 hard copies and 1 soft copy on CD)
- Section II: Financial Bid (1 hard copy and 1 soft copy on CD)
- Section III: Certifications (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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to clearly demonstrate compliance with this requirement. **Simply repeating the statement contained in the bid solicitation is not sufficient.**

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The Crown reserves the right to validate all information provided in the proposal.

M1. CORPORATE MANDATORY CRITERIA				
No.	Mandatory Requirements			Met/Not Met
M1.1	At the time of bid closing the Bidder must propose the resources as per the table below and submit a CV for each resource.			
	Functional Unit:	Resource Category	Number of Resources	Language Requirement
	Supervision	Supervisor	1	Bilingual
	Training and Circulation	Senior Mail and Messenger Resource	1	Bilingual
	Internal Mail Operations			
	Internal Special Mail Services	Junior Mail and Messenger Resource	1	English or French
	Mail Sorting and Internal /Departmental Scheduled Runs	Junior Mail and Messenger Resource	1	English or French
	Incoming and Mail Opening			
	Incoming Couriers and Client Services	Senior Mail and Messenger Resource	1	Bilingual
	Mail Scanning, Opening and Inspection	Senior Mail and Messenger Resource	1	English or French
	External/Internal Messenger and Courier Services			

	Coordination of Unit Operations and External Mail & Courier Processing	Coordinator	1	Bilingual	
	External/Internal Messenger Scheduled Runs	External/Internal Messengers: - 3 walkers - 2 drivers (cars) - 1 driver (regular van)	6	English or French	
	External/Internal Messenger Special Services	External/Internal Messengers: - 1 walker - 1 driver (full-size van (cargo))	2	English or French	

FUNCTIONAL UNIT: SUPERVISION (SECTION 7.2 OF THE SOW)

M2. Resource Category: Supervisor				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M2.1	The Bidder must demonstrate that the proposed supervisor has a minimum of 24 months experience within the last 120 months, at the time of bid closing, supervising at least ten (10) employees at one time.			
M2.2	The Bidder must demonstrate that the proposed supervisor has a minimum of 24 months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			
M2.3	The Bidder must demonstrate that the proposed supervisor has a minimum of 24 months experience within the last 60 months, at the time of bid closing, applying Canada Postal Services rules and guidelines. http://www.canadapost.ca/tools/pg/manual/default-e.asp			
M2.4	The Bidder must demonstrate that the proposed supervisor has experience within the last 36 months, at the time of bid closing, operating an automated mailing system.			
M2.5	The Bidder must demonstrate that the proposed supervisor has experience using all of the following Microsoft applications: i) Word ii) Excel			

	iii) Outlook			
M2.6	<p>The Bidder must demonstrate that the proposed supervisor has experience each of the following:</p> <p>i) Experience using an X-Ray inspection system and</p> <p>ii) A valid certification to operate an X-Ray inspection system.</p> <p>A copy of the certification must be submitted with the proposal.</p>			

FUNCTIONAL UNIT: INTERNAL TRAINING AND CIRCULATION (SECTION 7.3 OF SOW)

M3. Resource Category: Senior Mail and Messenger Resource				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M3.1	The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has a minimum of 12 months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			
M3.2	<p>The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has a minimum of 12 months experience within the last 36 months, at the time of bid closing, applying Canada Postal Services rules and guidelines.</p> <p>http://www.canadapost.ca/tools/pg/manual/default-e.asp</p>			
M3.3	The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has experience within the last 24 months, at the time of bid closing, operating an automated mailing system.			
M3.4	<p>The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has experience using all of the following Microsoft applications version 2000 or higher:</p> <p>i) Word</p> <p>ii) Excel</p>			

	iii) Outlook			
M3.5	<p>The Bidder must demonstrate that the proposed supervisor has experience each of the following:</p> <p>i) Twelve (12) months experience using an X-Ray inspection system</p> <p>and</p> <p>ii) A valid certification. to operate an X-Ray inspection system</p> <p>A copy of the certification must be submitted with the proposal.</p>			

FUNCTIONAL UNIT: INTERNAL MAIL OPERATIONS (SECTION 7.4 OF SOW)

M4. Resource Category: Internal Special Mail Services - Junior Mail and Messenger Resource				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M4.1	The Bidder must demonstrate that the proposed Junior Mail and Messenger resources has a minimum of 6 months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			

M5. Resource Category: Mail Sorting and Internal /Departmental Scheduled Runs - Junior Mail and Messenger Resource				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M5.1	The Bidder must demonstrate that the proposed Junior Mail and Messenger resources has a minimum of 6 months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			

FUNCTIONAL UNIT: INCOMING AND MAIL OPENING (SECTION 7.5 OF THE SOW)

M6. Resource Category: Incoming Couriers and Client Services - Senior Mail and Messenger Resource				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M6.1	The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has a minimum of 12 months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			
M6.2	The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has a minimum of 12 months experience within the last 36 months, at the time of bid closing, applying Canada Postal Services rules and guidelines. http://www.canadapost.ca/tools/pg/manual/default-e.asp			
M6.3	The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has experience operating both of the following: i) an automated mailing system and ii) carrier applications (multi-courier services system)			
M6.4	The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has experience using all of the following Microsoft applications: i) Word ii) Excel iii) Outlook			
M6.5	The Bidder must demonstrate that the proposed supervisor has experience each of the following: i) Experience using an X-Ray inspection system and ii) A valid certification. to operate an X-Ray inspection system			

	A copy of the certification must be submitted with the proposal.			
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M7. Resource Category: Mail Scanning, Opening and Inspection - Senior Mail and Messenger Resource				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M7.1	The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has a minimum of 12 months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			
M7.2	The Bidder must demonstrate that the proposed Senior Mail and Messenger resource has a minimum of 12 months experience within the last 36 months, at the time of bid closing, applying Canada Postal Services rules and guidelines. http://www.canadapost.ca/tools/pg/manual/default-e.asp			
M7.3	The Bidder must demonstrate that the proposed supervisor has experience each of the following: i) Experience using an X-Ray inspection system and ii) A valid certification to operate an X-Ray inspection system A copy of the certification must be submitted with the proposal.			

FUNCTIONAL UNIT: EXTERNAL/INTERNAL MESSENGER AND COURIER SERVICES
(SECTION 7.6 OF SOW)

M8. Resource Category: Coordination of Unit Operations and External Mail & Courier Processing - Coordinator				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience

M8.1	The Bidder must demonstrate that the proposed Coordinator resource has a minimum of 12 months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			
M8.2	The Bidder must demonstrate that the proposed Coordinator resource has a minimum of 12 months experience within the last 36 months, at the time of bid closing, applying Canada Postal Services rules and guidelines. http://www.canadapost.ca/tools/pg/manual/default-e.asp			
M8.3	The Bidder must demonstrate that the proposed Coordinator resource has experience operating both of the following: i) an automated mailing system and ii) carrier applications (multi-courier services system)			
M8.4	The Bidder must demonstrate that the proposed Coordinator resource has experience using all of the following Microsoft applications: i) Word ii) Excel iii) Outlook			

M9. Resource Category: External Messenger Scheduled Runs - External/Internal Messengers - Walkers				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M9.1	The Bidder must demonstrate that each of the proposed Internal/External Messengers resources has a minimum of six (6) months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			

M10. Resource Category: External Messenger Scheduled Runs - External/Internal Messengers – Drivers (cars)				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M10.1	The Bidder must demonstrate that each of the proposed Internal/External Messengers resources has a minimum of six (6) months experience within the last 60 months , at the time of bid closing, in Mail and Messenger Services.			
M10.2	The Bidder must demonstrate that each of the proposed Internal/External Messengers resources has the required drivers' licenses as applicable.			

M11. Resource Category: External Messenger Scheduled Runs - External/Internal Messengers – Driver (Regular Van)				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M11.1	The Bidder must demonstrate that the proposed Internal/External Messengers resources has a minimum of six (6) months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			
M11.2	The Bidder must demonstrate that each of the proposed Internal/External Messengers resources has the required drivers' licenses as applicable.			

M12. Resource Category: External/Internal Messenger Special Services - External/ Internal Messengers - Walker				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M12.1	The Bidder must demonstrate that each of the proposed Internal/External Messengers resources has a minimum of six (6) months experience within the last 60 months, at the time of bid closing, in Mail and Messenger Services.			

M13. Resource Category: External/Internal Messenger Special Services - External/ Internal Messengers – Driver (full-size van (cargo))				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M13.1	The Bidder must demonstrate that each of the proposed Internal/External Messengers resources has a minimum of six (6) months experience within the last 60 months , at the time of bid closing, in Mail and Messenger Services.			
M13.2	The Bidder must demonstrate that each of the proposed Internal/External Messengers resources has the required drivers' licenses as applicable.			

