

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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

Title - Sujet Weather Observation, Fort Smith	
Solicitation No. - N° de l'invitation K4E21-140031/A	Date 2014-07-22
Client Reference No. - N° de référence du client K4E21-140031	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-202-9089	
File No. - N° de dossier WPG-4-37034 (202)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-02	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kozak, Tammy	Buyer Id - Id de l'acheteur wpg202
Telephone No. - N° de téléphone (204) 984-8825 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF THE ENVIRONMENT ADMINISTRATION EASTGATE OFFICES, 9250 49 ST EDMONTON Alberta T6B1K5 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

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

Solicitation No. - N° de l'invitation

K4E21-140031/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-4-37034

Buyer ID - Id de l'acheteur

wpg202

CCC No./N° CCC - FMS No/ N° VME

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

K4E21-140031

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, Insurance Requirements, the Task Authorization Form, Task Authorization Usage Report, and the Evaluation Criteria.

2. Summary

A Task Authorization Contract is required for the provision of a meteorological observing program for Environment Canada, at Fort Smith, NWT. The services to be provided will include aerological and supplementary programs.

The Contract will be for a three (3) year period from date of contract award, estimated October 01, 2014, with provisions for three (3) additional one (1) year option periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site.

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

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

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Agreement on Internal Trade (AIT).

[There is a Federal Contractors Program \(FCP\) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the Annex named Federal Contractors Program for Employment Equity - Certification.](#)

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Bidders must always submit the list of Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

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

3. Former Public Servant

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

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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

7. Basis for Canada's Ownership of Intellectual Property

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

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 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copies)

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

- 1.2 Exchange Rate Fluctuation**

C3011T (2013-04-25), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Annex E

1.1.2 Point Rated Technical Criteria

Refer to Annex E

1.2 Financial Evaluation

Refer to Annex E

- 1.2.1 SACC Manual Clause A0220T (2010-01-11), Evaluation of Price

2. Basis of Selection

2.1.1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating PLUS a minimum score of 70% in the area of Staff Qualifications. The rating is performed on a scale of 400 points.

2.1.2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.

The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 60% of the bid and price at 40%. The Contract will be awarded to the bidder with the highest Total Score.

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the price component to establish a total percentage score:

$$\text{Technical Score} = \frac{\text{Bidder' Points}}{\text{Maximum Points}} \times 60\%$$

$$\text{Cost Score} = \frac{\text{Lowest Bid}}{\text{Bidder' Cost}} \times 40\%$$

$$\text{Total Score} = \text{Technical Score} + \text{Cost Score}$$

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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

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

2. Additional Certifications Precedent to Contract Award

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

2.1 Education and Experience

2.1.1 *SACC Manual* clause A3010T (2010-08-16) Education and Experience

2.2 Status and Availability of Resources

2.2.1 *SACC Manual* clause A3005T (2010-08-16) Status and Availability of Resource

PART 6 – SECURITY REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7- Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7- Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the “Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders” (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) [document on the Departmental Standard Procurement Documents](#) Web site.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ TO BE DETERMINED AT CONTRACT AWARD, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

1.2.3. Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed in Annex E. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

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

The quarterly periods are defined as follows:

- 1st quarter: September 1 to November 30;
- 2nd quarter: December 1 to February 31;

3rd quarter: March 1 to May 30; and
4th quarter: June 1 to August 31.

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2014-06-26), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Basis for Canada's Ownership of Intellectual Property

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: statutes, regulations or previous obligations of Canada to a third party or parties preclude contractor ownership of the Intellectual Property Rights in Foreground Information.

3. 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 the:
 - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The Contract will be for a three (3) year period from date of award, estimated October 01, 2014.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tammy Kozak
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-984-8825
Facsimile: 204-983-7796
E-mail address: tammy.kozak@pwgsc-tpsgc.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:

Name: _____ TO BE DETERMINED AT CONTRACT AWARD _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

5.3 Contractor's Representative

Name: _____

Phone: _____

Fax: _____

Email: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment - Firm Unit Price(s)

For the work described in Pricing Schedule 1 in Annex B:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price of \$ TO BE DETERMINED AT CONTRACT AWARD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

7.1.1 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.2 Basis of Payment - Limitation of Expenditure

For the Work described in Pricing Schedule 2 of Annex B:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$ TO BE DETERMINED AT CONTRACT AWARD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.2.1 Limitation of Expenditure

7.2.1.1 Canada's total liability to the Contractor under the Contract must not exceed \$ TO BE DETERMINED AT CONTRACT AWARD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.2.1.2 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.

7.2.1.3 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 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor

7.4 Multiple Payments

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

7.5 Time Verification

C0710C (2007-11-30), Time and Contract Price Verification

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.

9. Certifications

9.1 Compliance

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.

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

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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ____TO BE DETERMINED AT CONTRACT AWARD____.

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 2035 (2014-06-26) General conditions - Higher complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (h) Annex E, Insurance Requirements;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated ____TO BE DETERMINED AT CONTRACT AWARD____,

12. SACC Manual clauses

A9068C (2010-01-11), Government Site Regulations

13. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

AEROLOGICAL AND SUPPLEMENTARY OBSERVATIONS

Overview Of Work To Be Performed

The Contractor will operate the Fort Smith Upper Air Weather Station for the purpose of conducting a meteorological data acquisition program. The work consists of performing aerological observations, supplementary scientific program tasks and other related duties. An aerological observation, supplementary program tasks and other duties associated with the operation of the station can normally be completed in approximately 3 hours per shift. It is suggested 6hours per day every day of the year, including holidays, is required to operate the weather station.

1. **AEROLOGICAL OBSERVATIONS:** The Contractor will observe, record, encode and transmit Upper Air data, at the times specified below, as required to fulfill international commitments and comply with the directives contained in the "MANUAL OF UPPER AIR OBSERVATIONS" (MANUPP), the Navaid Operators Manual, the Atmospheric Environment Service (AES) Electrolyser Manual, various manuals required for Supplementary Observations.
2. **SUPPLEMENTARY SCIENTIFIC PROGRAM TASKS:** to perform checks and maintenance on Helium and or Hydrogen balloon inflation systems, archiving FSS notification, routine equipment maintenance and monthly reports, conduct Snow Surveys etc.
3. **OTHER RELATED DUTIES:** duties associated with the operation of the weather station facility include, but are not limited to; janitorial such as cleaning washrooms, emptying waste receptacles, cleaning floors and snow removal at entrances/exits, shipping and receiving various items such as compressed gas helium cylinders, electronic equipment and parts,.

