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Bid Receiving Public Works and Government
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publics et Services gouvernementaux Canada
Pacific Region

401 - 1230 Government Street

Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada -
Pacific Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet ELECTRONIC FABRICATION		
Solicitation No. - N° de l'invitation 31034-130539/A		Date 2014-02-12
Client Reference No. - N° de référence du client 31034-130539		Amendment No. - N° modif. 001
File No. - N° de dossier VIC-3-36167 (250)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-250-6424		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2014-01-29
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-19		Time Zone Fuseau horaire Pacific Standard Time PST
Address Enquiries to: - Adresser toutes questions à: Sole, Mike		Buyer Id - Id de l'acheteur vic250
Telephone No. - N° de téléphone (250) 363-8444 ()		FAX No. - N° de FAX (250) 363-3344
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: NATIONAL RESEARCH COUNCIL CANADA 717 WHITE LAKE ROAD KALEDEN BRITISH COLUMBIA V0H 1K0 CANADA		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Amendment # 001

This amendment # 001 is for the purpose of correcting the identification of the type of Standing Offer from National Master Standing Offer (NMSO) to Departmental Individual Standing Offer (DISO) for the exclusive use of the National Research Council of Canada in British Columbia as per the requirement, and the modifications below.

Under Annex A - Requirement**2.2 ESTIMATED SERVICES REQUIRED****DELETE: In its entirety**

INSERT: An estimated 600 hours per year. Actual number of hours required shall be determined as per Call-up(s) issued under the Standing Offer.

Under Annex "B"**APPENDIX 1 – FINANCIAL PROPOSAL****DELETE: in its entirety****INSERT:**

The table below **MUST** be completed and returned with your bid to be deemed responsive.

	PERIOD OF SERVICE	Estimated hours	Firm All *Inclusive Hourly rate	Extension CAD\$
1.	YEAR 1 , Est: Standing Offer Award to March 31 2015 The contractor quotes the price to provide the service for this period of the Standing Offer.	Approx 600 hours	\$_____	\$_____
2.	Option YEAR 2 , (if exercised) Est: April 01 2015 to March 31 2016 The contractor quotes the price to provide the service for this Year of the contract.	Approx 600 hours	\$_____	\$_____
3.	TOTAL QUOTED PRICE = (1. + 2..) MUST NOT EXCEED CAD \$70,000.00 (GST/HST excluded) OR BID DEEMED NON-RESPONSIVE			\$_____

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

2. Summary

The Next Generation Solar Flux Monitor (NGSFM) is a joint project by the National Research Council, Natural Resources Canada and the Canadian Space Agency to develop and implement a new solar monitoring instrument for scientific and space weather applications as per Annex A.

The work shall be provided on-site at the National Research Council of Canada – Dominion Radio Astrophysical Observatory, (DRAO) Penticton BC

An overview of the work required includes the following:

Construction and testing of radio frequency systems working up to frequencies of 12 GHz; assemble and test rigid, semi-rigid and flexible coaxial cables with connectors that are stable, reliable and deliver appropriate transmission and return losses and band flatness from 1.4 to 12 GHz.

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers 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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES (☐) **NO** (☐)

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES (☐) **NO** (☐)

If so, the Offeror must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (3 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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.htm)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.htm>). To assist Canada in reaching its objectives, offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment"). The total amount of Applicable Taxes must be shown separately.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Annex "A" - Appendix 1

1.1.2 Point Rated Technical Criteria

Refer to Annex "A" - Appendix 1

1.2 Financial Evaluation

Refer to Annex "B" - Appendix 1

1.2.1 Firm Rates

M0019T Firm Price and/or Rates (2007-05-25)

2. Basis of Selection

2.1 Basis of Selection - Lowest Price Per Point

1. To be declared responsive, an offer must:

- (a) comply with all the requirements of the Request for Standing Offers;
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 126 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 180 points.

2. Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.

Solicitation No. - N° de l'invitation
31034-130539/A
Client Ref. No. - N° de réf. du client
31034-130539

Amd. No. - N° de la modif.
001
File No. - N° du dossier
VIC-3-36167

Buyer ID - Id de l'acheteur
vic250
CCC No./N° CCC - FMS No/ N° VME

Example of Basis of Selection - Lowest Price per Point Calculation:

OFFERED Price ÷ EVALUATED Technical points = Price per point

The bid with the lowest price per point total score will be recommended for award of contract.