1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The Bidder must provide the necessary documentation to clearly demonstrate compliance with this requirement. Simply repeating the statement contained in the bid solicitation is not sufficient.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

The following rating scheme (Table 1) will be used to evaluate the Point Rated Technical Criteria for RT1.2, RT1.3, R1.4, and R1.5.

Table 1	
0	Information provided does not address the criteria. Bidder receives 0% for the available points for this element.
3	Information provided demonstrates some understanding that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria. Bidder receives 30% of the available points for this element.
5	Information provided demonstrates understanding for most but not all of the elements of the rated criteria. Bidder receives 50% of the available points for this element.
7	Information provided demonstrates understanding that is relevant to all of the elements of the rated criteria. Bidder receives 70% of the available points for this element.
10	Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the rate criteria. Bidder receives 100% of the available points for this element.

PR1. Corporate Rated

Point-rated Requirements		Score	Reference to the bidder's proposal
PR1.1	<p>The Bidder should provide a detailed Human Resources (HR) Plan demonstrating how it will effectively manage and support the Work in this Contract. This plan should include the following elements:</p> <ul style="list-style-type: none"> a) A recruitment plan in support of this contract b) An employee retention plan in support of this contract c) A risk management and contingency plan to account for foreseeable risks in the management of back-up and replacement resources for the work under this contract. d) Strategy explaining how the services will be operational on the first day of the contract (staff, positions, training, phased-in period, timelines) 		
The Bidder's HR Plan will be evaluated against the criteria PR1.2, PR1.3, PR1.4 and PR1.5 below:			
PR1.2	<p>The Bidder should demonstrate in its HR Plan that its recruitment plan is appropriate for all aspects of the Work under this Contract.</p> <p>Maximum points available are: 10 points</p>		
PR1.3	<p>The Bidder should demonstrate in its HR Plan that its employee retention plan is appropriate to support the Work under this Contract.</p> <p>Maximum points available are: 10 points</p>		
PR1.4	<p>The Bidder should demonstrate that it has an effective risk management and contingency plan to account for foreseeable risks in the management of back-up and replacement resources for the work under this contract.</p> <p>Maximum points available are: 10 points</p>		

Point-rated Requirements		Score	Reference to the bidder's proposal
PR 1.5	The Bidder should demonstrate their strategy explaining how the services will be operational on the first day of the contract (staff, positions, training, phased-in period, timelines) Maximum points available are: 10 points		
Maximum points available:		40 points	
Minimum Pass Mark (60%):		24 points	
Bidder's Technical Score:		/40 points	

2. Basis of Selection- Lowest Evaluated Price Per Point

- 2.1 To be declared responsive, a bid must:
- a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- 2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 2.3 The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Section 1.1.2, Point-Rated Technical Criteria.
- 2.4 The responsive bid with the lowest bid evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest bid evaluated price per point, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

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](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request

from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive

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.

2.3 Former Public Servant

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

Definitions

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

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

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

"*pension*" means, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

By providing information on its status, should the Contractor be a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor agrees 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 of Canada Secretariat.

Name of Supplier's Authorized Signatory

Signature of Supplier's Authorized Signatory

Date

PART 6 - SECURITY 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.
4. **Before award of a contract the bidder must hold the security clearance for the resources they are proposing. If the supplier does not hold the resources' clearance, they should submit a request to CISD at PWGSC to obtain the security clearance or to duplicate the resources' security clearance.**

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

3. Security Requirement

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

1. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET as required, granted or approved by TBS.
2. The Contractor/Offeror MUST NOT remove any PROTECTED/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.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of TBS.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to one year from date of Contract inclusive

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional four (4) month 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 sixty (60) 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:

Name: Darlene Fisher
Title: Procurement and Contracting Advisor
Treasury Board of Canada Secretariat
Directorate: Financial & Procurement Operations Division
Address: 300 Laurier Avenue West, Ottawa ON K1A 0R5
Telephone 613-608-7993
E-mail Address: Darlene.Fisher@tbs-sct.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

To be provided at contract award.

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

To be provided at time of Contract award

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

6. Payment

6.1 Basis of Payment

The Contractor will be paid in accordance with Annex B – Basis of Payment for work performed pursuant to the Contract.

For the Work in section **1.0 Regular Hourly Rates for Regular Resources**, of the Basis of Payment in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm lot monthly price (based on a 40 hour work week) for a cost of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

For the work performed outside of the firm lot monthly price, the Contractor will be paid firm hourly rates in accordance with the table below. Customs duties are included and Applicable Taxes are extra.

Work	Firm Hourly Rate
Hours worked between 41 and 44 by regular resources	In accordance with Section 1.0, Regular Hourly Rates for Regular Resources of Annex B, Basis of Payment
Overtime hours worked by regular resources (45+)	In accordance with section 1.1 Overtime Rates for Regular Resources of Annex B, Basis of Payment.
Hours worked by additional drivers and vehicles.	In accordance with section 1.2 Rates for Additional Vehicles and Drivers of Annex B, Basis of Payment.

6.2 Limitation of Expenditure

6.2.1. Canada's total liability to the Contractor under the Contract must not exceed \$850,000.00. Customs duties are included and Applicable Taxes are extra.

6.2.2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in

writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

6.2.3 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.

6.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

7 Invoicing Instructions

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

7.2. 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.

8. Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

9. Compliance with Certifications

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.

9.1 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions - Higher Complexity – Services 2035 (2013-06-27);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Federal Contractors Program for Employment Equity – Certification;
- (g) The Contractor's technical proposal dated _____ (If the bid was clarified or amended, insert at time of contract award: ", as clarified on _____" or ", as amended on _____" and insert date(s) of clarifications or amendment(s))

12. Foreign Nationals (Canadian Contractor)

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

OR

12. Foreign Nationals (Foreign Contractor)

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

13. Insurance

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

ANNEX A

STATEMENT OF WORK

1.0 TITLE

Mail and Messenger Services

2.0 OBJECTIVE

To provide Mail and Messenger Services to the Department of Finance Canada, the Treasury Board of Canada Secretariat and the Office of the Commissioner of Lobbying of Canada in L'Esplanade Laurier and 90 Elgin Complexes and to/from other locations within the National Capital Region.

3.0 BACKGROUND

As the Treasury Board of Canada Secretariat and Finance Canada are high profile departments that deal with the House of Commons, Prime Minister's Office, various media outlets, other Government Departments/Agencies and the general public, it is to be cited that the documents being transported are highly classified and time sensitive. Work deliverables require attention to detail as well as being accountable for our standards of all services.

4.0 SCOPE OF WORK

On a full-time basis, the Contractor must provide a minimum of fifteen (15) personnel to provide Mail and Messenger Services to the Department of Finance Canada, the Treasury Board of Canada Secretariat and the Office of the Commissioner of Lobbying of Canada in L'Esplanade Laurier and 90 Elgin Complexes and to/from other locations within the National Capital Region

It is important to note that Finance Canada is scheduled to move from L'Esplanade Laurier during the summer of 2014, followed by Treasury Board of Canada Secretariat between the fall of 2014 and the beginning of 2015. Additional personnel may be required during the transition periods. It is estimated that two (2) additional vans are required during the moving periods.

4.1 Additional Internal / External Personnel for Special Services

On occasion during special projects or large mail-outs, the mailroom services will require additional internal/external personnel (with vehicles if needed) who are not proposed in the bid to accommodate special deliveries and pick-ups. This requirement is in addition to the estimated two (2) additional vans during the moving periods.

4.1.1 Estimated Required Overtime

POSITIONS	HOURS TOTAL
Supervisor	4 hours
Co-Ordinator	4.5 hours
Senior Messenger	2.5 hours
Junior Messenger	2.5 hours
Car	0.5 hours

Full Size Van	9 hours
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4.1.2 Estimated Required Additional Vehicles

VEHICLES	HOURS TOTAL
Full Size Van	31.5 hours
Cube Van	10 hours
5 Ton	46 hours
Regular Size Van *Estimated additional Regular Vans possibly required during the Finance Canada and Treasury Board transitional moves to new facilities (90 Elgin Street)	1,760 hours

5.0 PERSONNEL REQUIREMENT

Functional Unit:	Resource Category	Estimated Number of Resources	Language Requirement
Supervision	Supervisor	1	Bilingual
Training and Circulation	Senior Mail and Messenger Resource	1	Bilingual
Internal Mail Operations			
Internal Special Mail Services	Junior Mail and Messenger Resource	1	English or French
Mail Sorting and Internal /Departmental Scheduled Runs	Junior Mail and Messenger Resource	1	English or French
Incoming and Mail Opening			
Incoming Couriers and Client Services	Senior Mail and Messenger Resource	1	Bilingual
Mail Scanning, Opening and Inspection	Senior Mail and Messenger Resource	1	English or French
External/Internal Messenger and Courier Services			
Coordination of Unit Operations and External Mail & Courier Processing	Coordinator	1	Bilingual
External/Internal Messenger Scheduled Runs	External/Internal Messengers: - 3 walkers - 2 drivers (cars) - 1 driver (mini-van)	6	English or French
External/Internal Messenger Special Services	External/Internal Messengers: - 1 walker - 1 driver (full-size van (cargo))	2	English or French

6.0 SERVICES REQUIRED

6.1 The work is to be performed normally between 7:30 a.m. and 5:30 p.m. from Monday to Friday inclusive. Occasionally the operation is required before and after normal operation hours including weekends.