Details of the Services Provided

1. **AEROLOGICAL OBSERVATIONS:**
 - i) The contractor will conduct the aerological observing program by performing two aerological observations per day, one in the morning and one in the evening, every day of the year, including holidays.
 - ii) The morning observation period spans from approximately 10:00UTC to 13:30UTC (Universal Coordinated Time) and the evening period spans from approximately 22:00UTC to 01:30 UTC.
 - iii) Approximate structure for aerological observation:

MST (Mountain Standard Time)	Morning	UTC (Universal Coordinated Time)
03:30	Begin Instrument /balloon preparation	10:30
04:15	Aerological Release	11:15
06:15	Completion of flight	13:15
06:30	Finish post flight work	13:30
Evening		
15:30	Begin Instrument/balloon preparation	22:30
16:15	Aerological Release	23:15
18:15	Completion of flight	01:15
18:30	Finish post flight work	01:30

- vi) The Contractor will be responsible for the Aerological Observing Program by performing approximately seven hundred and thirty (730) aerological observations per year. The aerological observations occur twice daily, seven days per week, including all holidays, once in the morning and once in the afternoon/evening. The morning period is approximately 03:30 - 06:30 Mountain Standard Time (MST) (10:30 - 13:30 UTC) and the evening period is approximately 15:30 -18:30 Mountain Standard Time (MST) (22:30 - 01:30 UTC), for every day of the contract. A normal aerological observation can be completed as detailed below in three (3) hours.
- iv) A second release may be required due to equipment malfunction or early balloon burst should the balloon not reach 400 hPa (approximately 8,000 meters or 25 minutes after release) or as prescribed by Environment Canada. A second release can be made up to and including 06:45 MST and/or 18:45 MST. There is neither additional time nor additional monies paid by Environment Canada for these subsequent releases. A second release may be expected approximately five (5) percent of the time.
- v) Releases must not be attempted in advance of 11:15 UTC for the morning observation period or in advance of 23:15 for the evening observation period. If a release is made prior to these specified times liquidated damages may apply. See Appendix 3 Annex A.
- vi) A delayed release due to radiosonde or balloon rejection during preparation is not acceptable. Radiosonde and balloon equipment preparation time must begin a minimum of 45 minutes prior to the scheduled aerological release. This will allow sufficient time for the occurrence of rejected equipment. Should a delayed release be identified for the above noted reason, liquidated damages may apply. See Appendix 3 Annex A.
- vii) The supervision and administration required to operate the program will require additional hours each week which are not part of this contract but are estimated to be a maximum of two hours per week.

2. SUPPLEMENTARY PROGRAMS:

When performing Aerological Observations, the contractor will be responsible for the following supplementary programs. These observations are to be performed in accordance with Environment Canada standards manuals. **Unless otherwise noted**, these programs can be completed during the aerological ascent and will not cause the contractor to incur additional hours.

- i) Snow Survey: During the winter season (approx. October to April) the Contractor will perform a bi-weekly 10 point snow survey. The observations are to be performed in accordance with the Manual of Snow Surveying. As a snow survey *cannot* be performed during the aerological ascent, two hours additional compensation will be given for each snow survey performed. It is anticipated that there will be 12 snow surveys each winter season.
- ii) Others: Other supplementary programs may be added to the Statement of Work at no additional cost to the Crown as long as an increase in work hours or staffing is not incurred by the Contractor (examples are NRCan GPS monitoring daily maintenance, Health Canada Air Monitoring, etc)

NOTE: Environment Canada is currently undertaking a modernization of its aerological observing network. The current electrolytic hydrogen generators and helium tankers are being replaced with a new generation of hydrogen generators (referred to as HOGEN). This modernization is expected to take several years. Should an upgrade occur at the station during the life of this contract, training to all qualified observers at the station will be undertaken by Environment Canada at no cost to the contractor.

3. ADDITIONAL WORK REQUIREMENTS:

- i) **Archiving:** For each aerological observation that the Contractor performs, the Contractor will be responsible for archiving the Navaid data. This data will be E Mailed to a designated E Mail address.
- ii) **FSS Notification:** The contractor will be responsible to telephone Fort Smith CARS Station or appropriate designated office to advise of the radiosonde balloon release and follow any instruction (i.e. delay release due to inbound aircraft). Failure to notify the appropriate designated office will result in termination of this contract for non-compliance.
- iii) **Reports:** The contractor will be required to complete the Monthly Aerological Records and Monthly Stock Reports of aerological expendable supplies. This data will be emailed to a designated email address of the Supervisor of Contracts. The contractor is also responsible for completing monthly OSH report, Building Life Safety monthly checklist, Inspection checklist for Dry Chemical Portable Fire Extinguisher checklist and emailing the reports as part of the monthly package to the Supervisor of Contracts.
- iv) **Supplies:** The contractor will be required to accept and properly store the instruments and supplies (including picking up the mail and forwarding as required). The contractor will be required to pack and offer for shipment items such as meteorological records and computer components and helium cylinders. Estimated time required to complete these duties is two (2) hours per month in addition to the regularly scheduled hours of work. This is an estimate only and is not a guarantee of either the minimum or maximum that maybe required.
- v) **Routine Equipment Maintenance:** The Contractor will be responsible, while completing its duties, for all the routine maintenance of all meteorological equipment supplied to the station. This will include, but is not limited to, verifying the accurate operation of the equipment and notifying the appropriate technical authority or agent if repair or replacement of the equipment is required, the changing and notation of charts where required, inking or replacement of recorder pens, the winding and setting of clocks, the removal of snow from instruments in the meteorological compound and other routine maintenance as described in the applicable AES instrument manuals.
- vi) To support research activities the Contractor may be required to perform additional aerological observations outside of the regular observation times listed above. The Contractor will only complete these duties on the instruction of the Project Authority. These additional observations if any will be compensated at a rate identified as Aerological Observations in the Basis of Payment.
- vii) The Contractor may be required to assist a qualified Environment Canada officer in the repairs or replacement of malfunctioning equipment. This includes but is not limited to; packing /unpacking/transporting or making arrangements to transport cases/crates/parcels to or from the weather station, changing lightbulbs, fuses and minor components, observing and reporting on the status or performance of specific equipment in a timely manner when requested to do so by the Project Authority.
- viii) From time to time, the Project Authority may request the Contractor to perform other duties related to the safe and effective operations of the weather station. The Contractor must only complete these duties upon receipt of the Task Authorization form from the Project Authority. If the duties can be completed during the regular aerological observation period then additional compensation will not be paid. However, should the duties requested require the Contractor to return to the site after the observation period has ended, the rate of 1.0(one) hour of labour as identified in the basis of payment will be paid to the contractor for the actual time worked as determined by the Project Authority.

