

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

\*\*\*\*\*  
THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.  
\*\*\*\*\*

<b>Title - Sujet</b> ARCTIC CAMP COOK		
<b>Solicitation No. - N° de l'invitation</b> W7707-135668/A	<b>Date</b> 2014-04-30	
<b>Client Reference No. - N° de référence du client</b> W7707-13-5668		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-208-9255		
<b>File No. - N° de dossier</b> HAL-2-69395 (208)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-05-15</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> LeBlanc, JoAnne		<b>Buyer Id - Id de l'acheteur</b> hal208
<b>Telephone No. - N° de téléphone</b> (902) 496-5010 ( )		<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE DRDC ATLANTIC 9 GROVE STREET DARTMOUTH NOVA SCOTIA B3A 3C5 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

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

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**TITLE: Arctic Camp Cooking Services for Northern Watch Technology Demonstration Project****PART 1 - GENERAL INFORMATION****1. Security Requirement****1.1 At the date of bid closing, the following conditions must be met:**

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - 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;

**1.2** For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

**2. Requirement**

The work shall be performed in accordance with Annex "A" attached.

**3. Debriefings**

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

**PART 2 - BIDDER INSTRUCTIONS****1. Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

## 2. Submission of Bids

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

## 3. Former Public Servant (to be completed by Supplier)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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.

### **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 (1 copy)

**Section II:** Financial Bid (1 copy)

**Section III:** Certifications (1 copy) **Bidder must submit the certifications required under Part 5.**

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

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**Section III: Certifications**

**Bidders must submit the certifications required under Part 5.**

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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

The Mandatory Technical Criteria is included in Annex "C", included herein.

##### **1.1.2 Point Rated Technical Criteria**

The Point Rated Technical Criteria is included in Annex "C", included herein.

#### **1.2 Financial Evaluation**

##### **SACC Manual Clause A210T - Maximum Funding**

The maximum funding available for the Contract resulting from the bid solicitation is \$30,000.00 (applicable taxes are extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

## 2. Basis of Selection - Highest Point Rated within Budget

1. To be considered responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all the mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 90 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 1. Certifications Required Precedent to Contract Award

#### 1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

### 1.3 Canadian Content Certification

1. *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition
2. *SACC Manual* clause A3065T (2010-01-11) Canadian Content Certification

**This procurement is conditionally limited to Canadian services.**

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

**The Bidder certifies that:**

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### PART 6 - RESULTING CONTRACT CLAUSES

#### 1. Security Requirement

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

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

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

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

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

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

#### 2. Requirement

The contractor must perform the work in accordance with the Statement of Requirement at Annex "A".



### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

2010C (2014-03-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

##### Time Schedule - 2014 Field Trial Milestones

Award of Contract	May 2014
Submission of Food Order to DRDC	June 1, 2014
Charter flight (Ottawa to Resolute)	July 20, 2014
Cook in Camp	July 23 - August 20, 2014
Field Trial	July 20 - August 20, 2014
Submission of Replenishment Food Order	August 7, 2014

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

JoAnne LeBlanc  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
1713 Bedford Row  
Halifax, Nova Scotia B3J 3C9  
Telephone: 902-496-5010  
Facsimile: 902-496-5016  
Email: JoAnne.LeBlanc3@pwgsc.gc.ca

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

#### 5.2 Project Authority

The Project Authority for the Contract is: Will be completed upon contract award.

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

### 5.3 Contractor's Representative (to be completed by supplier)

Contractor Contact Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Procurement Business Number: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

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

## 7. Payment

### 7.1 Basis of Payment

**Will be determined based on the supplier's financial bid response.**

It is requested that separate rates be provided by the supplier, defined as follows:

- One rate for "working" days (while providing contract services)
- One rate for "stand-by" days (while waiting for weather or logistics, for example in Resolute).

### 7.2 Limitation of Expenditure

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

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.

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.

### **7.3 Method of Payment - Monthly Payment**

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

## **8. 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.

2. Invoices must be distributed as follows:

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

## **9. Certifications**

### **9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

### **9.2 SACC Manual Clauses**

*SACC Manual* Clause A3060C (2008-05-12) - Canadian Content Certification

## **10. Applicable Laws**

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

## **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 2010C (2014-03-01), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's bid dated \_\_\_\_\_.