The mail operations will be open from 8:00 a.m. to 5:00 p.m. from Monday to Friday inclusive.

The offices will not be opened during Statutory Holidays. NOTE: The Ontario Family Day in February is not a statutory holiday for the Government of Canada. The office will be open and the work will need to be performed during normal work hours on that day.

Weekly hours are based on Ontario Employment Standards. All additional work must receive prior authorization, in writing, by the Project Authority.

6.2 The Contractor must designate a Supervisor as the Site Authority for the purposes of liaising with the Project Authority and for the provision of these services during operational hours and any time period beyond these scheduled hours of operation including weekends. This person as Site Authority must be available and must respond to calls within a one (1) hour period.

6.3 Since the work to be performed is the provision of services to clients and it is considered a front line function of the Corporate Services Sector, all persons performing the tasks must wear clothes appropriate for an office environment. Appropriate can be interpreted as broadly as possible, however, sweat suits, jogging apparel, shorts above knee level, tank tops, suggestive t-shirts, halter-tops, sports clothes, sandals and open toed shoes are considered inappropriate. Denim Jeans are permissible provided they are freshly laundered and not wrinkled, not ripped in any way and are deemed presentable. The Contractor must immediately replace any individuals wearing inappropriate attire.

6.4 All personnel are required to have the necessary knowledge and experience to complete the work quickly and accurately. Personnel, who fail to achieve the levels of services identified under the article 4 herein, are to be replaced by the Contractor within a 24-hour period so as not to disrupt the level of service specified herein. Any replacement will be at the Contractor's sole expense.

6.5 The Contractor must provide immediate qualified back-up personnel for all leave (sick leave, vacation leave, appointments, etc.) taken by all its personnel.

6.6 A Site Authority must coordinate the attendance and replacement of personnel during Mail and Messenger Services operational hours.

6.7 For regular work and additional work, the Contractor must maintain a daily attendance report detailing the hours worked by each regular and additional personnel and category (time sheets).

6.8 The Contractor must provide parking facilities within the complexes (L'Esplanade Laurier and 90 Elgin Street) or within a one (1) block radius of the complexes, for all contractor vehicles used in providing the service.

6.9 The Contractor must provide all means of transportation and handcarts for the external by-hand deliveries. All means of transportation and equipment provided under this contract must be kept in excellent working condition and all operating requirements is the sole responsibility of the Contractor including full insurance. The external messengers/drivers and supervisory personnel must be equipped with cell phones (provided by the Contractor). Immediate replacement of faulty equipment is mandatory by the Contractor.

6.10 The Contractor's personnel (External Drivers) must have the proper licenses that conform to the Public Commercial Vehicles Act, the Highway Traffic Act, and the National Transportation Act for the provinces of Ontario and Québec.

6.11 Boxes and packages that are weighing up to 30 kg and located in various places (offices, hallways, storage rooms, etc.) will need to be lifted and transported within the L'Esplanade Laurier / 90 Elgin Complexes and the National Capital Region. On occasions cases/equipment (kiosks, display cases, secure metal cases) weighing up to 50 kg will also need to be lifted and transported within the L'Esplanade Laurier / 90 Elgin Complexes and the National Capital Region. The contractor must take the appropriate steps to ensure that their resources can meet this requirement.

6.12 The Contractor must provide bilingual personnel to provide the services associated with the contract in both official languages (English and French). It is the responsibility of the Contractor to assess the linguistic capabilities of its personnel.

6.13 Occasionally during special projects, there may be requirements for additional personnel and/or transportation means, as identified by the Project Authority. The additional personnel must have the proper security clearance, the proper licenses (see 6.10 above) and the necessary experience and knowledge to perform the tasks. All additional means of transportation provided under this contract must always be working condition. All additional requirements must be authorized in writing in advance by the Project Authority.

7.0 TASKS

Roles and Responsibilities of the Functional Unit and Required Personnel

The Contractor will be responsible for the following Mail and Messenger Services operations:

7.1 Mail and Messenger Services Operations General

- receipt, sorting, security risk assessment, scanning, opening, inspecting, date stamping (invoices only), routing, controlling and distributing of incoming mail from Canada Post in accordance with the Treasury Board of Canada Secretariat's financial, administrative and security regulations;
- receipt, registration, security risk assessment, scanning, inspecting and delivery of incoming items received over the counter;
- collecting, sorting, security risk assessment, routing, controlling and distributing of internal mail;
- collecting, sorting, security risk assessment, preparation and dispatch of outgoing mail to destinations throughout the world in accordance with the Treasury Board of Canada Secretariat security policy and procedures and with Canada Post rules and regulations and standards. The web site is <http://www.canadapost.ca/tools/pg/manual/default-e.asp> ;
- security risk assessment, and re-directing of improperly addressed mail;
- receipt, sorting, security risk assessment, and preparation of mail destined to other Government Departments, Agencies and Crown Corporations (K1A System) and for delivery throughout the National Capital Region (NCR) by 5:00 p.m. the next day;

- timely internal and external scheduled runs or pick-ups and deliveries in order to adhere to and maintain the established level of services;
- timely by-hand pick-up and delivery of urgent items within and outside the L'Esplanade Laurier / 90 Elgin Street Complexes without compromising the regular service;
- arranging timely and cost-effective delivery of urgent items for destinations within and outside the National Capital Region, either through private couriers and/or internal messengers;
- delivery arrangements with courier companies for national and international deliveries and completion of appropriate courier waybills - the Treasury Board of Canada Secretariat is responsible for choosing the courier companies to be used;
- tracking the status of registered incoming and outgoing mail deliveries in transit;
- verification and comparisons of incoming courier invoices against printed manifest for errors and omissions reporting;
- maintenance of the internal circulation lists in the automated system (approximately 3 different lists) on a daily basis as and when required; and production of these lists on a weekly and monthly basis;
- maintenance of the mail services departmental employee database (approximately 3,000 names) and mail pick-up and distribution points (approximately 200 points) as and when required and revise completely, at least once every three (3) weeks;
- maintenance and updating of information and distribution points listings to other Government Departments and Agencies and Crown Corporations;
- gathering and compilation of statistical information of all activities for each department and Corporate Services Sector and entering the data on the proper forms and spreadsheets and producing statistical reports on volume on a daily, weekly and monthly basis or as and when required;
- maintenance of the information on the mail delivery carts and sorting bins on a regular basis and as and when required;
- maintenance of all equipment and furnishings such as mail carts (lubricate and clean casters, change and repair hanging file folders), flat beds, two wheeled carts (ensure proper inflation of tires), sorting bins, punch clocks (changing ribbons, cleaning plates and adjusting the date and time), sorting tables, front counter (keep a clean surface), fax machine (replenish with provided paper and adjusting the date and time), photocopier (keep glass clean, replenish with supplied paper and change supplied toner), printers (replenish supplied with paper and change supplied toner cartridges) and other equipment not listed above;
- participation in the planning and coordination of major deliveries and pick-ups such as the Federal Budget, Economic Statements, Main Estimates, Annual Reports, etc.
- ensure the daily back-up of data in the automated mail management and carrier systems.

