



REQUEST FOR PROPOSAL NUMBER:	RNCAN-119122
TITLE:	ENVIRONMENTAL UPGRADING OF MEDIUM GROWTH CHAMBERS
DATE OF SOLICITATION:	July 14, 2014 (Daylight Savings Time EDT)
SOLICITATION CLOSING DATE AND TIME:	August 25, 2014 at 2:00 P.M. (Daylight Savings Time EDT)
ADDRESS INQUIRIES TO CONTRACTING AUTHORITY:	France Bolduc Natural Resources Canada Procurement Officer email : france.bolduc@RNCAN.gc.ca
SECURITY:	There is security requirement associated with this solicitation.
SEND PROPOSAL TO:	RNCAN_Quebec_bid_soumission@RNCAN-NRCAN.gc.ca
VENDOR/FIRM NAME AND FULL POSTAL ADDRESS (PLEASE PRINT):	
CONTACT/TELEPHONE/FAX/EMAIL ADDRESS:	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT):	
PROPOSAL TO: NATURAL RESOURCES 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 and on any attached sheets at the price(s) set out therefore.	
Signature of Person Authorized to Sign on behalf of Vendor/Firm:	
Date _____	



REQUEST FOR PROPOSAL (RFP)

FOR

ENVIRONMENTAL UPGRADING OF MEDIUM GROWTH CHAMBERS

FOR

NATURAL RESOURCES CANADA (NRCAN)

A "Request for Proposal" (RFP) is the solicitation document used to seek proposals or bids from suppliers. The term "Bidder", also called the "Offeror", refers to the potential supplier submitting a proposal or a bid. **The Bidder submitting a proposal may, however, consist of several firms putting one proposal together as a joint venture. In the case of a joint venture, the combined experience of the firms forming the joint venture will be considered for the purposes of determining the Bidders' compliance to the Mandatory and Rated Requirements.**

Wherever the words "Proposal" or 'Bid' appear in this document", each shall be taken to mean the same as the other.

The MANDATORY REQUIREMENTS of this RFP are identified specifically with the words "MANDATORY", "MUST", "ESSENTIAL", SHALL", "WILL", "IT IS REQUIRED", AND "REQUIRED". IF a MANDATORY REQUIREMENT is not complied with, the proposal will be considered NON-RESPONSIVE and will not receive any further consideration. In the context of this RFP, Non-Responsive, Non-Compliant and Non-Valid shall each be taken to mean the same as the other.

NOTICE TO BIDDERS: The following documents are enclosed and form part of this bid package:

RFP # RNCAN-119122, including all Parts, Appendices and Annexes as listed in the Table of Contents below.

The Bidder acknowledges that all of the aforementioned documents were received in its bid package. It is the responsibility of the Bidder to verify the inclusion of all documents, and to obtain copies of any missing items by contacting the Contracting Authority (CA) as identified on Page 1 of this RFP. Failure to obtain any missing document(s) shall not relieve the Bidder from compliance with any obligation imposed by the RFP, nor excuse the Bidder from the guidelines set out therein.



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PART I: GENERAL INFORMATION

1. INTRODUCTION

The bid solicitation is divided into four (4) parts plus Annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 4 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Financial Proposal, Technical Evaluation Criteria, Certifications and any other annexes.

2. SUMMARY

By means of this RFP, NRCAN is seeking proposals from bidders to upgrade the refrigeration system in 13 growth chambers in order to comply with the Ozone-depleting Substances Regulations (ODSR) and the Federal Halocarbon Regulations. The work will involve replacing the current refrigeration system with a new unit.

The objective of the contract is complete the upgrade of 13 growth chambers by March 31, 2016, subject to the budget's availability.

The first growth chamber will be done at contract award and the other 12 growth chambers are optional and conditional to the success of the first upgrade. They will be completed as soon as the budget becomes available.

There is a security requirement associated with this requirement. For additional information, consult Part 2 – Bidder Instructions, and Part 4 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC bid Solicitations – Instructions for Bidders (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

This requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada - Chile Free Trade Agreement (CCFTA) and the Canada-Peru Free Trade Agreement (CPFTA).

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** (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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.