Solicitation No. - N° de l'invitation

W7707-135668/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69395

Buyer ID - Id de l'acheteur

hal208

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

W7707-13-5668

CCC No./N° CCC - FMS No/ N° VME

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## **12. Defence Contract**

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

## **ANNEX A** **STATEMENT OF WORK**

### **Title: Arctic Camp Cooking Services for Northern Watch Technology Demonstration Project**

#### **Requirement**

Under the Northern Watch Technology Demonstration Project (TDP), DRDC Atlantic will be conducting a trial at an Arctic field camp located on Gascoyne Inlet, on the south west corner of Devon Island, Nunavut.

The requirement of this contract is to provide cooking services for the Arctic camp during the field trial. The requirement is for a Senior Cook, with experience preparing nutritious meals in a camp environment, managing a camp kitchen, developing menus and providing food order lists. The requirement is for the 2014 field trial season.

DRDC is responsible for purchasing food orders and arranging transport of food orders to the camp.

Detailed requirements are provided in the Statement of Work in Appendix A.

#### **Security:**

There is a security clearance requirement associated with this requirement. Please refer to the Security Requirements Check List - Annex B, attached herein.

#### **Non-Disclosure**

All work carried out by the contractor with respect to this proposed contract will remain the property of Her Majesty. All reports, documentation, and extensions thereto shall be the property of Her Majesty and the contractor shall not divulge, disseminate, or reproduce such reports and/or documentation to any other person without prior written permission of Her Majesty.

#### **Time Schedule**

##### **2014 Field Trial Milestones**

Award of Contract	May 2014
Submission of Food Order to DRDC	June 1, 2014
Charter flight (Ottawa to Resolute)	July 20, 2014
Senior Cook in Camp	July 23 - August 20, 2014
Field Trial	July 20 - August 20, 2014
Submission of Replenishment Food Order	August 7, 2014

#### **Early Termination of Field Trial and Contract Cooking Services**

The 2014 DRDC Field Trail is dependent upon weather and sea ice conditions suitable for working on the water in the general vicinity of the camp. DRDC Trial staff will be evaluating conditions on 30 July and again on 6 August to determine the impact on the trial program. If the trail program is cut short, it will end with camp closing on 10 August. In the event that the Trial is terminated on 10 August, the cooking contract will be paid at 75% of its full term value.

**Deliverables**

In addition to the return of all non-expended items (equipment, software, books, etc.) acquired by the contractor in support of this requirement and claimed for against the contract, the deliverables shall be:

- Food Order List
- Replenishment Food Order List(s) as required
- Inventory of Food at mid point and end of trial
- End of trip report on state of kitchen and food storage equipment and facilities (Kitchen report), and listing any deficiencies and/or changes required

Note: food orders will be purchased by DRDC.

**Reports**

Kitchen Report: The senior cook is required to provide a report on the status and continued usability of kitchen tools, appliances, and facilities to the Camp Manager within 30 days of completion of the Field Trial. The report will identify any health issues, noted deficiencies, required and/or recommended maintenance and recommendations for improvement. Kitchen tools include cooking utensils, portable appliances and tableware. Appliances include fridges, stoves, freezers, tables, sinks, storage shelving/drawers, pantries or other food storage or preparation facilities.

*Other reporting requirements are listed under deliverables.*

**Financial Limitations**

FY 14/15 (April 1, 2014 - March 31, 2015) \$30,000.00 (applicable taxes extra)

**Travel and Living**

The Contractor will be required to travel to the field camp as part of the contract.

The Contractor is responsible for arranging travel to/from Resolute, Nunavut. In Resolute, accommodations and meals will be arranged by DRDC Atlantic, through Polar Continental Shelf Project (PCSP). Transportation from Resolute to the Field Camp will be arranged by DRDC Atlantic, through PCSP. Accommodation in the field camp will be provided by DRDC Atlantic.

DRDC Atlantic will typically arrange a Charter Flight from Ottawa, Ontario to Resolute near the start of each Field Trial. If space is available, the contractor may travel to Resolute on this flight.

For the 2014 Field Trial the Charter flight will be leaving Ottawa for Resolute, around 21 July 2014. Space for the Senior Cook will be available on this flight.

**Contractor Personnel**

All contractor personnel shall be named in the contract. All proposed changes in contractor personnel shall be addressed by the contractor to Public Works and Government Services Canada who in turn will request DRDC Atlantic's approval.