As part of the daily operations, the Contractor is also required to:

- ◆ respond to telephone, e-mail and front counter queries;

- ◆ ensure the level of services are maintained and explained to clients;
- ◆ ensure the risk assessment and security procedures are adhered to;
- ◆ when required, recommend to the Project Authority changes in the level of services and on the overall internal and external operations;
- ◆ draw to the attention of the Project Authority any suspicious items and/or security infractions in accordance with Privy Council and Treasury Board of Canada Secretariat departmental security regulations and security procedures and practices, and the guidelines and policies that the Department of Foreign Affairs and International Trade (DFAIT) has in place for what is acceptable and not acceptable to send via DIP (Diplomatic) Bag.
- ◆ provide input to the Project Authority for the maintenance and update of the mail and messenger services policies and procedures manual and training manual;
- ◆ ensure that the full complement of personnel assigned to the contract are always on-site, and coordinates with the Contractor's representative any replacement of personnel on leave and/or attending appointments;
- ◆ ensure that the personnel are able to perform their tasks in an effective and efficient manner and ensure all personnel are properly trained and rotated on each and every activity in their category in the Mail and Messenger Services operations; and
- ◆ ensure that all Contractor vehicles assigned to this contract are kept in serviceable working condition at all times of the required service period.

Roles and Responsibilities of the Functional Unit and Required Personnel

The responsibilities of each functional unit are outlined below.

7.2 Supervision

Providing on-site overall supervision of the personnel and control of the Mail and Messenger Services operations above, during the nine (9) hours of operations (from 8:00 a.m. to 5:00 p.m.) as follows:

- Supervision of the personnel and control of the Mail and Messenger Services operations above under Section 7.1;
- Controlling, monitoring and supervision of the opening and inspection of all incoming items received from Canada Post and over the counter;
- Ensuring compliance with the Departmental risk assessment rules and regulations;
- Applying proper measures to ensure the confidentiality and non-disclosure of sensitive information while being opened and inspected;
- Monitoring and controlling the proper usage of equipment, protective clothing and containment devices;
- Monitoring and coordinating the Mail Exempt from Opening List;

- Monitoring Client Services interaction/etiquette and the provision of mail and messenger services standards;
- Monitoring and controlling the transmittal of urgent deliveries;
- Adopting emergency evacuation procedures and ensuring health and safety of personnel;
- Gathering and compilation of statistical information of all activities for each department and Corporate Services Sector and entering the data on the proper forms and spreadsheets;
- Gathering statistical information and producing reports of all activities associated with the mail opening process; and
- Gathering statistical forms, ensuring data accuracy and compiling reports for incoming items processed over the counter.

7.3 Internal Training and Circulation

- Training mail clerks on internal and offsite departmental mail runs, floor layouts, distribution points, and contacts;
- Training mail clerks on all internal mail activities (sorting mail, database, classes of mail, re-addressing, etc.) and ensuring that the necessary training is completed on a rotational basis;
- Implementing the security guidelines for the security risk assessment, scanning, opening and inspection of mail;
- Training on the two (2) departments' organizational structures, roles and responsibilities (Treasury Board Secretariat and Department of Finance);
- Training all contract personnel on all procedures and new tasks, standards, regulations and security guidelines in the Mail and Messenger Services;
- Maintaining and updating on a continuous basis the training program of each person on every activity in the Mail and Messenger Services operation;
- Maintaining and updating the information on mail delivery carts and sorting bins;
- Performing a physical review of all Mail and Distribution points listings and contacts;
- Coordinating the sorting, packaging, addressing and delivering mail destined to other Government Departments and Agencies and Crown Corporations;
- Coordinating the maintenance and updating information for distribution points listings relating to other Government Departments and Agencies and Crown Corporations;
- Gathering statistical forms and ensuring data accuracy;
- Assisting in the review and update of the internal policies and procedures manual and training manual guidelines;

- Assisting in the urgent pick-up and delivery of internal mail, correspondence, and scheduled runs; and
- Responding to telephone and e-mail enquiries.

7.4 Internal Mail Operations

7.4.1 Internal Special Mail Services

- Unscheduled pick-ups and deliveries of urgent by-hands within the L'Esplanade Laurier / 90 Elgin Street Complexes and off-site locations;
- Picking up and delivering boxes, classified waste and packages within L'Esplanade Laurier / 90 Elgin Street Complexes and off-site locations;
- Collating, packaging, addressing and processing news releases, departmental publications and reports; and

7.4.2 Mail Sorting and Internal / Departmental Scheduled Runs

- Sorting, in accordance with the Departmental regulations and procedures; the incoming Canada Post mail, incoming mail from other Government Departments and Agencies and Crown Corporations, the Cabinet Documents, Treasury Board Books, Parliamentary Papers, security classified records, security classified waste for disposal, circulars and directives, registered and diplomatic mail, newspapers, regular by-hand deliveries (obtain signatures), files, temporary dockets, envelopes, parcels/packages, boxes, equipment/cases and loose records;
- Sorting mail into the mail carts/containers and transporting them from floor to floor and to off-site locations as per the scheduled runs;
- Performing scheduled runs to and from departmental officials at the pre-determined mail pick-up/distribution points as per the established schedule throughout the L'Esplanade Laurier / 90 Elgin Street Complexes and departmental personnel in off-site locations;
- Sorting and packaging mail for other Government Departments and Agencies and Crown Corporations and items received from PWGSC Hub, Statistics Canada Hub and downtown buildings;
- Sorting and packaging mail picked up internally for next day delivery to other Government Departments and Agencies and Crown Corporations;
- Counting all items received, delivered and processed in the Mail Operations Unit;
- Ensuring that the materials are safeguarded and accounted for while in transit.

7.5 Incoming and Mail Opening

7.5.1 Incoming Couriers and Client Services

- Receiving, signing and registering (incoming mail tracking system) incoming courier items and registered mail from Regional Offices;
- Monitoring the delivery receipt and signatures and ensuring the deliveries were completed within allocated time-frames;
- Receiving, signing, registering and coordinating all incoming "by-hand" deliveries received from other Government Departments and Agencies and Crown Corporations and private firms and ensuring that the items are properly delivered to the addressee;
- Answering in person (at the front counter), e-mails and telephone enquiries on the level of service, delivery schedules and mailroom operations;
- Gathering and compiling statistical information of all incoming mail activities for each department and Corporate Services Sector and entering the data on the proper forms.
- The Incoming Courier and Client Services must be provided from 8:00 a.m. to 5:00 p.m.

7.5.2 Mail Scanning, Opening and Inspection

- Scanning and inspecting all incoming mail and correspondence received from Canada Post and from the front counter receiving area to identify any suspicious items;
- Assessing and extracting any suspicious items and implementing the necessary security procedures;
- Monitoring and controlling incoming items, receipts, and proof of deliveries.
- Sorting and extracting all mail identified on the Mail Exempt from Opening list;
- Applying rules and regulations, opening and inspecting mail to verify for the presence of negotiable valuables according to the Financial Administration Act and guidelines;
- Scrutinizing the opened mail to detect breaches of security in accordance with the risk assessment procedures and guidelines;
- Ensuring that all urgent courier items are scanned, inspected and expedited as per delivery timeframe;
- Logging the registered items/valuables on cash blotters, monitoring, controlling, verifying and safeguarding items, and delivering to other personnel and Financial Services;
- Sorting, extracting and date stamping all incoming departmental invoices, and re-routing improperly addressed invoices to Financial Services;
- Updating the departmental newspapers and periodicals/magazines distribution lists;
- Advising external companies concerning improperly addressed bulk mail (i.e. junk mail), and re-routing of improperly addressed mail;
- Collating and addressing newspapers, magazines/periodicals and circulars and coordinating the deliveries;

- Coordinating the delivery of urgent media clippings;
- Ensuring the proper usage of equipment, protective clothing and containment device;
- Opening, and inspecting classified mail, ensuring confidentiality, and complying with the security regulations with regard to disclosure of sensitive information;
- Assisting in the emergency evacuation procedures and health and safety of employees; and
- Gathering and compiling statistical information of all mail opened, inspected and entering the data for each department and Corporate Services Sector on the proper forms.

7.6 External/Internal Messenger and Courier Services

7.6.1 Coordination of Unit operations and External Mail & Courier Processing

- Tracking the status of outgoing mail items/courier deliveries in transit;
- Arranging deliveries with courier companies and determining weight and cubic measurement;
- Completing the appropriate courier waybills (within an automated Multi Carrier Shipment Management System) for urgent deliveries to international, national locations and within the National Capital Region;
- Entering proper carrier coding into the automated Multi Carrier Shipment Management System for outgoing couriers;
- Assessing and determining the appropriate class of mail or method of delivery based on urgency, volume and costs;
- Ensuring appropriate expenditures are posted on the carrier manifests and waybills;
- Processing outgoing mail and parcels for dispatch to destinations throughout the world according to Canada Post rules, regulations and standards and with the security policy and procedures manual;
- Entering proper coding into the automated system (Pitney Bowes meter machine and Multi Carrier Shipment Management System) for incoming and outgoing mail and couriers;
- Assisting in the sorting, packaging, addressing and distributing of mail destined to other Government Departments and Agencies and Crown Corporations (K1A System) and for delivery throughout the National Capital Region;
- Completing the appropriate Canada Post carrier waybills for urgent deliveries to international locations and within and outside the National Capital Region;
- Ensuring that invoice charges from courier companies are consistent with rates established at the time of the deliveries and the validation of surcharges;
- Negotiating special cost-effective courier delivery requirements, deadlines on behalf of the Project Authority (with pre-selected courier companies);

- Preparing the necessary documentation for customs declaration, insurance and description of contents;
- Gathering and compiling statistical information of all outgoing courier activities for each department and Corporate Services Sector and entering the data on the proper forms and spreadsheets;
- Controlling and sorting the external by-hands into the appropriate messenger/drivers sorting bins by boundaries;
- Overseeing and dispatching the messengers/drivers for the deliveries within the National Capital Region;
- Negotiating delivery timeframes with clients;
- Verifying all external pick-up and delivery waybills and manifests to ensure the actions have been completed and the appropriate information has been captured (legible signature, date and time, etc.); and
- Coordinating the external deliveries between the scheduled runs.