- *In this example scenario a maximum budget has been stipulated at \$135,000, and a minimum 70% technical evaluation is required to be compliant.*

BIDDER A	BIDDER B	BIDDER C	BIDDER D
Tech: 118/180 points	Tech: 150/180 Points	Tech: 135/180 Points	
Price: \$98,000 Non compliant. Not used in calculation as bid did not meet minimum technical score	Price: \$ 125,000 Price ÷ Points	Price: \$110,000 Price ÷ Points	Price: \$ 170,000 Non compliant. Not used in calculation as bid exceeded budget of \$135,000
Non Compliant	Total: \$ 833.33	Total: \$814.81	Non Compliant

Bidder A

The total offered price is \$98,000 and is within stipulated maximum budget.

Bidder meets all mandatory technical criteria and obtains technical score of 118/180 points. This does NOT meet the minimum 70% score required (118 / 180 points).

Therefore the bid is non-compliant, no further evaluation will take place.

Bidder B

The total offered price is \$125,000.00 and is within stipulated maximum budget.

Bidder meets all mandatory technical criteria and obtains a technical score of 150/180 points, which meets the minimum 70% score required.

Offered price is \$125,000.00 ÷ 150 technical points = total price per point = **\$833.33**

Bidder C

The total offered price is \$110,000.00 and is within stipulated maximum budget.

Bidder meets all mandatory technical criteria in and obtains a technical score of 135/180 points, which meets the minimum 70% score required.

Offered Price is \$110,000.00 ÷ 135 technical points = total price per point = **\$814.81**

Bidder D

The total offered price is \$170,000.00. This exceeds the stipulated budget limitation of \$135,000.

Therefore the bid is non-compliant, no further evaluation will take place.

- ***In this example scenario above, Bidder C would be recommended for contract award with the lowest evaluated price per point.***

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

1. **Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

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

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 **Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. **Additional Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a

time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.2 Status and Availability of Resources

M3020T Status and Availability of Resources (2010-01-11)

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. **At the Request for Standing Offers closing date**, the following conditions must be met:

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

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

2. Financial Capability

Not applicable to this requirement.

3. Insurance Requirements

G1005C Insurance (2008-05-12)

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

2. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE #31034-13-0539

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Director-ate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor 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).

3. Standard Clauses and Conditions

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

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issue to March 31, 2015

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mike Sole
Title: Supply Specialist
Public Works and Government Services Canada
Pacific Region Acquisitions, Victoria

Address: 401-1230 Government St
Victoria, BC V8W3X4

Telephone: 250-363-8444

Facsimile: 250-363-0395

E-mail address: mike.sole@pwgsc-tpsgc.gc.ca

(Contact info for enquiries only. Bids must be sent to the address indicated on the cover page of the document.)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Suppliers must complete table below and submit with their bid.

Contact for:	Name	Telephone	Email
Contracting Issues			
Technical Issues			
Invoicing Issues			

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
National Research Council of Canada, Dominion Radio Astrophysical Observatory (DRAO)
Penticton, BC.

8. Call-up Procedures

The Identified User will provide the Offeror with a statement of the work required and the Offeror, within 3 business days, must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$70,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity)_____ ;
- e) Annex A, Statement of Work ;
- f) Annex B, Basis of Payment ;
- g) Annex C, Security Requirements Check List;

- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____"*) and *insert date(s) of clarification(s) or amendment(s) if applicable*).

13. Certifications

13.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13.2 SACC Manual Clauses

M3020C Status and Availability of Resources (2010-01-11)

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

1.1 Specific Persons

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:_____ (insert name(s) of person(s)).

1.2 SACC Manual Clauses

A7017C Replacement of Specific Individuals (2008-05-12)

2. Standard Clauses and Conditions**2.1 General Conditions**

2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15) Interest on Overdue Accounts, of 2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract**3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment**5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$ _____ per hour (insert the amount at contract award).

Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

5.2 SACC Manual Clauses

C0711C (2008-05-12) Time Verification

H1000C (2008-05-12) Single Payment

5.3 Payment by Credit Card

(The standing offer authority must complete one of the clauses if the offeror has accepted payment by credit card(s) {Visa, Master Card} as specified by the offeror under Part 3 of the request for standing offers.)

(Use this clause if only one credit card is accepted)

The following credit card is accepted: _____.