OPERATIONS

1. The Contractor must prepare a radiosonde instrument package and inflate a large latex balloon with either Helium or Hydrogen gas according to the established safe work practices and procedures.
2. The Contractor must release the radiosonde and balloon assembly and monitor the sounding equipment to ensure the successful transfer of data from the radiosonde to the computer equipment.
3. The Contractor must monitor the computer equipment software to ensure the data bulletins are successfully transmitted and also successfully received by the Meteorological Service of Canada's telecommunications network.
4. Environment Canada will make available to the Contractor, without charge, all equipment and meteorological supplies (excluding transportation equipment and yard maintenance equipment) required at the station for the completion by the Contractor of the aerological observing and reporting services.
5. The Contractor must ensure that all equipment is used and maintained according to instructions and not be subject to neglect or abuse by the Contractor or contract resources.
6. The Contractor will not be responsible for the loss of or damage to the equipment supplied by Environment Canada unless such damage or loss results from the negligence or abuse of the equipment by the Contractor or contract resources. The Contractor or resources will immediately report any defects or damage to the supplied equipment to the Project Authority.
7. Environment Canada will supply the necessary Meteorological communications equipment which includes station computers complete with modems and software. Where appropriate, spare equipment will also be provided by Environment Canada. The Contractor shall use this equipment solely for the purpose of collecting, transmitting or archiving information relevant to the meteorological operations of the station, or for transmitting data from other stations as required.
8. Environment Canada will make some or all of the following equipment and meteorological instruments available. A complete detailed listing of specific station equipment and instruments will be made available from the Project Authority or designate upon commencement of the term of the Contract. The Contractor will ensure that all equipment is kept clean and operational.
 - Barometer: A digital station barometer for use in determining atmospheric pressure. Environment Canada will install equipment inside the office facility. The Contractor will ensure all equipment is kept clean and free of dust.
 - A mercury spill cleanup kit will be supplied by Environment Canada, if there is mercury containing equipment on site.
 - Temperature Measuring Equipment: A Stevenson Screen containing a ventilating psychrometer motor and temperature measuring sensors, equipped with two ordinary thermometers for determining dry-bulb temperature and wet-bulb temperature and a maximum and a minimum thermometer. Alternatively a Remote Temperature Indicator may be provided. The Contractor must keep the Stevenson Screen and all associated instruments clean and free from dust and snow. The Contractor must sand and paint the Stevenson Screen as required.
 - Helium Tanker Storage: Helium gas is used to inflate the aerological balloons. Helium may be received in the form of a tanker trailer or helium cylinders.

9. The Contractor will ensure that the location and siting or changes of all supplied meteorological equipment, sensors and instruments is not to be undertaken without prior approval of the Project Authority or an approved technical representative of Environment Canada.
10. Environment Canada will be responsible for the provision and payment of standard telephone service to the weather station. Long distance charges incurred for the transmission of weather information, reporting instrument defects or failures, or for matters relating to the ongoing operations of the weather observing contract will be paid for by Environment Canada. All unauthorized telephone charges will be at the expense of the contractor.
11. The Contractor and contract resources will strictly follow the proper communications protocol as provided by Environment Canada. The communications equipment must be used for authorized Environment Canada purposes only. In the event of communications equipment failure the Contractor must use an approved alternate method of data transmittal. The Contractor must report any malfunction of the communications equipment immediately to the Project Authority or designated representative.
12. The Contractor will provide the services of a local Internet service provider for administrative email purposes at the weather station. An estimate of two (2) hours per month for Internet service is assumed appropriate to meet the requirements of an aerological observation program.
13. The Contractor will accept and properly store instruments and supplies. The contractor will be required to pack for shipment items such as helium cylinders and computer components.
14. The Contractor must perform an actual physical count of upper air expendable stock on the site on the last day of each month and will ensure an adequate quantity of meteorological supplies are on station to complete the duties and responsibilities of the contract.
15. The Contractor will requisition, annually if possible, all meteorological supplies, forms, charts and other items from the Project Authority. Environment Canada is responsible for the cost of the meteorological supplies.
16. The Contractor must report to the Project Authority via telephone or email whenever a shipment of supplies has been received on site or when a shortage of supplies is foreseen.
17. When an issue with the operation of the equipment or facilities are noted or foreseen, the issue must be reported as soon as possible to the Project Authority or a designate identified by Environment Canada.
18. The Contractor must consult with the Project Authority prior to attempting unscheduled maintenance or repairs on meteorological sensors or other station equipment.
19. The Contractor must return to Environment Canada, upon termination of the contract, all equipment and unused meteorological equipment and supplies made available to the Contractor for the performance of the contracted services.
20. The Contractor must complete an inventory of all equipment, instruments, and supplies, with an Environment Canada representative at the commencement and termination of the contract.
21. The Contractor agrees that all information gathered, materials collected, and reports produced, shall be the sole property of the Canada. The Contractor will not publish or in any way use the said information or data, material or reports, without the express and prior written approval of the Project Authority.

22. Temporary and permanent living accommodation for the Contractor and contract resources are the responsibility of the Contractor and contract resources. The weather station facilities must not be used for living or sleeping quarters except in case of a weather emergency.
23. The logistics of getting contract resources to and from the weather observing station and the associated costs will be the sole responsibility of the Contractor and/or contract resources.
24. All privately owned motor vehicles, ATV's and snow machines operated in the vicinity of the weather station must fully comply with Provincial, Territorial, Regional and Hamlet/Town regulations and must be properly licensed and insured.
25. Proper housekeeping habits must be followed by the Contractor while in Environment Canada facilities.
26. The Contractor must forward original meteorological records and or electronic files in a timely manner as specified by the Project Authority. Legible copies of all meteorological records and electronic files must be retained on station for a period designated by Project Authority. All postage will be paid by Canada. Approved electronic forms may be used in place of paper forms.
27. Each month, within 5 days of the end of the month, the Contractor must submit a monthly Aerological Station Record that includes the following information:
 - Quality Control Report; Performance summary, observer performance, include number of aerological observations performed by each observer
 - Station Equipment Checklist
 - Occupational Health and Safety Report on the status of the facilities, ie: building inspection checklist
 - Inventory of meteorological supplies on station
28. The monthly Aerological Station Record is a condition precedent to the right of the Contractor to receive payment. Forms outlining the details required will be provided. An approved electronic form must be utilized and emailed to a designated Email address
29. The Contractor will be responsible for maintaining the records associated with each sounding and the supplementary programs. This includes but is not limited to completing checks and maintenance logs, recording serial numbers, balloon release times, instrument readings and archiving data. Legible copies of all designated records and/or abstracts shall be retained on station for a period designated by the Project Authority.
30. The administration and documentation associated with the aerological observation program and the supplementary scientific programs can be completed during the aerological balloon observation time and will not cause the Contractor to invoice for additional work.
31. Canada will provide the services of a qualified officer of Environment Canada to inspect all aspects of the weather observing program and operations, and to ensure that timeliness of reporting, accuracy of data, and adherence to procedures and standards are being met. The officer will also confirm that the contract is being fulfilled according to its terms and provisions

RULES OF CONDUCT

1. The Contractor and contract resources must follow the proper communications protocol as defined by Environment Canada's Policy on the Use of Electronic Networks. The weather station communications services must only be used for the transmission of weather information, reporting of instruments defects or failures or for matters relating to the ongoing operations of the weather station. To fulfil international commitments and comply with the directives of the World Meteorological Organization all contract resources will be provided with a Government of Canada network email account used to

transmit the Upper Air data. All contract resources will be provided with the Environment Canada's Policy on the Use of Electronic Networks. Contract resources must abide by this Network Policy.