7.6.2 External Messenger Scheduled Runs

- Picking up and delivering on the external scheduled runs, in accordance with departmental regulations and procedures: Cabinet Documents, Treasury Board Books, Press Releases, regular and urgent by-hands, classified waste, diplomatic mail and all other types of correspondence, parcels/packages, boxes, equipment/cases and materiel to and from other Government Departments and Agencies and Crown Corporations and locations other than L'Esplanade Laurier Towers and within the National Capital Region (NCR);
- Ensuring the deliveries are done during the necessary timeframe and legible signatures are obtained;
- Ensuring that the materials are safeguarded and accounted for while in transit;
- Counting all items processed on a daily basis.
- External Messenger Special Services are also responsible to complete urgent pick-up and deliveries between the scheduled runs.
- Between scheduled runs, external messengers assist with completing internal mail special services.

7.6.3 External Messenger Special Services

- Unscheduled runs (pick-ups and deliveries) to/from the House of Commons;
- Performing unscheduled runs and urgent pick-up and deliveries within the National Capital Region and departmental personnel in offsite locations;
- Ensuring the deliveries are done during the necessary time-frame and legible signatures are obtained;

- Ensuring that the materials are safeguarded and accounted for while in transit;
- Counting all items processed on a daily basis
- Between external special services, external messengers complete internal mail special services.

7.7 Additional Internal / External Personnel for Special Services

The contractor must provide a daily report detailing the additional hours worked by each personnel and category.

- Unscheduled runs (pick-ups and deliveries) to/from the House of Commons;
- Performing unscheduled runs and urgent pick-ups and deliveries within the National Capital Region and departmental personnel in offsite locations;
- Ensuring the deliveries are done during the necessary timeframe and legible signatures are obtained;
- Ensuring that the materials are safeguarded and accounted for while in transit; and
- Counting all items processed on a daily basis.

7.8 Transition

- contacting the Project Authority and requesting Mail and Messenger procedures between the period after the award of the Contract and commencement of services.
- ensuring that all contract personnel report to work on the 1st working day of the Contract and thereafter, and that prior training and work schedule arrangements have been made to provide departmental services as per levels of service, the hours of operation, and according to roles and responsibilities as specified in the SOW. This transition should be completed without service disruptions.
- ensuring that all means of transportation including handcarts and vehicles are fully serviced, operational, and available for work on the 1st working day of the contract and thereafter.

8.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

The Treasury Board of Canada Secretariat will provide the following:

Internal departmental work procedures, floor maps, access to employee database and lists, Intranet and limited Internet access, desks and chairs (based on personnel requirements of responsibilities), access to desktop computers and phones, sorting bins, carts and hand trucks for internal deliveries (various sizes), office supplies, photocopying equipment and scanner, x-ray machine, secure delivery cases (various sizes), work and storage spaces, lunch area, washroom and showers facilities, punch clocks, meter machine.

Note: It is not the responsibility of the Treasury Board of Canada Secretariat to provide portable communication devices to consultants.

9.0 DELIVERABLES and ASSOCIATED SCHEDULE

(based on Section 7.0, Tasks - Roles and Responsibilities of the Functional Unit and Required Personnel)

The Contractor must:

- adhere to all levels of service as outlined in section 9.1 of Annex A - Level of Service;
- ongoing quality control measures to ensure departmental services are provided in an accurate, professional, and courteous manner;
- completed forms (daily and monthly) depicting workload by department and submit monthly-summarized reports to the Project Authority;
- completed forms (adhering to client delivery deadlines) related to the delivery and/or receipt of mail, including those required in accordance with Canada Post and Customs rules, regulations and standards (within an automated Multi Carrier Shipment Management System);
- daily attendance reports to the Project Authority, detailing regular hours and additional hours of work performed.

9.1 Level of Service

The table below indicates the level of service to be provided for each mail and messenger services activity and the yearly quantities based on historical statistical information. The quantity of items to be processed for any given activity may vary from year to year.

ACTIVITIES	LEVELS OF SERVICE	ESTIMATED QUANTITIES (BY FISCAL YEAR)
Incoming mail from Canada Post:	The mail must be picked-up from Alta Vista Postal Terminal at 7 a.m. (approximately 8 bags/boxes of mail) each day and brought to the Mail and Messenger Services Unit by 7:30 a.m. This mail must be scanned (x-ray) and sorted prior to the 1:15 p.m. mail run.	165,760
• Incoming Registered Mail and Xpresspost from Canada Post	This mail must be logged and delivered on the next scheduled run on a daily basis (signature is required for each item). □	5,000
• Mail to be opened (Canada Post)	Sorted, inspected and security assessed, opened, inspected for valuables and logged, (and date stamped - invoices only) before the 1:15 p.m. scheduled run daily. □	62,434
• Registration of negotiable valuables	Registered and delivered to Financial Services Division or recipients by 3:00 p.m. daily.	1,390
• Delivery of Canada Post Mail	All Canada Post mail (including business class - bulk mail) must be delivered to its destination point by end of day.	

Registration & distribution of items received over the counter to be scanned & for internal delivery:		
<ul style="list-style-type: none"> Registered Urgent by-hands 	Logged, scanned, (and opened - credit cards only), and inspected for security assessment and delivered within the hour.	5,800
<ul style="list-style-type: none"> Registered By-hands on runs 	Logged, scanned, (and opened - credit cards only), inspected for security assessment and delivered on the next scheduled run.	11,873
<ul style="list-style-type: none"> Unregistered mail 	Sorted, scanned, (and opened - credit cards only), inspected for security assessment and delivered on the next scheduled run.	179,541
Internal Circulation:		
<ul style="list-style-type: none"> Circulars (# of copies) 	Sorted and delivered on the next scheduled run or after operational hours as approved by Contract Authority.	2,430
<ul style="list-style-type: none"> Newspapers/Magazines 	75% must be sorted, addressed and delivered on the 8:15 a.m. run; any others received during the day are to be delivered on the next scheduled run.	22,877
Daily Media Clippings:	Urgent at 7:30 a.m. (2 copies) and delivered to the House of Commons at 8:00 a.m.	520
Re-addressing of improperly addressed mail:	Processed by the close of business on the day received.	28,000
Outgoing mail processing:	<p>Preparation of all outgoing mail must be processed (determine the class of mail, type*, weight, cost, meter, track and trace system, collating postage costs by department and Corporate Services Sector, private courier companies, boxing or shipping to Canada Post or through the K1A Delivery System to other Government Departments and Agencies and Crown Corporations by 5:00 p.m. daily.</p> <p>* -- Types of Mail: Lettermail, Registered, International/USA, Regular Parcel, Xpresspost, Xpresspost certified.</p> <p>The Canada Post lettermail must be brought to the Alta Vista Terminal by 5:30 p.m. (Approximately 6 bags/ boxes). Priority Courier, Regular Parcel and Xpresspost must be picked up by Canada Post by 5:00 p.m. (approximately 12 bags/boxes).</p>	
<ul style="list-style-type: none"> Through Canada Post 	Processed by 5:00 p.m.	26,831
<ul style="list-style-type: none"> Through K1A Delivery System (to other Government Departments and Agencies and Crown Corporations) 	Sorted each day by 5:00 p.m. This mail must be delivered by 5:00 p.m. on the next day.	123,000
<ul style="list-style-type: none"> Through Private 	Registered and processed each day by 5:00 p.m.	2,339