**Government Furnished Equipment (GFE)**

DRDC will provide the Field Camp facilities. DRDC will provide accommodations for the Contractors and kitchen facilities and equipment (including appliances, cookware, utensils and consumables) for use by the Contractor.

**Contractor is responsible for all personal gear and clothing required for the Arctic Field Camp. This includes: cold and/or wet weather outerwear, footwear, sleeping bags, toiletries and other items for personal use.**

**DRDC Atlantic Support, Facilities and Responsibilities**

DRDC Atlantic is responsible for the field camp, including management, safety and infrastructure. DRDC Atlantic will provide accommodations for the contractor and kitchen facilities at the camp. The accommodations in the camp are, typically, shared sleeping quarters (separate male and female areas) with cots & mattresses and shared wash facilities with private wash and toilet areas. The kitchen will be equipped with all appliances, cookware, utensils and consumables required.

DRDC Atlantic is responsible for the fuel required to operate the kitchen.

DRDC Atlantic is responsible for purchasing and transporting food orders into the camp.

DRDC Atlantic is responsible for arranging flights between Resolute and the camp for the contractor. Travel to the camp will be on small aircraft.

DRDC Atlantic is responsible for arranging accommodations for the contractor in Resolute.

DRDC Atlantic is **NOT** responsible for arranging flights to Resolute for the contractor. Although, as described under travel and living, there may be an opportunity for the contractor to fly to Resolute on the DRDC arranged charter at the start of the Field Trial (this will be worked out between the contractor and DRDC during the planning phase for the Field Trial).

**Control Procedures**

Inspection shall be by and to the satisfaction of the Director General, Defence R&D Canada - Atlantic. The work shall be deemed 100% complete upon receipt and approval of all deliverables.

**Available Documentation**

Prior to or at the start of the Field Trial the contractor will be provided a copy of the Safety Plan as well as a Site Orientation and any site specific safety guidelines/training required for the camp.

## **Appendix A: Statement of Work**

### **Scope:**

Under the Northern Watch Technology Demonstration Project (TDP), DRDC Atlantic will be conducting a number of trials at an Arctic field camp located on Gascoyne Inlet, on the south west corner of Devon Island, Nunavut.

The requirement of this contract is to provide cooking services for the Arctic camp during the field trials. The requirement is for a Senior Cook, with experience preparing nutritious meals in a camp environment, managing a camp kitchen, developing menus and providing food order lists. The requirement is for the 2014 field trial season.

### **Background**

DRDC Atlantic is conducting an Arctic field trial to advance the research project Northern Watch. The aim of the project is to identify and characterize combinations of sensors and systems to develop a cost effective Recognized Maritime Picture of the Canadian Arctic. This contract will provide cooking support to the field camp that will be used by the science team when conducting a trial on the sensors and systems mentioned above.

### **Requirement**

The requirement of this contract is to provide cooking support services for the Arctic camp during the field trial.

The requirement is for a Senior Cook, capable of making nutritious meals in a camp environment, managing a camp kitchen, developing menus and providing food order lists.

The requirement is for the 2014 field trial season.

### **Field Camp:**

- Personnel onsite ranges from 6 to 40 people. The contractor will be given regular updates and forecasts on the number of people in camp so that they are able to manage meals and food supplies.
- The standard work day is 12 hours. Three meals a day will be prepared (breakfast, lunch and dinner). Snacks will be available throughout the day. Bagged lunches may be required for those working offsite for the day.
- Field Trial dates are approximate and are subject to change based on weather and flight availability.

### **Senior Cook Responsibilities:**

- Determining the menu for each field trial
- Preparing food order lists for each field trial (initial list and replenishment orders as required)
- Preparing three nutritious and delicious meals a day (breakfast, lunch and dinner) for groups of 6-40 people
- Preparing bagged lunches, as required, for personnel working offsite for the day
- Ensuring safe food handling and storage
- Managing food supplies and identifying resupply requirements to DRDC camp manager
- Maintaining clean kitchen and food storage areas, including appliances, dishes and managing kitchen waste (waste disposal will be coordinated by DRDC camp manager)
- Prepare a final inventory of kitchen equipment and supplies upon completion of camp work
- Clean and pack kitchen equipment, as required, upon completion of camp work



**Mandatory Criteria:**

Bidders must provide resume that clearly states that they meet the mandatory criteria and must provide references from at least their 3 most recent relevant jobs. They must also provide the following:

- Must have Minimum 2 years' experience working in remote field camps as a cook.
- Must have knowledge of safe food handling, preferably with a recognized training course on food handling and safety (e.g. provincial food handler certificate or equivalent)
- Must provide proof of a current Standard First Aid Certificate valid for the length of the contract.
- Must be medically fit for safe food handling and working in remote field camp environment, as proven by physician certificate (or letter) dated on or after January 01 2014.