2. Misuse of Environment Canada computing and communications equipment, including downloading of files from media such as the Internet (unless specifically related to the observing program), installing additional software (games, videos, etc.) is strictly prohibited. Environment Canada Corporate Services Branch will determine the consequence of failure to comply with this policy and may constitute grounds for immediate de-qualification of the contract resource involved and possible termination of the contract for cause. All costs associated to any misuse will be the Contractor's responsibility.
3. The Contractor agrees that all information gathered, materials collected and reports produced will be the sole property of Canada. The Contractor will not publish or in any way use the said information or data, material or reports without the express and prior approval in writing of the Project Authority.
4. The Contractor must not involve the weather station in any local issues or other forms of current events. Requests for comment from the media or other representatives of public or private groups must be directed to the Project Authority.
5. The Contractor must not in any way alter or amend an aerological observation nor provide interpretations of aerological data or weather products.
6. The Contractor will ensure that while on duty, the performance of observational duties is the first priority of the all observers.
7. The Contractor will ensure that no other commercial business, other than that of Canada or that approved by the Project Authority, is undertaken by contract resources while on the provided premises.
8. The Contractor will ensure that no alcoholic beverages or illegal drugs are brought onto the station property.
9. The Contractor will ensure that no resources under the influence of alcohol, illegal drugs or impeded by prescription drugs performs the duties of an observer.
10. The Contractor, or resources, must not represent Canada on local or other issues. Requests for comment from the media or other officials or representatives of the public or groups must be directed to the Project Authority.
11. The Contractor, or contract resources, must not in any way alter or amend an aerological observation nor provide interpretations of aerological/weather forecast products.
12. The Contractor or contract resources must not engage in any commercial activities utilizing Environment Canada products available over the supplied communications system or using data collected as part of the weather observing contract.
13. The Contractor must ensure that while on duty, the performance of the aerological observation and supplementary program tasks is the first priority and that no other work or recreation is carried out on the premises by the Contractor unless approved by the Project Authority.
14. The contractor must not use the weather station facilities for temporary or permanent living or sleeping quarters nor temporary or permanent storage or personal property.
15. Proper housekeeping habits must be followed by the Contractor while in Environment Canada facilities.

16. The Upper Air station is Federal Workplace therefore smoking is not permitted inside the buildings.
17. The Contractor and contract resources must co-operate in a professional, courteous and civil manner with the Project Authority in order to ensure the health and safety of personnel accessing the station, the safety of the equipment and buildings and integrity of the data collection program.
18. While on weather station property, the Contractor and contract personnel must communicate and conduct themselves in a manner which promotes a respectful workplace. Treating all people with respect, dignity and fairness is required at all times to create and maintain a safe and healthy workplace that is free from harassment and discrimination.
19. The Contractor personnel must respond to requests from other government employees or members of the general public in a courteous and professional manner. A high standard of deportment and a clean and representable appearance are expected of all contract personnel while on the weather station premises.
20. Failure to abide by these rules of conduct may result in the loss of qualification of any contract observer and/or the termination of the contract.

SAFETY AND HEALTH - CONTRACTOR

1. The Contractor will adhere to all applicable regulations provided in Federal, Provincial/Territorial Codes. Where a difference between the Codes exists, the more stringent shall apply.
2. The Contractor or contract resources on shift must contact the Stony Plain Service Desk at 1 877-292-0939 to report if contract resources cannot make it to the weather station due to inclement weather, vehicle or building malfunction or any other reason not specified here.
3. The Contractor will post in a location accessible to all resources, Part II of the Canada Labour Code and the name and telephone number of the designated safety representative. All other printed or safety material or information as directed by the Project Authority must be similarly posted. 4. The Contractor and all contract resources must strictly adhere to all fire and general safety regulations issued by the Provincial/Territorial Government, Regional District, Health Canada or the Government of Canada.
4. Any matters affecting the health and safety of weather observing resources or other individuals working in or around the weather observing station must be brought immediately to the attention of the local official and the Project Authority
5. The Contractor or designate station manager will complete the monthly station Occupational Safety and Health (OSH) check list and forward to the Project Authority.
6. The Contractor will ensure that all on-site resources are aware of known and foreseeable safety or health hazards in the workplace. These must include but are not limited to hazards associated with balloon filling, the use of compressed gas and health and safety hazards associated with mercury.
7. A mercury spill clean-up kit will be provided by Environment Canada (if required). The Contractor will report a spill and attempt a cleanup of any mercury spills as soon as possible. A mercury spill will be considered a hazardous occurrence.
8. The Contractor must ensure that all hazardous material and substances are identified and labeled correctly and stored and handled safely.
9. Environment Canada will provide hearing and eye protection and rubber gloves. The Contractor must provide all other protective equipment required for the safety of resources ensuring it is available and

in good repair and that all resources are aware of the correct use of all protective equipment.

10. The Contractor must investigate and record all known accidents or other hazardous occurrences in the workplace. The Contractor must prepare and complete Hazardous Occurrence Investigation Report, (Labour Canada form 369) and forward copies to the Project Authority. Other copies must be filed with the local Airport Authority or Regional District as required
11. The Contractor must comply with WHMIS (Workplace Hazardous Material Information System) legislation. This must include but not be limited to: ensuring that all contract resources are WHMIS trained and maintain their WHMIS certification as necessary to comply with the legislation, ensuring all WHMIS controlled products are identified with the correct labels and that these products are stored, handled and disposed of according to Federal, Provincial and local laws.
12. The Contractor must ensure that MSDS's (Material Safety Data Sheets) for all WHMIS controlled products on site are requested from the Project Authority as and when required in order to ensure that all MSDS's are made available by the Contractor on site are valid.
13. The Contractor must supply to the Crown, within thirty (30) days of the commencement of the contract, written proof of WHMIS training and certification for all contract resources who will be accessing the weather station.
14. The Contractor must comply with TDG (Transportation of Dangerous Goods) legislation. This includes but is not limited to; ensuring that contract resources who offer for shipment and or receive dangerous goods are TDG trained and maintain their TDG training and certification as necessary to comply with the legislation.
15. The Contractor must supply to the Crown, within thirty (30) days of the commencement of the contract, written proof of TDG training and certification for all contract resources who will offer for shipment and or receive dangerous goods.
16. The Contractor will investigate all hazardous occurrences (including near misses) in the workplace. The results of this investigation must be recorded using the HOIR (Hazardous Occurrence Investigation Report – Labour Canada Form 369) and copies of the completed form must be provided to the Project Authority as soon as possible.
17. The Contractor must comply with all local standing orders and all other regulations in force where the work is performed, relating to the safety of persons on the station and the protection of property against loss or damage from any and all causes.
18. The Contractor must ensure that all compressed gas cylinders are properly handled, labeled, and have the required documentation before shipping.
19. The Contractor must supply proof of valid Workers' Compensation coverage for all employees in the Province/Territory in which the work is performed.

SAFETY AND HEALTH - CROWN

1. Under the Provisions of Part II of the Canada Labour Code (CLC), Canada, Environment Canada or its agents will ensure that all facilities, machinery, instruments and protective devices, meet the standards set out in the Canada Labour Code Regulations. These will include buildings, steps and walkways, guardrails and entries to and exits from the workplace. The Canada will also ensure that ventilation, lighting, and noise levels comply with CLC regulations.