Courier Companies		
Messenger Operations- Departmental Internal and External Scheduled Runs:		
<ul style="list-style-type: none"> 149 mail pick-up and distribution points over 30 floors within L'Esplanade Laurier Complex. Similar distribution points are expected for 90 Elgin St. but on fewer floors. 	A grouping of approximately twenty (20) floors per mail clerk; minimum of two (2) daily scheduled runs: 8:15 a.m. and 1:15 p.m.; each run takes approximately two and a half (2.5) hours	
<ul style="list-style-type: none"> Departmental Mail sorting 	Mail picked-up on any given scheduled run must be sorted and delivered to its destination point on the next scheduled run (maximum elapse turnaround time is five hours within L'Esplanade Laurier / 90 Elgin St. and similar for external offsite departmental delivery locations pending run times and assigned schedules)	359,184
Departmental personnel situated outside L'Esplanade Laurier / 90 Elgin St. Complexes - 8 buildings totaling approximately 41 drop points (included as Internal runs)	2 daily scheduled runs (as determined by Project Authority). Standard: 2 runs per day: 8:15 a.m. and 1:15 p.m. and each run takes approximately two and one-half to three hours (2 ½ - 3 hours).	
Departmental Special Services:		
<ul style="list-style-type: none"> Pick-up and delivery of boxes and packages between scheduled runs 	Picked-up and/or delivered within two (2) hours.	19,485
Internal by-hands:		
<ul style="list-style-type: none"> Urgent deliveries 	Delivered within one (1) hour.	1,178
<ul style="list-style-type: none"> Regular deliveries 	Sorted and delivered on the next scheduled run.	2,549
Offsite Departmental by-hands:		
<ul style="list-style-type: none"> Regular deliveries 	Sorted and delivered on the next scheduled run	25,029
Classified waste pick-up:	Pick-up of bags or boxes are done within two (2) hours and must all be completed by 5:00 p.m.	14,436
Regular External Deliveries:		
<ul style="list-style-type: none"> House of Commons and other Ottawa Centre deliveries (North and South of Wellington, East of Bronson to North of 	<p>Pick-up of mail at Ministerial Offices (4 locations within L'Esplanade Laurier) and four (4) runs per day (8:05 and 10:15 a.m., 1:15 and 3:30 p.m.) To the House of Commons.</p> <p>Delivery of Ministerial mail to House of Commons</p>	8,574

Catherine)	<p>Offices (8:20, and 10:30 a.m., 1:30 and 3:45 p.m.); and pick up of mail for delivery to Ministerial Offices in L'Esplanade Laurier.</p> <p>Each run takes approximately one and one-half hours (1½) hours.</p> <p>Other deliveries: 20 possible locations/addresses within this boundary including 8,412 by-hand deliveries plus approximately 162 deliveries to the House of Commons and to Government Departments and Agencies and Crown Corporations.</p>	
<ul style="list-style-type: none"> National Capital Region (NCR) 	<p>A by-hand delivery could contain multiple items in the form of envelopes, parcels/packages, boxes, equipment/cases. Minimum of two (2) daily-scheduled external runs (8:15 a.m. and 1:15 p.m.). Each run takes approximately 3 hours.</p> <p>Please note the following combined vehicle runs: Core & East Ottawa Car Gatineau & West Ottawa Car</p> <p>Ensure that the timeframe(s) stipulated on the Request for Messenger Services Forms are adhered to.</p> <p>The normal turnaround time for the regular deliveries is five (5) hours.</p>	
Messengers - Ottawa Core (West of Elgin to East of Kent, South of Wellington to North of Cooper)	55+ possible locations/addresses within this boundary including 2,200 by-hand deliveries, plus approx. 5,293 other deliveries to Government Departments and Agencies and Crown Corporations.	7,493
<p>Vehicle - Ottawa Core (West of Elgin to East of Bronson, South of Wellington to North of Catherine)</p> <p>Ottawa East (East of Rideau Canal, East of Bank Street South of Queensway to Hunt Club, Rockcliffe Parkway to Blackburn Hamlet By-pass)</p>	<p>35+ possible locations/addresses within this boundary including 936 by-hand deliveries, plus approx. 2,646 other deliveries to Government Departments and Agencies and Crown Corporations.</p> <p>30+ possible locations/addresses within this boundary including 939 by-hand deliveries plus approximately 2,631 other deliveries to Government Departments and Agencies and Crown Corporations.</p>	7,152
Vehicle -Ottawa West (West of Bronson to Queensway, West of Bank Street South of Queensway to Herzberg Road,	30+ possible locations/addresses within this boundary including 883 by-hand deliveries plus approximately 204 other deliveries to Government Departments and Agencies and Crown Corporations.	2,253

from Ottawa River to Hunt Club) Gatineau / Hull	25+ possible locations/addresses within this boundary including 1,041 by-hand deliveries plus approximately 125 other deliveries to Government Departments and Agencies and Crown Corporations.	
Urgent External Deliveries:(within the National Capital Region):	They shall be completed within one (1) hour from the time they are received in the Mail and Messenger Services Unit, or as specified by the client department. Occasionally, the operation will require urgent pick-up/delivery of bulk shipments (up to 75 boxes).	500
Note: All Internal and External Messengers perform other duties including sorting and unscheduled deliveries between scheduled runs.		

10. CONSTRAINTS

From time to time, building closures on the delivery/pick-up destinations may occur that could affect the Contractor's ability to meet levels of service. The Contractor must advise the Project Authority immediately of any unforeseen events outside of its control that would disrupt the levels of service.

11. LANGUAGE OF WORK

The work will be conducted in English or French or both English and French (bilingual). The language requirements for each resource are outlined below. Each resource must be fluent in reading, writing and speaking in the language requirements as specified below.

Functional Unit:	Resource Category	Language Requirement
Supervision	Supervisor	Bilingual
Training and Circulation	Senior Mail and Messenger Resource	Bilingual
Internal Special Mail Services	Junior Mail and Messenger Resource	English or French
Mail Sorting and Internal /Departmental Scheduled Runs	Junior Mail and Messenger Resource	English or French
Incoming Couriers and Client Services	Senior Mail and Messenger Resource	Bilingual
Mail Scanning, Opening and Inspection	Senior Mail and Messenger Resource	English or French
Coordination of Unit Operations and External Mail & Courier Processing	Coordinator	Bilingual
External/Internal Messenger Scheduled Runs	External/Internal Messengers: - 3 walkers - 2 drivers (cars) - 1 driver (mini-van)	English or French

External/Internal Messenger Special Services	External/Internal Messengers: - 1 walker - 1 driver (full-size van (cargo))	English or French
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12. TRAVEL REQUIREMENTS .

There are no travel requirements outside of the NCR in the conduct of this work.

13. APPLICABLE DOCUMENTS

- a) Under services of the Corporate Services Sector, as defined in the National Capital Act (R.S.,c.N-3.Sch.). The Act can be viewed at: <http://laws-lois.justice.gc.ca/eng/acts/N-4/page-1.html#s-2>.
- b) Canada Post rules and regulations and standards:
<http://www.canadapost.ca/tools/pg/manual/default-e.asp>
- c) Functional Unit and Personnel Category Form
- d) Procedural Forms
- e) Suggested Flow Chart

14. LOCATION OF WORK

The work site is 300 Laurier Ave. West, L'Esplanade Laurier P-3 West Tower, Ottawa, Ontario and 90 Elgin Street, Ottawa, Ontario. The alternate and/or contingency site would be at 45 Sacré-Coeur, Gatineau.

ANNEX B
BASIS OF PAYMENT

For financial evaluation purposes, the Bidder's financial proposal will be the sum of the following:

A – Contract Period

- 1.0 Regular Hourly Rates for Regular Resources**
- 1.1 Overtime Rates for Regular Resources**
- 1.2 Rates for Additional Vehicles and Drivers**

B-1 - Option Period 1

- 2.0 Regular Hourly Rates for Regular Resources**
- 2.1 Overtime Rates for Regular Resources**
- 2.2 Rates for Additional Vehicles and Drivers**

B-2 - Option Period 2

- 3.0 Regular Hourly Rates for Regular Resources**
- 3.1 Overtime Rates for Regular Resources**
- 3.2 Rates for Additional Vehicles and Drivers**

B-3 - Option Period 3

- 4.0 Regular Hourly Rates for Regular Resources**
- 4.1 Overtime Rates for Regular Resources**
- 4.2 Rates for Additional Vehicles and Drivers**

A- Contract Period (From Date of Award to One Year from Date of Award)

The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to the resulting Contract. Hours worked by each regular and additional personnel and category will be based on daily attendance report (time sheets).

1.0 Regular Hourly Rates for Regular Resources

The rates for work performed by regular personnel for regular work will be firm all-inclusive hourly rates, GST/HST excluded, as follows:

Regular hourly rates in Canadian dollars for regular hours (weekly hours based on Ontario Employment Standards.)