OR

(Use this clause if more than one credit card are accepted)

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

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

Each invoice must be supported by:

(a) a copy of time sheets to support the time claimed;

2. Invoices must be distributed as follows:

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

7. Insurance

G1005C (2008-05-12) Insurance

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ANNEX "A" REQUIREMENT

1.0 BACKGROUND

The Next Generation Solar Flux Monitor (NGSFM) is a joint project by the National Research Council, Natural Resources Canada and the Canadian Space Agency to develop and implement a new solar monitoring instrument for scientific and space weather applications.

2.0 REQUIREMENT

As per a Call-Up against a Standing Offer, The contractor shall provide technical support including the fabrication and testing of various electronic components used in the construction of the (NGSFM).

2.1 TASKS AND RESPONSIBILITIES OF THE CONTRACTOR

The work shall be provided on-site at the National Research Council of Canada – Dominion Radio Astrophysical Observatory, (DRAO) Penticton BC

An overview of the work required includes the following:

Construction and testing of radio frequency systems working up to frequencies of 12 GHz; assemble and test rigid, semi-rigid and flexible coaxial cables with connectors that are stable, reliable and deliver appropriate transmission and return losses and band flatness from 1.4 to 12 GHz.

The contractor shall be required to use best practices and safe operation of NRC's standard electronic construction tools and workshop tools such as metal benders, guillotines and drill presses; standard bench-top test equipment, including oscilloscopes, test meters, signal generators and network analyzers.

Provide testing services and technical reports/ data which support NRC quality processes. NRC requires that the equipment produced, will be constructed to a high quality and expected to function with minimal attention for at least five years; Essential elements in this are high-quality soldering, wiring and solid construction.

Provide feedback to the NRC Technical Authority of difficulties encountered in the course of the work, (i.e. identify problems/issues that may arise during use of NRC equipment and processes) and provide recommendation for improvements/technical solutions.

Provide monthly invoice and a brief status report.

Note: Situation of Work: The work will involve a certain amount of working on ladders or platforms up to 10 metres above the ground (with the aid of appropriate required safety equipment).

2.2 ESTIMATED SERVICES REQUIRED

An estimated 1000 hours per year.

2.3 QUALIFICATIONS AND EXPERIENCE

For the required technical capabilities, Refer to point rated qualifications as listed in Annex A - Appendix 1 – TECHNICAL EVALUATION MATRIX. (Min 70% pass mark)

2.4 WORKING LANGUAGE

The Contractor must be fluent in oral and written English.

Annex A - Appendix 1 Technical Evaluation

INSTRUCTIONS FOR COMPLETING TECHNICAL PROPOSAL

This subsection must identify technical and/or scientific and management expertise and state their specific qualifications for the work involved. Detailed résumés are to be included in the bid documentation.

The following information shall be used to confirm the bidder's capability.

- a) A Letter of Reference(s) confirming record of employment and relevant expertise.
- b) Any other Bid appendices deemed appropriate by the Bidder
- c) CV / RESUME for all proposed resources must be included with your proposal.

INSTRUCTIONS FOR COMPLETING APPENDIX "1" Technical Specifications Requirement Matrix -

Your proposal **must address each item** and also be compliant, or your proposal will be deemed non-responsive and no further consideration of the proposal will be given.

If there is insufficient space in the table, assign an SIR# (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal .

NOTE: When no published documentation currently available, (or applicable), Indicate the acronym CSP , (for : " Certified by Signature on our Proposal") .

ANNEX "A" APPENDIX - 1: RATED TECHNICAL EVALUATION MATRIX

Item #	Description	MAX # of points)	Bidder's Comments CSP or SRI #
1	OFFERER'S EDUCATION/ACADEMIC CERTIFICATION(S) AND RELEVANT TRAINING: Graduate of electronics technology course at a recognized technical college, and evidence of relevant training.	30	
2	OFFERER'S EXPERIENCE: A <u>minimum</u> of three years experience in electronic construction and testing, including radio-frequency electronics operating up to 12 GHz.	60	
3	SPECIFIC SKILLS: RELATIVE IMPORTANCES NOTE: To obtain points in this section, <u>your proposal must be supported by letter(s) of reference</u>, which clearly demonstrate the skills defined below. Your proposal may also include a narrative of the types of previous projects; or documentation and brochures which provide examples of expertise offered. Scores range form 0 to 10 pts per item depending on the level of detail provided. <ul style="list-style-type: none"> Electronics construction and test on Bench = 10pts Assembly of radio frequency components operating at frequencies up to 12 GHz into subsystems and systems = 10pts Proper construction and evaluation of rigid, semi-rigid and flexible cables operating at frequencies of up to 12 GHz. = 10pts Assembly of single-board computers into systems and subsystems = 10pts 1 Familiarity with the Linux computer operating system = 10pts Familiarity with the C programming language = 10pts Familiarity with use of hand and small bench tools in the construction of electronics and associated packaging = 10pts 	90	