2. Canada will ensure that electrical distribution systems, generators and instrument installations meet the Canada Labour Code Regulations and/or Territorial Electrical Code Standards.
3. Canada will provide, where necessary, potable drinking water as well as sanitary and personal facilities.
4. Canada will provide fire extinguishers, first aid kits, and mercury spill cleanup kits.
5. Canada will provide information on current MSDS (Material Safety Data Sheets) for all known WHMIS controlled products on site prior to the commencement of the contract.
6. Canada will provide THA's (Task Hazard Analyses) regarding known or foreseeable workplace hazards on site prior to the commencement of the contract.
7. Canada will monitor the Contractor's compliance with Health and Safety procedures and regulations through facility inspections and observing program audits.

CONTRACT PERSONNEL

1. The Contractor must be responsible at the Contractor's expense for the employment and supervision of a minimum of three (3) persons capable of being trained and site authorized as Upper Air Observers for the duration of the contract. This is a mandatory requirement.
2. The contractor must ensure that all work (aerological and supplementary) is performed by observers trained and qualified by Environment Canada. An observer's qualification will lapse as per the Aerological Qualification Policy if the observer does not complete two aerological observations in a sixty (60) consecutive day period; or does not, in any other way, conform to the Aerological Observer Qualification Policy.
3. The Contractor must designate one of the three or more observers listed above as the Station Manager. The designated station manager must have a minimum 1 year prior upper air experience. The Station Manager must meet all the qualifications required of an aerological observer. This is a mandatory requirement.
4. The Contractor must notify the Project Authority of any proposed contract personnel changes a minimum 60 days in advance of the proposed personnel change. The proposed change is subject to approval by the Project Authority.
5. The Contractor must provide a resume of the candidate as well as a letter signed by the candidate(s) indicating his or her willingness to work for the Contractor and undergo the necessary training.
6. Environment Canada may refuse any proposed resource that the Authority deems not to have acceptable qualifications to perform the work required. This will include any individual deemed unreliable or negligent in the duties and responsibilities of a weather observer.
7. The level of aptitude normally required by observers is successful completion of secondary school (or equivalent) and a working knowledge of personal computers and the Windows operating system. The ability to read and write English and to perform basic mathematics is required.
8. The Contractor must take all necessary action to ensure that the principles outlined in Provincial, Territorial, and Federal Labour Codes are followed. The Contractor must ensure that Codes are met and that all persons on the weather station premises are provided a safe, healthy, and harassment-free working environment. Failure to comply with Labour Codes may result in the termination of the contract.

9. All observers and designated station manager must provide signed letters of agreement to work and to undergo the required training. This is a mandatory requirement.
10. All observers and designated station manager must undergo Departmental Personnel Security Screening and obtain Approved Reliability Status prior to the commencement of the work. Note this process may take up to 180 days.
11. The Contractor must ensure that all observers and designated station manager perform a minimum 1 complete aerological observation a minimum of once every 60 consecutive days.
12. At the discretion of the EC Project Authority and Technical Authority, the site authorization of an observer may be revoked if the observer does not perform one complete aerological observation a minimum of once every 60 consecutive days.

OBSERVER TRAINING - AEROLOGY

1. If the contract resources have not been previously trained and site authorized by a representative of Environment Canada, the Contractor must make any and all arrangements for these personnel to proceed to Stony Plain, Alberta to successfully complete the Aerological Observers course prior to reporting to the weather station.
2. The Contractor must make arrangements for each observer in the employment of the Contractor and identified in the proposal to proceed to Stony Plain Alberta for aerological observing training prior to their assignment to the weather observing duties. The Contractor is responsible for all costs including but not limited to; contract resource salary, travel, meals, accommodations and transportation to/from the training facility.
3. If, in the estimation of the Project Authority, the training may best be provided at the station, the aerological instructor will provide the training at the station. Training will be limited to five (5) persons including the Contractor (if applicable).
4. The duration of the Aerological Observing course is normally 15 days (not including weekends or holidays) for hydrogen-helium inflation gas and 10 days (not including weekends or holidays) for helium only inflation gas.
5. Contract resources that do not successfully complete the Aerological Observers course in Stony Plain will not be permitted to perform aerological observations nor be granted a Site Authorization to do so.
6. Canada will provide the services of a qualified aerological instructor to present the aerological observing course. For the purposes of new contracts, Canada will assume the costs of providing the instructor during the initial first year of the contract.
7. Trainees must complete WHMIS and TDG certification training. Failure to successfully complete the WHMIS and TDG certification training will result in termination of training for that particular resource. All costs arising from this removal, including replacement of the unsuccessful trainee by another trainee, will be the sole responsibility of the Contractor.
8. While on course, all trainees are expected to behave in a professional manner. Tardiness or disruptive behavior will not be tolerated. Arriving at the Training Centre in an intoxicated or impaired condition will result in immediate removal from the course. All costs arising from this removal, including replacement of the unsuccessful trainee by another trainee, must be the sole responsibility of the Contractor.
9. Subsequent to Environment Canada training provided at the onset of this contract and not including the first year, the Contractor will be allowed one training seat per contract year on a regularly scheduled Contract Aerological Weather Observing Course. Costs for the tuition will be borne by

Environment Canada. The Contractor must be responsible for all other training costs, including but not limited to, transportation, accommodation, living allowance, and wages for the resource(s) of the Contractor.

10. Any additional training outside of that detailed above will be charged to the Contractor at the following rates: \$2000.00 for helium training course and \$3000.00 for Hydrogen training course. All travel and accommodation costs for contract trainees in such cases will be the responsibility of the Contractor.
11. Requests for training must be submitted to Environment Canada in writing. The written request must be received by the Project Authority at least six (6) weeks or thirty (30) working days prior to the commencement of training. Exceptional cases may be addressed through consultation and negotiation with the Project Authority.
12. Canada is committed to increased employment opportunities for Native Canadians (Status and non-Status Indians, Métis and Inuit). Contractors are encouraged to employ these people in their programs. To assist Contractors in this regard, the cost of one tuition per year for one (1) Indigenous person per year, during the life of this Contract, will be waived. The Contractor will still be responsible for all other costs including, but not limited to, transportation, accommodation, living allowance and wages for the resource(s) of the Contractor.