Standard Instructions - Goods or Services - Competitive Requirements 2003 (2014-06-26) are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content** (except subsection 3.0): **delete** "Public Works and Government Services Canada" and **insert** "Natural Resources Canada". **Delete** "PWGSC" and **insert** "NRCAN".
- **In subsection 2:** **delete** "Canadian suppliers are required to" and insert "It is suggested that Canadian suppliers"
- **In subsection 5.4:** **delete** "sixty (60) days" and **insert** "ninety (90) days"
- **In subsection 8.1:** not applicable
- **In subsection 20.2:** not applicable.

2. SUBMISSION OF BIDS/ BID RECEIVING UNIT ADDRESS

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

RNCAN_Quebec_bid_soumission@RNCAN-NRCAN.gc.ca

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

The above address is reserved for the submission of bids only.

NRCAN will not assume responsibility for proposals directed to any other address.

The onus is on the Bidder to ensure that the proposal is delivered to the email address above. Not complying with the above instructions may result in NRCAN's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCAN reserves the right to reject any proposal not complying with these instructions.

3. ENQUIRIES - BID SOLICITATION

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Please note that the Contracting Authority will be absent from 14 July to 8 August inclusive.

During this period, please send any questions to

Danie.Juneau@RNCAN.gc.ca or Diana.Toomey@RNCAN.gc.ca

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

To comply with the [Code of Conduct for Procurement](#), bidders are obliged to alert the contracting authority to any factual errors that they discover in bid solicitations.



4. SECURITY REQUIREMENT

There is a security requirement associated with this solicitation. Bidders are requested to provide the full name and date of birth or security clearance certificate number for each proposed resource or indicate that sponsorship is required.

Bidders that currently do not meet any of the security requirements identified in this bid solicitation MUST initiate the security screening process immediately as indicated in Annex F.

4.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 4 – 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 4 - 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.

4.2 Canada will not delay the award of any contract to allow bidders to obtain the required clearance.

4.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)" document on the Departmental Standard Procurement Documents Web site.

5. BIDDER FINANCIAL CAPABILITY

The Bidder may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their technical and financial capability to satisfy the requirements as stipulated in this RFP. If requested, financial information to be provided shall include, but not be limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer. Information requested by NRCan is to be provided by the Bidder as stipulated in the request by the Contracting Authority.

Should the Bidder provide the requested information to Canada in confidence, while indicating that the disclosed information is confidential, Canada will then treat the information in a confidential manner as provided in the Access to Information Act.

In the event that a proposal is found to be non-responsive on the basis that the Bidder is considered not to be financially capable of performing the subject requirements, official notification shall be provided to the Bidder by NRCan.

6. APPLICABLE LAWS

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

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



7. DISCLOSURE OF INFORMATION

Any information, data and/or Intellectual Property which is provided in a proposal and is demonstrably proprietary to a Bidder, shall be so identified specifically (by paragraph, table, figure) in the proposal, and Natural Resources Canada will endeavor to protect such proprietary information, data and/or Intellectual Property in accordance with the laws of Canada and its normal policies, regulations and procedures. Any financial data and information provided by Bidders for the purpose of this RFP will be treated as "Commercially Confidential" and kept in confidence by Natural Resources Canada unless expressly stated otherwise in this RFP. Such information will not be disclosed, in whole or in part, except on a need-to-know basis for the specific purpose of proposal evaluation and for the activities related to the process of contract award, as applicable. Unless it is required to do so by law, NRCAN will not divulge such data and/or information to any third party.

8. CONFLICT OF INTEREST

If NRCAN determines the successful Bidder to be in a possible conflict of interest situation, the Bidder will be required, prior to entering into a contractual relationship with NRCAN, to disclose any and all holdings and activities that could possibly be in a conflict, real or perceivable, with the mandate and objectives of NRCAN. In the event that NRCAN decides that action is necessary in order to remove such a conflict, the successful Bidder will be required to take such action (which may include divestiture of certain assets or ceasing to perform certain activities) prior to entering into a contractual relationship with NRCAN.

9. MANDATORY SITE VISIT

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **August 11, 2014 at 10h00 at 1055, P.E.P.S. Street, Quebec G1V 4C7.**

Confirm attendance: Bidders must communicate with Diana Toomey at 418-648-5654 or diana.toomey@RNCAN.gc.ca no later than one (1) day before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend.

Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

10. BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY

The contract will not result in the development of any intellectual property.

11. BID PREPARATION INSTRUCTIONS

Canada requests that bidders provide their bid as follows:

Section I: Technical Bid - (1 electronic copy)

Section II: Financial Bid - (1 electronic copy), distinct file

Section III: Certifications - (1 electronic copy)

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.



All fees, associated with the transfer of data or of all documents as may be required by NRCAN as part of the solicitation process, are the responsibility of the Bidder. No costs incurred by the Bidder before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract.

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

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

11.1 Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability and describe the approach they will take such thorough, concise and clear manner for successfully carrying out the work as described in the Annex "A" – Statement of Work".

Bidders must respond to government bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid or contract documents, and submit bids and enter into contracts only if they will fulfill all obligations of the contract.

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

It is the responsibility of the Bidder to obtain clarification of the requirements contained in the RFP, if necessary, prior to submitting a proposal. The Bidder must provide sufficient details in its proposal to substantiate compliance with what is required; all professional experience must be fully documented and substantiated in the proposal(s).

In the event of a proposal submitted through contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. (All members of the joint venture shall be jointly and severally or solidarity liable for the performance of any resulting contract awarded as a result of a joint venture.)

11.2 Page 1 of the RFP Document

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) prior to submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

11.3 Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "C"- Financial Proposal. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.



All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

11.4 Section III: Certifications

Bidders must submit the certifications as per Annex "D".

PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. EVALUATION PROCEDURES

- (a) Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria and in conjunction with Annex "A" - Statement of Work;
- (b) If the Bidder is deemed non-responsive as a result of evaluation, the bid will be set aside and not considered for contract award.
- (c) The proposed successful bidder will be determined in accordance with the contractor selection method stated in this Part.
- (d) All proposals shall be treated as CONFIDENTIAL and will be made available only to those individuals authorized to participate in the evaluation process. All bidders will be subject to the terms of the *Access to Information Act* and to other applicable law or orders of courts or other tribunals having jurisdiction.
- (e) An evaluation team will evaluate the proposals on behalf of NRCAN. While the evaluation team will normally be comprised of representatives of NRCAN, it *may* also include representatives from other Government Departments and Agencies or third party participants as selected by NRCAN.

2. RIGHTS OF NRCAN

NRCAN reserves the right to:

- seek clarification or obtain verification of statements made in a proposal;
- reject any or all proposals received in response the bid solicitation;
- enter into negotiations with bidders on any or all aspects of their proposal;
- accept any proposal in whole or in part without prior negotiation;
- cancel the bid solicitation at any time;
- reissue the bid solicitation;
- verify any or all information provided by the Bidder with respect to the solicitation including references;
- retain all proposals submitted in response to the solicitation;
- declare a proposal non-responsive if NRCAN determines during the evaluation phase that the Bidder does not have the legal status, the facilities or the technical, financial and/or managerial capabilities to fulfill the requirements stated herein;
- discontinue the evaluation of any proposal which is determined, at any stage of the evaluation process, to be non-responsive.



3. BASIS OF SELECTION

Only those bids that are deemed to be responsive (compliant) will be evaluated under the basis of selection:

Lowest Firm Price

The successful bidder (to be recommended for contract award) will be selected on the basis of the responsive (compliant) proposal that offers the lowest firm price to perform the work.

For the purpose of the evaluation, we shall take into account the total firm price for the modification of the 13 growth chambers. However, the contract will be awarded as firm contract for the upgrade of one (1) growth chamber with the option of upgrading the remaining 12 growth chambers, subject to acceptance of the work made on the first chamber.

4. SOLE BID – PRICE SUPPORT

In the event that the Bidder's proposal is the sole bid received and is deemed responsive, NRCAN may request one or more of the following as acceptable price support:

- a) Current published price list indicating the percentage discount available to the federal government; and/or
- b) Paid invoices for like services sold to other customers; and/or
- c) A price certification statement; and/or
- d) Any other supporting documentation as requested.

5. CONTRACT AWARD NOTICE/ BIDDER PROPOSAL EVALUATION DEBRIEFING

A Contract Award Notice (CAN) will be prepared and published on the Government Electronic Tendering Service (GETS) hosted through buyandsell.gc.ca within seventy-two (72) days after award of any contract. Bidders may request and receive a de-briefing provided that a written request is received by e-mail at france.bolduc@NRCAN.gc.ca no later than thirty (30) calendar days from the published date of the CAN.