	<ul style="list-style-type: none"> Experience with oscilloscopes, signal generators, spectrum analyzers, network analyzers, meters and other standard test equipment. = 10pts Use of Personal Computers with applications like Word and Excel for analysis of test data which demonstrate ability to produce documentation of the equipment constructed and test results obtained = 10pts 		
	TOTAL SCORE (Minimum 70% Pass mark = 126 /180 points)	180	

EXAMPLE:

ITEM	SPECIFICATION	BIDDER'S RESPONSE	Bidder's Comments CSP or SRI # (see above)
XX	Provide clean room inspection services that meet the MIL-STD-1686 static control standard.	I have provided this level of expertise as per the attached recognized training from the manufacturer of XY ZClean rooms inc.	CSP
XY	<p>Bidders must have a minimum of 5 years assembly expertise in a production environment. Your proposal must demonstrate relevant expertise, with respect to the following:</p> <ul style="list-style-type: none"> ·electrostatic discharge ·use of microscopes and precision assembly techniques involving miniature and micro-scale components. ·clean room protocols ·working with extremely tight tolerances ·robust quality assurance and production management 	I have 14 years of expertise in this field, and have included my letter of reference and Resume. Please see some of the attachments in my proposal which includes brochures of the type of products inspected and also are some examples of reports I have produced for clients.	For additional details refer to SIR # 01, in our proposal

EXAMPLE

SIR# 01 - ITEM: XY

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Since 1998, our company has provided assembly work for a manufacturer which produces flight simulator equipment, which incorporates a variety of electronic and mechanical components. We have multiple clean room facilities and regularly have these inspected to ensure optimum conditions. The clean room facility we will make available, is a model XXY, which is manufactured by the ABC Equipment Company. We will use a model C Z microscope and have individuals with at least 5 years of expertise each, who can work with extremely small components. Please refer to the brochure which shows some of the work we have done for clients. We have a robust quality assurance program and a low dnr rate of .06%. Our quality and timeliness, is critical element in the supply chain of a large international client. Should the need arise, we have the capacity to increase our output and meet our clients timeframes. We consult with the client throughout all phases of the work and will bring forth ideas which may achieve more efficient approaches to the benefit of our customer.

ANNEX "B" Basis of Payment

The Bidder must submit a total quoted lot price for the Work that does not exceed \$CAD 70,000.00, GST/HST excluded. Refer to the Appendix 1 table below –

The **firm hourly rate** shall be all-inclusive for the performance of work ON SITE at the facility and includes, but is not limited to, the following costs:

All-inclusive labour rate to perform the work, including all overhead such as; pension contributions, benefits, professional dues, unemployment insurance, workers compensation, transportation to work site, etc.

ANNEX "B" - APPENDIX 1 – FINANCIAL PROPOSAL

The table below **MUST** be completed and returned with your bid to be deemed responsive.

	PERIOD OF SERVICE	Estimated hours	Firm All *Inclusive Hourly rate	Extension CAD\$
1.	YEAR 1 , Est: Standing Offer Award to March 31 2015 The contractor quotes the price to provide the service for this period of the Standing Offer.	Approx 1000 hours	\$_____	\$_____
2.	Option YEAR 2 , (if exercised) Est: April 01 2015 to March 31 2016 The contractor quotes the price to provide the service for this Year of the contract.	Approx 1000 hours	\$_____	\$_____
3.	TOTAL QUOTED PRICE = (1. + 2..) MUST NOT EXCEED CAD \$70,000.00 (GST/HST excluded) OR BID DEEMED NON-RESPONSIVE			\$_____

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ANNEX "D"

REPORTING REQUIREMENTS: Standing Offer number 31034-130539/001/VIC

Reporting period dates: _____ to _____, _____
Month Month Year

Date of call-up	Call-up number	\$ Value of Call-up

Total number of call-ups for reporting period	
Total value of call-ups for reporting period (GST/HST included)	

Offeror Name (printed)

Offeror's Representative Name (print)

Signature

Date