SITE AUTHORIZATION OF OBSERVERS

1. The site authorization/qualification will consist of an initial audit of the observer's practical performance and will be undertaken at a mutually agreeable time to the Contractor and Project Authority.
2. All observers involved in the aerological observation program shall be qualified at the specific site at which the aerological observations are taken. Site authorization is not transferable between stations.
3. The Contractor must provide a shift schedule to the Project Authority for the period of the Site Authorization of all observers. The shift schedule must be received by the Project Authority a minimum 30 days prior to the commencement of the Site Authorization process and must meet the Project Authority approval. The intent is to ensure that the Site Authorization process is completed in a cost effective and practical manner.
4. The Contractor must provide a minimum of six (6) weeks notice to the Project Authority of any requirement for Qualification not resulting directly from a training course.
5. The observer's site authorization/certification will "lapse" and be subsequently revoked if an observer does not perform a complete aerological observations a minimum of once every 60 consecutive days.
6. The observer's site authorization/qualification will be immediately suspended if the resource resigns or is otherwise released from the employ of the Contractor.
7. Environment Canada may revoke any observer's qualification whenever there is cause to believe the observer's performance fails to meet observing standards with as prescribed in MANUPP with respect to accuracy and timeliness.
8. Negligence of duties or the wilful dissemination of false or erroneous weather information will result in de-qualification of the observer.
9. Failure to abide by the stated rules of conduct may result in the revoking of an observer's qualification.
10. An on-site evaluation of the observer's work, including supplemental examination and interviewing, by a representative of Environment Canada will normally be conducted prior to the revoking of an observer's qualification.
11. While an observer's qualification is suspended or revoked, that observer is not permitted to perform aerological observations or conduct supplementary duties.
12. When the requirement for qualification of an observer results directly from the awarding of a contract, or results from the one training seat per option period of the contract, the costs associated with providing an officer of Environment Canada to conduct the Site Authorization will be borne by Canada.
13. When the Contractor requests the qualification of an observer not directly following the awarding of a contract, the Contractor may be responsible for the cost of the qualification. Costs include the necessary transportation, accommodation, living costs and the costs of the Environment Canada employee's time involved to perform the qualification.
14. The Contract holder must provide a shift schedule to the Project Authority outlining the shift schedule during the period of the Site Authorization process. The shift schedule must be received by EC at least two weeks prior to the commencement of the Site Authorization process. The shift schedule must meet Environment Canada's requirements and receive Environment Canada's approval. The intent is to ensure that the Site Authorization process is completed in an efficient and practical manner.
15. The Project Authority or Environment Canada technical services officer has the authority to recommend and implement changes to the observing program, and to order the de-qualification of any

observer found to be lacking in ability, demonstrating negligence or unreliability, in completing the duties of a contract weather observer. Details can be found in the Environment Canada, P&NR Observer Qualification Policy.

CONTRACT CONDITIONS

1. Any storage of items not owned and supplied by Canada must not be allowed on the premises unless used in the performance of this Contract.
2. The Contractor must not allow on the premises any person not certified to work on the site or otherwise authorized by the Project Authority.
3. Canada will provide the services of a qualified officer of Environment Canada to inspect the station and records from time to time, in order to assist the Contractor in achieving and maintaining acceptable standards of operation, all to the satisfaction of the Project Authority.
4. Due to issues within the Region such as human resources and automation, Environment Canada retains the option to terminate the contract without penalty upon sixty (60) days written notice; or, in part (descoping) upon sixty (60) days written notice by Canada. If the requirement is descoped, a new acceptable monthly/daily/hourly rate will be negotiated.
5. Access to any facilities and equipment necessary in the performance of the work will be provided through arrangements to be made by the Project Authority. There will be, however, no day to day supervision of your activities or control of your hours of work by the Project Authority.

FACILITIES

1. Environment Canada will provide the necessary facilities and meteorological compound for the operation of the aerological observation program. The indoor facilities will include a washroom, potable water and all utilities necessary to operate the station, including heat, water, lighting and power at no cost to the Contractor.
2. The Contractor must follow energy efficient and environmentally friendly best practices as established by the Federal and Provincial or Territorial Governments as well as the local municipality when using the provided facilities.
3. The Contractor and all contract resources will ensure that the Federal Government "No smoking" policy is adhered to while using the supplied facilities.
4. It is the responsibility of the Contractor to arrange for or provide general housekeeping services. Services include but are not limited to, keeping the floors clean, swept or vacuumed, the interior walls and windows cleaned, and the daily removal of all litter and waste. Any cleaning or janitorial supplies and equipment required to maintain the cleanliness of the weather observing facilities must be supplied by the Contractor.
5. It will be the Contractors responsibility to purchase and provide the materials required to perform the routine maintenance of the station. These supplies include but are not limited to; garbage bags, toilet tissue, paper towels and cleaning materials.
6. The Contractor will be responsible for the maintenance of the meteorological compound by ensuring all sidewalks and walkways to and from the compound are kept clean of snow and ice during the winter. All doorways immediately around the hydrogen inflation and the Aerological Operations building will be kept clear of snow. All equipment required to maintain the compound and walkways is the sole responsibility of the Contractor.

7. The Contractor will notify the Project Authority or a specified agency when snow clearing of the station road way or yard area is required, or garbage removal is required. Environment Canada will be responsible for the cost of snow removal for the roadway and or yard and for garbage removal.
8. The Contractor is responsible for all costs associated with injury or accident arising out of the Contractor's negligence (e.g. appropriate warning signs were not correctly posted or improperly using equipment and safety gear when maintaining, repairing or cleaning facilities).
9. The Contractor or contract resources will not remove, modify, or otherwise change any aspect of the provided facilities, property, or equipment without prior written approval and guidance from the Project Authority. The Contractor must report any defect in the facilities, property or equipment to the Project Authority.
10. The Contractor will ensure that the facilities provided are operated and maintained in an environmentally responsible manner.
11. The Contractor will ensure that the facilities provided are to be used for the sole purpose of the aerological weather observation program.
12. The Contractor must ensure that only individuals involved in the taking of aerological observations as part of the contract or otherwise involved in the cleaning and/or maintenance of the facilities will use the supplied facilities.
13. The Contractor must ensure that the provided facilities are secured and locked and windows closed when not in use

EMERGENCY PLANS

1. The Contractor, in consultation with the Project Authority, must prepare and submit an Emergency Action Plan detailing procedures to be followed by all resources in cases where extraordinary events, such as power failures, severe weather or natural disasters, or other events beyond the control of the Contractor, or his staff, may interfere with or prevent the contract weather observation duties.
2. The Emergency Action Plan must address alternate methods of transmitting aerological observations in the event of normal Environment Canada communications failure, and a resource call-in procedure to maintain the program. The plan must also include a user notification plan detailing the individuals or agencies to be notified both during any program interruption and following the normal resumption of business.
3. The Contractor must ensure that all contract resources are aware of this plan and the procedures to be followed in such instances.
4. The Contractor must complete the Emergency Action Plan within thirty (30) days of the commencement of the contract. This action plan must be forwarded to the Project Authority within this time frame.