Bidders are requested to direct any additional questions they may have respecting this competitive bid process to the Contracting Authority detailed herein.

PART 4 - RESULTING CONTRACT CLAUSES

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

1. STATEMENT OF WORK

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____. *(To be completed at contract award)*

2. PRIORITY OF DOCUMENTS

If there is a discrepancy between the wordings of any document that appears 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) General Conditions - Professional Services - Medium Complexity 2010B (2014-06-26);
- (c) Intellectual Property



- (d) The supplemental general conditions identified herein;
- (e) Annex "A", Statement of Work;
- (f) Annex "B", Basis of Payment; *(to be included at contract award)*
- (g) Annex "C", Security Requirements Check List
- (h) The Contractor's bid dated _____ *(insert date of bid)*

3. TERM OF CONTRACT

3.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2016 inclusive.

Note to suppliers: The contract will be to upgrade one (1) growth chamber with the option of upgrading the remaining 12 growth chambers, subject to the budget's availability.

The objective of the contract is complete the upgrade of 13 growth chambers by March 31, 2016,

4. Standard Clauses and Conditions

Notwithstanding that they have not been expressly articulated, all clauses and conditions identified in the Contract by number, date and title are applicable and 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.

4.1 General Conditions

General Conditions - Professional Services - Medium Complexity 2010B (2014-06-26) apply to and form part of the Contract. As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCAN).

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCAN).

4.2 Insurance

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

4.3 Intellectual Property

The contract will not result in the development of any intellectual property.

4.4 Supplemental General Conditions

The following clauses apply to this contract:

4.4.1 Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of



Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

4.4.2 Withholding Tax of 15 Percent

The Contractor agrees that, pursuant to the provisions of the Income Tax Act, Canada is empowered to withhold an amount of 15% of the price to be paid to the Contractor, if the Contractor is a non-resident Contractor as defined in said Act. This amount will be held on account with respect to any liability for taxes which may be owed to Canada.

4.4.3 Foreign Nationals (Canadian Contractor) *(To be completed at contract award)*

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

OR

4.4.3 Foreign Nationals (Foreign Contractor) *(To be completed at contract award)*

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

4.4.4 Values and Ethics Code

In carrying out the Work under the terms and conditions of this Contract, the Contractor shall adhere to the provisions and practices of the Values and Ethics Code for the Public Service (2003), namely, but not restricted to, the provisions pertaining to Respect for Diversity, Human Dignity and People Values. The following link provides the policy reference. http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tb_851/vec-cve-eng.asp

4.4.5 Closure of Government Offices

Contractor employees are personnel of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this contract and the said premises become non-accessible due to evacuation or closure of government offices and consequently no work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of the closure.



5. Security Requirement

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 Directorate (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:
 - a) the Security Requirements Check List (if applicable), attached at Annex E
 - b) the Industrial Security Manual (Latest Edition) <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

6. AUTHORITIES

6.1 Contracting Authority

The Contracting Authority for the Contract is:

France Bolduc
 Procurement Officer
 Telephone: 418-648-5043
 Email: france.bolduc@NRCan.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.

6.2 Project Authority *(To be completed at contract award)*

The Project Authority for the Contract is:

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

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

6.3 Supplier's representative *(To be completed at contract award)*

Name: _____
 Title: _____
 Organization: _____



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

7. PAYMENT

7.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in the contract for a cost of \$ _____ *(To be completed at contract award)*, Goods and Services Tax or Quebec Sales Tax (GST/QST) 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.

7.2 Method of Payment - multiple

Canada will pay the Contractor when the growth chambers will have been complying with the provisions of the contract if:

- a. the work is delivered in satisfactory and have been accepted by the project manager
- b. all documents have been verified by NRCAN
- c. accurate and complete invoice, any other documents required by the contract is submitted in accordance with the invoicing instructions provided in the contract;

Payment by Her Majesty, to the contractor, for the work shall be made within thirty (30) days following the delivery and acceptance of all deliverables specified in the contract or the date of receipt of a duly completed invoice, whichever date is the later.