Functional Unit - Category	Number of Resources (A)	Estimated Regular Hours (B)	Firm All-inclusive Hourly Rate (C)	Total (in \$CDN) (D) (AxBxC=D)
Supervisor	1	2080	\$	\$
Training and Circulation – Senior Mail and Messenger Resource	1	2080	\$	\$
Internal Special Mail Services – Junior Mail and Messenger Resource*	1	2080	\$	\$

Mail Sorting and Internal/Departmental Scheduled Runs- Junior Mail and Messenger Resource	1	2080	\$	\$
Incoming Couriers and Client Services-Senior Mail and Messenger Resource	1	2080	\$	\$
Mail Scanning, Opening and Inspection – Senior Mail and Messenger Resource	1	2080	\$	\$
Coordination of Unit Operations and External Mail & Courier Processing - Coordinator	1	2080	\$	\$
External/Internal Messenger Scheduled Runs-External/Internal Messengers				
Walkers	3	2080	\$	\$
Drivers (cars)	2	2080	\$	\$
Driver (regular van)	1	2080	\$	\$
External/Internal Messenger Special Services-External/Internal Messengers*				
Walker	1	2080	\$	\$
Driver (full-size van (cargo))	1	2080	\$	\$
Sub-total 1:				\$

*If additional resources are required as per Section 7.7 of Annex A, Statement of Work, the additional resources will be paid at the rate identified for that resource category as per Annex B, Basis of Payment.

1.1 Overtime Rates for Regular Resources

Overtime will be paid in accordance with Ontario Employment Standards. Overtime rates cannot exceed 1.5 x the rate in table 1.0, Regular Hourly Rates for Regular Resources.

Functional Unit - Category	Number of Resources (A)	Estimated overtime Hours (B)	Firm All-inclusive Hourly Rate (C)	Total (in \$CDN) (D) (AxBxC=D)
Supervisor	1	4	\$	\$
Training and Circulation – Senior Mail and Messenger Resource	1	2.5	\$	\$
Internal Special Mail Services – Junior Mail and Messenger Resource*	1	2.5	\$	\$
Mail Sorting and Internal/Departmental Scheduled Runs- Junior Mail and Messenger Resource	1	2.5	\$	\$
Incoming Couriers and Client Services-Senior Mail and Messenger Resource	1	2.5	\$	\$
Mail Scanning, Opening and Inspection – Senior Mail and	1	2.5	\$	\$

Messenger Resource				
Coordination of Unit Operations and External Mail & Courier Processing - Coordinator	1	4.5	\$	\$
External/Internal Messenger Scheduled Runs-External/Internal Messengers				
Walkers	3	2.5	\$	\$
Drivers (cars)	2	0.5	\$	\$
Driver (regular van)	1	9.0	\$	\$
External/Internal Messenger Special Services-External/Internal Messengers*				
Walker	1	2.5	\$	\$
Driver (full-size van (cargo))	1	9.0	\$	\$
Sub-total 2:				\$

1.2 Rates for Additional Vehicles and Drivers

The rates for work performed by additional vehicles and drivers will be firm all-inclusive hourly rates, GST/HST excluded, as follows:

Hourly rates in Canadian dollars for regular hours (weekly hours based on Ontario Employment Standards)

VEHICLES	Number of Vehicles (A)	Estimated Regular Hours (B)	Firm All-inclusive Hourly Rate (includes vehicle and driver) (C)	Total (in \$CDN) (D) (AxBxC=D)
Full-size Van	1	31.5	\$	\$
Cube Van	1	10	\$	\$
5 Ton	1	46	\$	\$
Regular Size Van *Estimated additional Regular Vans possibly required during the Finance Canada and Treasury Board transitional moves to new facilities (90 Elgin Street)	1	1760	\$	\$
Sub-total 3:				\$
Sub-total A-Contract Period (sub-total 1 + sub-total 2 + sub-total 3) :				\$

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Option Period 1: Extended Contract Period for 4 months

2.0 Regular Hourly Rates for Regular Resources

The rates for work performed by regular personnel for regular work will be firm all-inclusive hourly rates, GST/HST excluded, as follows:

Regular hourly rates in Canadian dollars for regular hours (weekly hours based on Ontario Employment Standards.)

Functional Unit - Category	Number of Resources (A)	Estimated Regular Hours (B)	Firm All-inclusive Hourly Rate (C)	Total (in \$CDN) (D) (AxBxC=D)
Supervisor	1	693	\$	\$
Training and Circulation – Senior Mail and Messenger Resource	1	693	\$	\$
Internal Special Mail Services – Junior Mail and Messenger Resource*	1	693	\$	\$
Mail Sorting and Internal/Departmental Scheduled Runs- Junior Mail and Messenger Resource	1	693	\$	\$
Incoming Couriers and Client Services-Senior Mail and Messenger Resource	1	693	\$	\$
Mail Scanning, Opening and Inspection – Senior Mail and Messenger Resource	1	693	\$	\$
Coordination of Unit Operations and External Mail & Courier Processing - Coordinator	1	693	\$	\$
External/Internal Messenger Scheduled Runs-External/Internal Messengers				
Walkers	3	693	\$	\$
Drivers (cars)	2	693	\$	\$
Driver (regular van)	1	693	\$	\$
External/Internal Messenger Special Services-External/Internal Messengers*				
Walker	1	693	\$	\$
Driver (full-size van (cargo))	1	693	\$	\$
Sub-total 4				\$

*If additional resources are required as per Section 7.7 of Annex A, Statement of Work, the additional resources will be paid at the rate identified for that resource category as per Annex B, Basis of Payment.

2.1 Overtime Rates for Regular Resources

Overtime will be paid in accordance with Ontario Employment Standards. Overtime rates

cannot exceed 1.5 x the rate in table 1.0, Regular Hourly Rates for Regular Resources.

Functional Unit - Category	Number of Resources (A)	Estimated overtime Hours (B)	Firm All-inclusive Hourly Rate (C)	Total (in \$CDN) (D) (AxBxC=D)
Supervisor	1	4	\$	\$
Training and Circulation – Senior Mail and Messenger Resource	1	2.5	\$	\$
Internal Special Mail Services – Junior Mail and Messenger Resource*	1	2.5	\$	\$
Mail Sorting and Internal/Departmental Scheduled Runs- Junior Mail and Messenger Resource	1	2.5	\$	\$
Incoming Couriers and Client Services-Senior Mail and Messenger Resource	1	2.5	\$	\$
Mail Scanning, Opening and Inspection – Senior Mail and Messenger Resource	1	2.5	\$	\$
Coordination of Unit Operations and External Mail & Courier Processing - Coordinator	1	4.5	\$	\$
External/Internal Messenger Scheduled Runs-External/Internal Messengers				
Walkers	3	2.5	\$	\$
Drivers (cars)	2	0.5	\$	\$
Driver (regular van)	1	9.0	\$	\$
External/Internal Messenger Special Services-External/Internal Messengers*				
Walker	1	2.5	\$	\$
Driver (full-size van (cargo))	1	9.0	\$	\$
Sub-total 5				\$

2.2 Rates for Additional Vehicles and Drivers

The rates for work performed by additional vehicles and drivers will be firm all-inclusive hourly rates, GST/HST excluded, as follows:

Hourly rates in Canadian dollars for regular hours (weekly hours based on Ontario Employment Standards)

VEHICLES	Number of Vehicles (A)	Estimated Regular Hours (B)	Firm All-inclusive Hourly Rate (includes vehicle and driver) (C)	Total (in \$CDN) (D) (AxBxC=D)
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Full-size Van	1	11	\$	\$
Cube Van	1	4	\$	\$
5 Ton	1	16	\$	\$
Regular Size Van *Estimated additional Regular Vans possibly required during the Finance Canada and Treasury Board transitional moves to new facilities (90 Elgin Street)	1	300	\$	\$
Sub-total 6				\$
Sub-total B-1-Option Period 1 (sub-total 4 + sub-total 5 + sub-total 6) :				\$

B-2 Option Period 2: Extended Contract Period for 4 months

3.0 Regular Hourly Rates for Regular Resources

The rates for work performed by regular personnel for regular work will be firm all-inclusive hourly rates, GST/HST excluded, as follows:

Regular hourly rates in Canadian dollars for regular hours (weekly hours based on Ontario Employment Standards.)