WHMIS and TDG

1. It is the Contractor's responsibility to comply with the Workplace Hazardous Material Information System (WHMIS), the Transportation of Dangerous Goods Act - Land (TDG) and all applicable Occupation Safety and Health (OSH) regulations.
2. The Contractor agrees to provide, within thirty (30) days of the start of the contract, proof of:
3. Certification of all staff in Workplace Hazardous Material Information Systems (WHMIS);
4. Certification of at least one (1) staff member in Transportation of Dangerous Goods - Land (TDG);
5. Site specific Occupational Safety and Health (OSH) Plan including Emergency Action Plan as detailed in the Statement of Work, Annex "A", contained herein. There will be a 10% per month holdback of the monthly amount payable, for each month of the contract, starting with the start-up of the contract, in which the required documentation for WHMIS, TDG, and emergency action plan, are not received. Upon satisfactory completion of all of the conditions indicated above, all moneys withheld will be paid to the Contractor. If all items above are not satisfied within six (6) months of the start of the Contract, the 10% holdback accumulated for the six (6) month period, will be forfeited to Canada and each subsequent month's holdback will immediately be forfeited to Canada until such time as the items are satisfied. If at the end of the first year of the Contract, if all of the stated items are not satisfied, the Contract will not be renewed.

There are a number of hazards that an observer may face as part of their regular day to day duties. These hazards maybe physical, chemical or both in nature.

Physical Hazards

Possible physical hazards on-site are:

- hydrogen fire and/or explosion
- asphyxiation from hydrogen or helium
- eye/ear injury from ruptured balloons
- frost bite while working on outdoor equipment or completing a snow survey/ice survey
- slip, trip and fall hazards while releasing balloons
- skin burns from acids/caustics
- injury from high pressure helium cylinders (explosion and crushing injuries)
- working alone in a remote location
- opening/closing of the inflation building main overhead door
- fire extinguishers (explosion and asphyxiation)
- electrocution
- encounters with wildlife while working outdoors
- cuts and/or punctures while maintaining equipment
- exposure to mercury

Chemical Hazards

Possible chemical hazards on-site are:

- mercury
- lithium chloride
- Fyrite Fluid (hydrochloric acid)
- mercury cleanup kits
- methyl or isopropyl alcohol
- ozone
- potassium hydroxide (caustic potash)
- lubricating oil
- sulfamic acid
- battery acid
- fire extinguishers
- Hydrogen gas
- Helium gas

The Contractor must ensure staff have been made aware of all known hazards and have received training in safe work practices including the use of personal protective equipment to minimize these hazards. Any new or unlisted physical or chemical hazards must be brought to the attention of the Project Authority immediately in writing.

The Contractor must ensure that all staff are equipped with and use as directed on applicable MSDS sheets, personal protective equipment (PPE) (such as face masks, chemical resistant gloves, safety boots, etc.) in the completion of their duties.

Upon start-up of the contract and on the contract anniversary dates thereafter, the Contractor must perform an inventory of all Personal Protective Equipment that staff are equipped with and forward listing to the Project Authority to ensure compliance.

The Project Authority will annually review the inventory and the contractor's training plan. The contractor must remedy any noted deficiencies to the satisfaction of the Project Authority. Failure to do so will be considered Cause for Termination of the contract.

MSDS

MSDS sheets for all known Environment Canada provided hazardous chemicals on-site will be made available to the Contractor prior to contract start up. The Contractor must ensure that the station MSDS sheets are kept current and that new MSDS sheets are ordered from the Project Authority as and when required.

If the Contractor brings hazardous chemicals to the station, it will be the Contractor's responsibility to provide up to date MSDS sheets for each hazardous chemical.

Liquidated Damages – Aerology

Penalties for non-performance represent an estimate of the loss that will be incurred by Environment Canada in the event that the Contractor is responsible for delayed or missing aerological data. The penalties reflect the amount that Environment Canada is entitled to recover in the event of a breach of the terms and conditions of the contract without the requirement to prove the actual damages.

NORMAL RELEASE – Every effort must be made to perform the aerological release at precisely 04:15 (MST)/11:15 UTC (morning) and or 16:15(MST)/23:15 UTC (evening). Due to conditions beyond the control of the Contractor there may be short delays in performing the release, actual release times between 04:15 and 4:29MST (morning) and 16:15 and 23:15 (evening) will be considered “normal”.

EARLY ASCENTS - If an aerological release is made prior to 04:15 MST/11:15 UTC for the morning observation or prior to 16:15 MST/23:15 for the evening observation, it will be considered “early” and there will be a reduction in payment to the Contractor of one-half (0.5) times the aerological observation rate.

DELAYED ASCENTS - If the first aerological release attempt is made after 04:29 (MST) /11:29(UTC)but before 06:45 MST (or 16:29 MST but before 18:45 MST), the release will be logged as "DELAYED" and a message sent on the Environment Canada communications system advising of the delayed ascent. If the delay was caused by conditions beyond the control of the contractor, equipment malfunction or weather (as determined by the Project Authority) there will be no reduction in the payment to be made to the Contractor. If the delay was caused by events resulting from the Contractor not following established procedures (as determined by the project authority) there will be a reduction in the payment to the Contractor of one-half (0.5) times the aerological observation rate.

MISSED ASCENTS - If an aerological release is not made before 06:45 MST (or 18:45 MST), the release will be logged as "MISSING" and a message sent on the Environment Canada communication system advising of the missed ascent. If a release was attempted but due to conditions beyond the control of the Contractor, equipment malfunctions (as determined by the Project Authority) there will be no reduction to the payment made to the Contractor. If a release was not attempted for reasons caused by events resulting from the Contractor not following established procedures (as determined by the project authority) there will be a reduction the Contractor will not be paid for the observation **plus** a reduction of one (1.0) times the Aerological Observation rate will be applied.

Releases must not be attempted after 13:45 UTC(morning) and 01:45 UTC(evening)

INCLEMENT WEATHER/ROAD CONDITIONS

If the weather or road conditions are such that the Contractor could not reasonably be expected to travel to the upper air station to attempt an aerological release, the Contractor will not generally be liable for Liquidated Damages resulting from the missed observation; however, the Project Authority must still be notified. If the following criteria are met, payment will not be made for the ascent but Liquidated Damages will not apply:

widespread visibilities $\leq \frac{1}{4}$ SM (400 meters) in blowing snow or blowing snow in combination with falling snow and

EITHER:

a) sustained wind speeds ≥ 60 km/h

b) wind-chill more than twenty-three hundred (2300) watts/square meter (approximately -50 degrees)

To avoid Liquidated Damages, if an observation will not be made due to Inclement Weather/Road Conditions the Stony Plain Service Desk **MUST** be called via their toll free number 1-877-292-0939. If the call is not made, the flight will be considered to be missed and Liquidated Damages will be applied.

If the weather conditions in the above paragraph do not exist, but in the opinion of the Contractor attempting an observation will cause a significant risk to the observer's health and safety, then the Contractor is not obligated to attempt an aerological observation and liquidated damages will not apply, however the Stony Plain Service Desk **MUST** still be notified.

If the contract resource cannot make it to the Upper Air Station for reasons other than inclement weather, such as building maintenance issues, vehicle issues or for any other reason the Stony Plain Service Desk **MUST** be notified via their toll free number 1 877 292-0939.

OBSERVATION QUALITY - If the Contract resource makes an error in the pre-flight setup of the aerological instrument which causes the flight data to become invalid (surface temperature, pressure, etc. are incorrect) there will be a reduction in payment to the Contractor of one-half (0.5) times the Aerological Observation rate.

A sustained number of delayed, missing, or inaccurate ascents can result in termination of the Contract for cause.