8. INVOICING INSTRUCTIONS

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p>Invoicing@NRCan.gc.ca</p> <p>Note: Attach "PDF" file. No other formats will be accepted</p>	<p>OR</p>	<p><u>Fax:</u></p> <p>Local NCR region: 613-947-0987 Toll-free: 1-877-947-0987</p> <p>Note: Use highest quality settings available.</p>
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Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers:

Contract number: *(To be completed at contract award)*



8.1 Supplemental Invoicing Instructions

Pursuant to paragraph 221 (1) (d) of the Income Tax Act, payments made by departments and agencies to Contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Supplementary Slip. To enable departments and agencies to comply with this requirement, Contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other identifying supplier information as applicable, along with a certification as to the completeness and accuracy of the information. To this end, the form entitled "T1204 Information Reporting by Contractor" and attached hereto as Appendix "B1" must be completed and returned within seven (7) days of the award of a contract.

9. CERTIFICATIONS

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

10. APPLICABLE LAWS

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



ANNEX A - STATEMENT OF WORK

ENVIRONMENTAL UPGRADING OF MEDIUM GROWTH CHAMBERS

AT THE LAURENTIAN FORESTRY CENTRE

The Canadian Forest Service (CFS), one of the sectors of Natural Resources Canada (NRCan), conducts regional and national forestry research activities in various locations in Canada. Located in Quebec City, the Laurentian Forestry Centre (LFC) is involved in acquisition and dissemination of forest knowledge, among other activities. Employees use cutting-edge infrastructure, including molecular biology and remote sensing labs, to carry out research in fields such as climate change, forest ecology, forest parasite biology, ecogenomics and forest ecosystem dynamics and productivity.

The LFC has several growth chambers used to grow plants and raise insects, as well as for other purposes. The LFC must upgrade the refrigeration system in 13 growth chambers in order to comply with the Ozone-Depleting Substances Regulations (ODSR) and the Federal Halocarbon Regulations. These 13 EGC growth chambers, model GC-15, currently have an air-cooled condenser that uses R22 refrigerant.

OBJECTIVE

The contract objective is to modify and upgrade 13 growth chambers. The work will involve replacing the current refrigeration system with a new unit. After the upgrading work, the growth chambers must have the same air-conditioning and heating capacities as they had before. Regardless of the light level, the temperature at floor level (grating) must be kept as low as 4 °C over a week and may rise to a maximum temperature of 36 °C.

TASKS, MATERIALS, STEPS, DELIVERABLES AND SCHEDULE

The supplier must upgrade 13 growth chambers while complying with certain assembly instructions provided by the technical adviser (LFC refrigeration technician) during the mandatory visit. As soon as possible, the supplier must submit to the project manager a detailed plan of the refrigeration system to be installed and a detailed list of parts. The supplier may expect to review his/her parts list if some of them fail to meet a certain quality standard required for this type of appliance. At the LFC refrigeration technician's suggestion, the project manager may also require the supplier to modify the refrigeration system plan to improve its performance or to make it simpler to maintain.

Labour for the upgrading and start-up work must also be included.

Unless otherwise indicated, a maximum of two (2) growth chambers may be shut down at the same time for the upgrading to be carried out. Chambers that have been modified must be operational and accepted by the project manager before other chambers can be modified.



Materials to be used for growth chamber upgrading and steps to be completed:

- 1 condensation unit (refrigerant type to be determined by the supplier);
- 1 Sporlan expansion valve (model to be determined by the supplier);
- 1 3/8-inch Sporlan welded liquid level indicator;
- 1 3/8-inch Sporlan welded dryer filter, model C-082-S;
- 1 Sporlan crankcase regulator (model to be determined by the supplier);
- 1 Penn low-pressure regulator, model P70AB-2;
- 2 3/8-inch Sporlan solenoid valves, model XRN-1;
- 2 Sporlan coils, model OMKC-2;
- 1 customized evaporator;
- 1 DPDT 8-pin control relay (round) 24 volts + base, e.g. Potter & Brumfield model # KRPA11AN24 or equivalent;
- Various Armaflex for insulating the suction pipes and expansion valve;
- Installation, refrigeration, electrical materials, etc.;
- Recovery of the old refrigerant and its disposal in accordance with recognized environmental standards;
- Installation of new refrigerant (refrigerant type to be determined by the supplier).