Functional Unit - Category	Number of Resources (A)	Estimated Regular Hours (B)	Firm All-inclusive Hourly Rate (C)	Total (in \$CDN) (D) (AxBxC=D)
Supervisor	1	693	\$	\$
Training and Circulation – Senior Mail and Messenger Resource	1	693	\$	\$
Internal Special Mail Services – Junior Mail and Messenger Resource*	1	693	\$	\$
Mail Sorting and Internal/Departmental Scheduled Runs- Junior Mail and Messenger Resource	1	693	\$	\$
Incoming Couriers and Client Services-Senior Mail and Messenger Resource	1	693	\$	\$
Mail Scanning, Opening and Inspection – Senior Mail and Messenger Resource	1	693	\$	\$
Coordination of Unit Operations and External Mail & Courier Processing - Coordinator	1	693	\$	\$
External/Internal Messenger Scheduled Runs-External/Internal Messengers				
Walkers	3	693	\$	\$
Drivers (cars)	2	693	\$	\$

Driver (regular van)	1	693	\$	\$
External/Internal Messenger Special Services-External/Internal Messengers*				
Walker	1	693	\$	\$
Driver (full-size van (cargo))	1	693	\$	\$
Sub-total 7				\$

*If additional resources are required as per Section 7.7 of Annex A, Statement of Work, the additional resources will be paid at the rate identified for that resource category as per Annex B, Basis of Payment.

3.1 Overtime Rates for Regular Resources

Overtime will be paid in accordance with Ontario Employment Standards. Overtime rates cannot exceed 1.5 x the rate in table 1.0, Regular Hourly Rates for Regular Resources.

Functional Unit - Category	Number of Resources (A)	Estimated overtime Hours (B)	Firm All-inclusive Hourly Rate (C)	Total (in \$CDN) (D) (AxBxC=D)
Supervisor	1	4	\$	\$
Training and Circulation – Senior Mail and Messenger Resource	1	2.5	\$	\$
Internal Special Mail Services – Junior Mail and Messenger Resource*	1	2.5	\$	\$
Mail Sorting and Internal/Departmental Scheduled Runs- Junior Mail and Messenger Resource	1	2.5	\$	\$
Incoming Couriers and Client Services-Senior Mail and Messenger Resource	1	2.5	\$	\$
Mail Scanning, Opening and Inspection – Senior Mail and Messenger Resource	1	2.5	\$	\$
Coordination of Unit Operations and External Mail & Courier Processing - Coordinator	1	4.5	\$	\$
External/Internal Messenger Scheduled Runs-External/Internal Messengers				
Walkers	3	2.5	\$	\$
Drivers (cars)	2	0.5	\$	\$
Driver (regular van)	1	9.0	\$	\$
External/Internal Messenger Special Services-External/Internal Messengers*				
Walker	1	2.5	\$	\$
Driver (full-size van (cargo))	1	9.0	\$	\$
Sub-total 8				\$

3.2 Rates for Additional Vehicles and Drivers

The rates for work performed by additional vehicles and drivers will be firm all-inclusive hourly rates, GST/HST excluded, as follows:

Hourly rates in Canadian dollars for regular hours (weekly hours based on Ontario Employment Standards)

VEHICLES	Number of Vehicles (A)	Estimated Regular Hours (B)	Firm All-inclusive Hourly Rate (includes vehicle and driver) (C)	Total (in \$CDN) (D) (AxBxC=D)
Full-size Van	1	11	\$	\$
Cube Van	1	4	\$	\$
5 Ton	1	16	\$	\$
Regular Size Van *Estimated additional Regular Vans possibly required during the Finance Canada and Treasury Board transitional moves to new facilities (90 Elgin Street)	1	300	\$	\$
Sub-total 9				\$
Sub-total B-2-Option Period 2 (sub-total 7 + sub-total 8 + sub-total 9) :				\$

B-3 Option Period 3: Extended Contract Period for 4 months

4.0 Regular Hourly Rates for Regular Resources

The rates for work performed by regular personnel for regular work will be firm all-inclusive hourly rates, GST/HST excluded, as follows:

Regular hourly rates in Canadian dollars for regular hours (weekly hours based on Ontario Employment Standards.)

Functional Unit - Category	Number of Resources (A)	Estimated Regular Hours (B)	Firm All-inclusive Hourly Rate (C)	Total (in \$CDN) (D) (AxBxC=D)
Supervisor	1	693	\$	\$
Training and Circulation – Senior Mail and Messenger Resource	1	693	\$	\$
Internal Special Mail Services – Junior Mail and Messenger Resource*	1	693	\$	\$
Mail Sorting and Internal/Departmental	1	693	\$	\$

Scheduled Runs- Junior Mail and Messenger Resource				
Incoming Couriers and Client Services-Senior Mail and Messenger Resource	1	693	\$	\$
Mail Scanning, Opening and Inspection – Senior Mail and Messenger Resource	1	693	\$	\$
Coordination of Unit Operations and External Mail & Courier Processing - Coordinator	1	693	\$	\$
External/Internal Messenger Scheduled Runs-External/Internal Messengers				
Walkers	3	693	\$	\$
Drivers (cars)	2	693	\$	\$
Driver (regular van)	1	693	\$	\$
External/Internal Messenger Special Services-External/Internal Messengers*				
Walker	1	693	\$	\$
Driver (full-size van (cargo))	1	693	\$	\$
Sub-total 10				\$

*If additional resources are required as per Section 7.7 of Annex A, Statement of Work, the additional resources will be paid at the rate identified for that resource category as per Annex B, Basis of Payment.

4.1 Overtime Rates for Regular Resources

Overtime will be paid in accordance with Ontario Employment Standards. Overtime rates cannot exceed 1.5 x the rate in table 1.0, Regular Hourly Rates for Regular Resources.

Functional Unit - Category	Number of Resources (A)	Estimated overtime Hours (B)	Firm All-inclusive Hourly Rate (C)	Total (in \$CDN) (D) (AxBxC=D)
Supervisor	1	4	\$	\$
Training and Circulation – Senior Mail and Messenger Resource	1	2.5	\$	\$
Internal Special Mail Services – Junior Mail and Messenger Resource*	1	2.5	\$	\$
Mail Sorting and Internal/Departmental Scheduled Runs- Junior Mail and Messenger Resource	1	2.5	\$	\$
Incoming Couriers and Client Services-Senior Mail and Messenger Resource	1	2.5	\$	\$
Mail Scanning, Opening and Inspection – Senior Mail and Messenger Resource	1	2.5	\$	\$

Coordination of Unit Operations and External Mail & Courier Processing - Coordinator	1	4.5	\$	\$
External/Internal Messenger Scheduled Runs-External/Internal Messengers				
Walkers	3	2.5	\$	\$
Drivers (cars)	2	0.5	\$	\$
Driver (regular van)	1	9.0	\$	\$
External/Internal Messenger Special Services-External/Internal Messengers*				
Walker	1	2.5	\$	\$
Driver (full-size van (cargo))	1	9.0	\$	\$
Sub-total 11				\$

4.2 Rates for Additional Vehicles and Drivers

The rates for work performed by additional vehicles and drivers will be firm all-inclusive hourly rates, GST/HST excluded, as follows:

Hourly rates in Canadian dollars for regular hours (weekly hours based on Ontario Employment Standards)

VEHICLES	Number of Vehicles (A)	Estimated Regular Hours (B)	Firm All-inclusive Hourly Rate (includes vehicle and driver) (C)	Total (in \$CDN) (D) (AxBxC=D)
Full-size Van	1	11	\$	\$
Cube Van	1	4	\$	\$
5 Ton	1	16	\$	\$
Regular Size Van *Estimated additional Regular Vans possibly required during the Finance Canada and Treasury Board transitional moves to new facilities (90 Elgin Street)	1	300	\$	\$
Sub-total 12				\$
Sub-total B-3-Option Period 3 (sub-total 10 + sub-total 11 + sub-total 12) :				

5. Calculation of Total Evaluation Price

The total evaluation price will be calculated as follows: The sum of A – Contract Period + the sum of B-1 - Option Period 1 + the sum of B-2 - Option Period 2 + the sum of B-3 - Option Period 3.

Period	Total (in \$CDN)
Sub-total - A – Contract Period	\$
Sub-total – B-1 Option Period 1	\$
Sub-total – B-2 Option Period 2	\$

Sub-total – B-3 Option Period 3	\$
EVALUATED PRICE (GST/HST excluded): (i.e., sum of: Sub-total - A – Contract Period + Sub-total – B-1 Option Period 1 + Sub-total – B-2 Option Period 2 + Sub-total – B-3 Option Period 3)	\$
GST or HST Insert GST or HST amount, as applicable:	GST : \$ HST : \$
Total	\$

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

13-0070



Contract Number / Numéro du contrat

24062-14-162

Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <small>(Specify the level of access using the chart in Question 7. c.) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)</small>		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with HRSDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)