Solicitation No. - N° de l'invitation

W7707-135668/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal208

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

W7707-13-5668

File No. - N° du dossier

HAL-2-69395

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "B"**

**SECURITY REQUIREMENTS CHECK LIST**

**(SEE ATTACHED HEREIN)**

## **ANNEX "C"**

### **EVALUATION CRITERIA**

#### **Selection Methodology**

The selection methodology will be based on the highest responsive combined rating of technical merit and price, 40% Price/60% Technical.

#### **Mandatory Criteria:**

Bidders must provide resume that clearly states that they meet the mandatory criteria and must provide references from at least their 3 most recent relevant jobs.

- Must have Minimum 2 years' experience working in remote field camps as a cook.
- Must have knowledge of safe food handling, preferably with a recognized training course on food handling and safety (e.g. provincial food handler certificate)
- Must provide proof of a current Standard First Aid Certificate valid for the length of the contract.
- Must be medically fit for safe food handling and working in remote field camp environment, as proven by physician certificate (or letter) dated on or after January 01 2014.

#### **Point rated criteria**

Bidders are **strongly encouraged** to address in sufficient depth in their resumes these **POINT RATED CRITERIA** (maximum points 90 points)

Requirement	Rating Criteria			Score
	<b>A Large Group</b>	<b>B Moderate Group</b>	<b>C With Supervision</b>	
<b>Prepare meals for large groups in a field camp.</b>  Scoring may consist of scores in each criteria (e.g. – one job in column A, one job in column B, etc).  Only the three relevant most recent jobs will be rated	Prepare multiple meals per day for 40 or more people, over a 30 day or longer period without supervision.  Score 10 points for each job	Prepare multiple meals per day for 15 to 39 people , over a 30 day or longer period without supervision  Score 7 points for each job	Prepare multiple meals per day for 20 people , over a 30 day or longer period with supervision of a senior cook.  Score 5 points for each job.	
<b>Plan menus</b>  Score for each job stated in the cook's resume to a maximum of the three relevant most recent jobs.  Only the three most recent jobs will be rated	Plan non-cyclical menus for three meals per day for a 4 week period.  Score 10 points per job	Plan weekly rotational menus for three meals per day, with minor variations, over a 4 week period.  Score 7 points per job	Assist in planning menus for a multi week job.  Score 3 points per job	

<b>Prepare food orders</b>  Duration concerns number of weeks without resupply. Score for each job stated in the cook's resume to a maximum of the three relevant most recent jobs.  Only the three most recent jobs will be rated	Prepare a food order for food and cooking supplies to last 40 or more people 4 weeks, or more, in an isolated field camp.  Score 10 points per job	Prepare a food order for food and cooking supplies to last 15 to 39 people up to 4 weeks in an isolated field camp.  Score 7 points per job	Prepare a food order for food and cooking supplies to last 10 or fewer people up to 2 weeks in an isolated field camp.  Score 5 points per job	
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**Total Max. Score is 90**

### **Basis of Selection**

#### **Highest Point Rated within Budget**

1. To be considered responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all the mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 90 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

# Annex "B"



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>W7707 - 135668</b>
Security Classification / Classification de sécurité <b>unclas</b>

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

<b>PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>		2. Branch or Directorate / Direction générale ou Direction <b>DRDC Atlantic</b>
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 Provide field camp cooking services at the DRDC Gascoyne Inlet camp on Devon Island, Nunavut. The contract is for 2013 with options for up to four additional option cooking service options in 2014 and 2015		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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? (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	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

**unclas**

**Canada**





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Unclass

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B: PERSONNEL (SUPPLIER) / PARTIE B: PERSONNEL (FOURNISSEUR)**

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

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Security Classification / Classification de sécurité

Unclass

Canada



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du Canada

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**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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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).