Special notes

- Suppliers may take photographs during the mandatory visit;
- All welding must be done with nitrogen circulating;
- The chambers must be tested at a minimum of two different temperatures (7 °C and 30 °C) for at least three days for each temperature;
- A written statement certifying that the chambers have been tested at two temperatures (7 °C and 30 °C) must be issued for each chamber upon delivery.

Materials for the lighting system and steps to be completed

- The fluorescent tube brackets must be replaced by a simpler (non-adjustable), energy-efficient system while keeping the three brightness levels;
- Remove the old wiring of the lighting system and install new wiring;
- Remove the old lighting fixtures and replace them with new ones with the same power;
- Install daylight-type fluorescent tubes.

Humidity control system

No changes are to be made to the humidity control system.

The upgrading work does not include the control and programming system or the structure of the chambers, except for the fluorescent tube brackets.

Work method and acceptance

After the first growth chamber has been upgraded, the project manager will inspect the changes that were made. The project manager may then inspect the growth chambers on a regular basis to ensure that they are operating properly and have been modified in accordance with the requested specifications.

The growth chambers are to be upgraded in the basement of the building at 1055 du PEPS Street, Quebec City, in rooms SS35, SS72 and SS74.



The upgrading of the 13 growth chambers must be carried out by a company employee who is certified for refrigeration work and has a contractor security clearance.

All products delivered and services rendered under this contract are subject to inspection by the project manager, who has the right to refuse any deliverable that is not deemed satisfactory and to require that corrections be made before payment is authorized

The project manager will be available to co-ordinate activities and ensure compliance with the proposed schedule.

OTHER TERMS AND CONDITIONS

Supplier's Obligations

The Contractor has the following obligations in addition those described above in this Statement of Work:

- Perform the upgrade work in the LFC facilities;
- Have the growth chambers at the LFC upgraded by a company employee who is certified to carry out refrigeration work (append a copy of the employee's competency card);
- Have the work carried out by one or more employees who have contractor security clearance;
- Keep all documents and exclusive information confidential;
- Return all documents belonging to NRCAN once the contract has been completed;
- Submit all written reports in hard copy and electronic versions in Microsoft Office Word;
- Attend all meetings with the parties concerned, as required;
- Participate in conference calls, as required;
- Attend meetings at NRCAN offices, as required;
- Provide a one-year warranty on parts and labour.



ANNEX B – TECHNICAL EVALUATION CRITERIA

B1 MANDATORY TECHNICAL CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The technical proposal should address each of the criteria in the order in which they appear.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	Must attend the mandatory site visit	N/A	
M2	The growth chambers upgraded must be done by an employee who is certified to carry out refrigeration work (attach a copy of the employee's competency card)		
M3	<p>The Contractor must hold a valid <i>Designated Organization Screening (DOS)</i>, issued by the Canadian Industrial Security Directorate (CISD) and MUST provide a proof that the employees hired for this project hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. (attach copies of certificate)</p> <p style="text-align: center;">OR</p> <p>The Contractor must submit a proof that the Private Sector Organization Screening (PSOS) form has been completed and sent to the Contracting Authority before the Solicitation Closing Date. (see Annex F)</p>		



ANNEX C – FINANCIAL PROPOSAL

C1 TAXES AS RELATED TO BIDS RECEIVED

For Canadian-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Quebec Sales Tax (QST) as applicable, **excluded**;

For foreign-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) and **exclude** Canadian customs duties, excise taxes and GST or QST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders. If the prices submitted in the financial proposal are not in Canadian Funds the exchange rate in effect on the date of bid closing will be applied for evaluation purposes only.

C2 FINANCIAL PROPOSAL – FIRM PRICE

The all-inclusive fixed price proposed by the tenderer for the execution of the work (Upgrading of 13 Growth Chambers) is \$ _____ in Canadian dollars, GST and QST not included. In accordance with the guidelines of the Treasury Board, all travel and subsistence fees and other miscellaneous expenses must be included in the fixed price. The invoices will be payable as when the work is done in accordance with the basis of payment, with certificate of satisfactory and acceptable nature of the work by the project manager.

Bidders must provide financial details as requested in this Annex. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

C2.1 Firm Price

Provide a firm price (all inclusive) who included all necessary expertise, supervision, materials, equipment and other items necessary to performing the work (GST and QST not included) as described in the statement of work.

Quantity	Description	Unit price (GST/QST excluded) *	Total Firm Price (GST/QST excluded)
13	Growth chambers	\$	\$

C3 HOURLY RATES (ON DEMAND)

If necessary, some tasks not included in the statement of works could be required by the technical authority. When necessary, the technical authority will provide to the supplier a description of the required work so that he can quote on the required amount of work. All changes to the contract must be authorized in writing by the Contracting Authority before the supplier starts the tasks.

Hourly rate for additional work	Firm hourly rates (GST/QST extra) **
Hourly rate	_____ \$ / hour

* IF THERE IS AN ERROR IN CALCULATING THE TOTAL PRICE, THE UNIT PRICE WILL BE SELECTED.

** THE HOURLY RATE IS NOT PRESENTED AS AN EVALUATION PURPOSE AND DOES NOT REPRESENT A COMMITMENT ON BEHALF OF CANADA.



ANNEX D - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

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

Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1. Federal Contractors Program – Certification

Federal Contractors Program for Employment Equity - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the [FCP](#) is available on the HRSDC Web site.

Signature of Authorized Company Official

Date



2. Former Public Servant Certification

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

Definitions

For the purposes of this clause,

"Former public servant" means a 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 and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

"pension" means, in the context of the fee abatement formula, 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 (FPS) in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

- (a) Name of former public servant;
- (b) Date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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



For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

3. STATUS AND AVAILABILITY OF RESOURCES

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

Signature of Authorized Company Official

Date

4. EDUCATION AND EXPERIENCE

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

Signature of Authorized Company Official

Date

5. CONTRACTUAL CAPACITY AND JOINT VENTURE CONTRACTUAL CAPACITY

The Bidder shall have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder shall provide a statement indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business.

Joint Venture - a joint venture is an association of two or more parties who temporarily combine their money, property, knowledge, or other resources in a joint business enterprise. There are two types of joint ventures, the incorporated joint venture and the contractual joint venture, i.e., formed through a contractual agreement between the parties. The following information should be provided with the proposal: type of joint venture (incorporated or contractual), the names and addresses of the members of the joint venture.



If a Contract is awarded to a contractual joint venture all members of the joint venture shall be jointly and severally or solidarity liable for the performance of the contract.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

ANNEX E – SECURITY REQUIREMENTS CHECK LIST (SRCL)

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat RNCAN-119122
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Ressources naturelles Canada	2. Branch or Directorate / Direction générale ou Direction SCF-Centre de foresterie des Laurentides	
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 Mise à niveau de 13 chambres de croissance pour changer le système de réfrigération afin d'être conforme au Règlement sur les substances appauvrissant la couche d'ozone (SACO) et au Règlement fédéral sur les halocarbures		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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 / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
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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 / Non Yes / 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 / Non Yes / 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
COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : Un commissionnaire accompagnera l'entrepreneur si la cote de sécurité n'est pas obtenu avant octroi du contrat

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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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 / CLASSIFIÉE			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 / CONFIDENTIEL	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 / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

14-119
Contract Number / Numéro du contrat

RNCan-119122

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Vincent Roy		Title - Titre Directeur de recherche, écosystèmes for	Signature <i>Vincent Roy</i>
Telephone No. - N° de téléphone (418) 648-3770	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel vincent.roy@RNCan.gc.ca	Date 3-07-14

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Julie Murphy for Wolf Schmueck		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 4 juillet 2014

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) FRANCE BALDU		Title - Titre Agent d'approvisionnement	Signature <i>France Baldu</i>
Telephone No. - N° de téléphone 905-648-5243	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel france.baldu@RNCan.gc.ca	Date 3-07-14

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Suzanne Hopkins		Title - Titre Contract Security Officer	Signature <i>S Hopkins</i>
Telephone No. - N° de téléphone 613-954-0258	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel suzanne.hopkins@tpsge-tpsge.gc.ca	Date July 9/14

Julie Murphy
Wolf Schmueck, CPP
 Head, Asset Protection
Wolf.Schmueck@NRCan.gc.ca
 Security, Safety & Emergency Mgmt Div.
 Div. de la gestion de la sécurité, de la santé et des urgences
 Natural Resources Canada / Ressources naturelles Canada
 Tel / Tél 613-944-5127



ANNEX F - PRIVATE SECTOR ORGANIZATION SCREENING (PSOS)

Bidders who do not meet the security requirements specified in this solicitation **MUST** initiate the security screening process immediately by completing the form on the next page.

It is mandatory to send the completed and signed form to the Contracting Authority before the solicitation closing date. The Contracting Authority will be the sponsor for the Organization Screening request from the Industrial Security Sector (ISS).

Submissions that do not comply with this request will be declared non-responsive and will not be considered for evaluation.

Additional information on the process: <http://ssi-iss.tpsgc-pwgsc.gc.ca/pdf/so-os-sheets-eng.pdf>



Canadian and International Industrial Security Directorate

REQUEST FOR PRIVATE SECTOR ORGANIZATION SCREENING (PSOS)

A - Type of Application (check one)		New <input type="checkbox"/>	Upgrade <input type="checkbox"/>
B - Information on Proposed Organization			
1 - Legal name		2 - Business name (if different from legal name)	
3 - Mailing address		4 - Civic address	
5 - Organization telephone number		6 - Organization facsimile number	
7 - Surname and given name of contact person (Canadian Official)		8 - Title of contact person	
9 - Telephone number of contact person		10 - E-mail address of contact person	
11 - Preferred language of correspondence (check one)		English <input type="checkbox"/>	French <input type="checkbox"/>
C - Information on Registered or Head Office in Canada (if different from above)			
1 - Legal name		2 - Business name (if different from legal name)	
3 - Civic address			
D - Reason(s) for PSOS Request (check those that apply and provide details in space provided)			
<input type="checkbox"/> Contract/RFP, provide number _____ <input type="checkbox"/> Sub-contract, provide number _____ <input type="checkbox"/> Program/Project, provide name _____ <input type="checkbox"/> Major Crown Project, provide name _____ <input type="checkbox"/> Other, provide details _____			
E - Information on Security Requirements			
1 - Indicate level(s) of personnel security screening required (check those that apply)			
<input type="checkbox"/> RELIABILITY STATUS * <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> COSMIC TOP SECRET			
* This level is required for access to PROTECTED A, PROTECTED B AND PROTECTED C information or assets			
2 - Will the proposed organization be required to store PROTECTED/CLASSIFIED information/assets? Yes <input type="checkbox"/> No <input type="checkbox"/>			



A - If yes, indicate security level(s) of information/ assets to be stored (check those that apply) *

Also, provide address(es) where information/assets will be stored in sections B and C below .

- | | | |
|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> PROTECTED A | <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> NATO CONFIDENTIAL |
| <input type="checkbox"/> PROTECTED B | <input type="checkbox"/> SECRET | <input type="checkbox"/> NATO SECRET |
| <input type="checkbox"/> PROTECTED C | <input type="checkbox"/> TOP SECRET | <input type="checkbox"/> COSMIC TOP SECRET |

* Please attach a completed Security Requirements Check List

B - Civic address

C - Civic address

3 - Will the proposed organization be required to store PROTECTED/CLASSIFIED COMSEC information/assets?

Yes No

A - If yes, indicate level(s) of PROTECTED/CLASSIFIED COMSEC information/assets to be stored (check those that apply)

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> PROTECTED A | <input type="checkbox"/> CONFIDENTIAL |
| <input type="checkbox"/> PROTECTED B | <input type="checkbox"/> SECRET |
| <input type="checkbox"/> PROTECTED C | <input type="checkbox"/> TOP SECRET |

4 - Additional information

F - Information on Procurement Officer/Project Manager Requesting PSOS (if different from G)

1 - Surname, given name

2 - Title/Rank

3 - Department/Agency/Organization

4 - Branch/Directorate

5 - Mailing address

6 - E-mail address

7 - Telephone number

8 - Facsimile number

9 - Signature of Approved Source

Signature

Date (YYYY-MM-DD)

G - Information on Approved Source proposing PSOS

1 - Surname, given name

2 - Title/Rank

3 - Department/Agency/Organization

4 - Branch/Directorate

5 - Mailing address

6 - E-mail address

7 - Telephone number

8 - Facsimile number

9 - Signature of Approved Source

Signature

Date (YYYY-MM-DD)