A sustained number of delayed, missing, or inaccurate ascents by a contract aerological observer can result in revocation of the observer's authorization to perform Aerological Observations.

It should be noted that liquidated damages for quality control are applied to the Contractor's monthly performance and not to any individual observer's performance.

AEROLOGICAL MESSAGE TRANSMISSION

If any of the aerological messages are transmitted late, the aerological release will be considered "DELAYED". If any of the messages are not transmitted within one (1) hour of the required transmission times, the release will be considered "MISSING". Liquidated damages will not apply in the event of DELAYED or MISSING aerological messages caused by equipment malfunction, weather conditions (as outlined in this document), early balloon burst, multiple releases and/or total communication system failure. The observer MUST check to ensure that all messages are transmitted as required.

ADMINISTRATIVE MESSAGE TRANSMISSION

Administrative messages are required if; the aerological release is early, delayed or missing (including observations missed or delayed due to weather). If the administrative message is not transmitted within (3) three days of the occurrence, it will be considered "MISSING" and Liquidated damages will apply. The Contractor will not be paid for the observation. The observer MUST check to ensure that all messages are transmitted as required.

Liquidated Damages - Supplementary Programs

If a supplementary program, for which additional remuneration is provided (snow survey, ice thickness, electrolyser maintenance, etc.) is not performed for reasons other than equipment malfunction or weather (as determined by the Project Authority), the Contractor will not be paid for the program plus a reduction of one (1.0) times the program rate will be applied.

If a supplementary program for which additional remuneration is not provided, is not performed for reasons other than equipment malfunction or weather (as determined by the Project Authority), a reduction of 1 hour remuneration per day for each day the program is not performed will be applied.

1. INSTRUCTIONS

1.1. It is **MANDATORY** that bidders submit prices/rates for the all the periods of the proposed contract and the option years in the following pricing schedules. This section, when completed, will be considered as the bidder's Financial Proposal.

1.2. Should there be an error in the extended pricing of the bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidders' proposal shall be changed to reflect the quantities stated in the RFP.

1.3. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

1.4 The quantities and estimates specified below are provided for evaluation purposes only.

1.5 Bidders must provide offers as per the unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

HOLDBACK:

There will be a 10% per month holdback of the monthly amount payable, for each month of the contract, starting with the start-up of the contract, in which the required documentation for WHMIS, TDG, and emergency action plan, are not received. Upon satisfactory completion of all of the conditions indicated above, all moneys withheld will be paid to the Contractor.

If all items above are not satisfied within six (6) months of the start of the Contract, the 10% holdback accumulated for the six (6) month period, will be forfeited to Canada and each subsequent month's holdback will immediately be forfeited to Canada until such time as the items are satisfied. If at the end of the first year of the Contract, if all of the stated items are not satisfied, the Contract will not be renewed.

AS AND WHEN REQUESTED WORK

Estimates - Where an estimate of the cost of performing specific work is required, the Project Authority will provide the Contractor with a statement of the work required and the Contractor must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Contract. The Contractor must not undertake any of the specified work until approval is given by the Project Authority.

An estimate will be required for all "AS AND WHEN" requested services. When a cost estimate has been completed and accepted by the Project Authority, fully completed work or services relating to each individual task will be performed or provided at a cost no greater than 110% of each estimate.

CONTRACT YEAR 1 - Estimated October 01, 2014 to September 30, 2015

Line	Description	Est. Qty	Unit of Issue	Firm Unit Price	Total Estimated Cost
Pricing Schedule 1 - Firm All Inclusive Prices - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A .					
1.	Aerological Observations (730 aerological observations estimated at 6hrs/day)	730	EA	\$	\$
2.	Snow Survey Measurements	14	Ea	\$	\$
Pricing Schedule 2 - Additional "As and When Requested" work The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
1.	Hourly Labour Rate	40	HR	\$	\$
Price for Evaluation					\$

CONTRACT YEAR 2 - Estimated October 01, 2015 to September 30, 2016

Line	Description	Est. Qty	Unit of Issue	Firm Unit Price	Total Estimated Cost
Pricing Schedule 1 - Firm All Inclusive Prices - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A .					
1.	Aerological Observations (730 aerological observations estimated at 6hrs/day)	730	EA	\$	\$
2.	Snow Survey Measurements	14	Ea	\$	\$
Pricing Schedule 2 - Additional "As and When Requested" work The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
1.	Hourly Labour Rate	40	HR	\$	\$
Price for Evaluation					\$

CONTRACT YEAR 3 - Estimated October 01, 2016 to September 30, 2017

Line	Description	Est. Qty	Unit of Issue	Firm Unit Price	Total Estimated Cost
Pricing Schedule 1 - Firm All Inclusive Prices - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A .					
1.	Aerological Observations (730 aerological observations estimated at 6hrs/day)	730	EA	\$	\$
2.	Snow Survey Measurements	14	Ea	\$	\$
Pricing Schedule 2 - Additional "As and When Requested" work The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
1.	Hourly Labour Rate	40	HR	\$	\$
Price for Evaluation					\$

OPTION YEAR 1 - Estimated October 01, 2018 to September 30, 2019

Line	Description	Est. Qty	Unit of Issue	Firm Unit Price	Total Estimated Cost
Pricing Schedule 1 - Firm All Inclusive Prices - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A .					
1.	Aerological Observations (730 aerological observations estimated at 6hrs/day)	730	EA	\$	\$
2.	Snow Survey Measurements	14	Ea	\$	\$
Pricing Schedule 2 - Additional "As and When Requested" work The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
1.	Hourly Labour Rate	40	HR	\$	\$
Price for Evaluation					\$

OPTION YEAR 2 - Estimated October 01, 2019 to September 30, 2020

Line	Description	Est. Qty	Unit of Issue	Firm Unit Price	Total Estimated Cost
Pricing Schedule 1 - Firm All Inclusive Prices - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A .					
1.	Aerological Observations (730 aerological observations estimated at 6hrs/day)	730	EA	\$	\$
2.	Snow Survey Measurements	14	Ea	\$	\$
Pricing Schedule 2 - Additional "As and When Requested" work The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
1.	Hourly Labour Rate	40	HR	\$	\$
Price for Evaluation					\$

BID PRICE FOR EACH PERIOD

Contract Period 1 - _____

Contract Period 2 - _____

Contract Period 3 - _____

Option Year 1 - _____

Option Year 2 - _____

TOTAL PRICE FOR EVALUATION \$ _____

*See Attached
Document*

IMPORTANT NOTICE TO BIDDERS

This notice is to advise ALL interested bidders that to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document.

NOTE:

Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request via email to Tammy Kozak at tammy.kozak@pwgsc.gc.ca. Additional information on PWGSC security can be found on the following web site:

<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

Security clearance for contractor personnel (individuals) must be initiated by the Bidders Company Security Officer with CISD.

ANNEX D FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

A1. The Bidder certifies having no work force in Canada.

A2. The Bidder certifies being a public sector employer.

[A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.](#)

A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

[A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity \(AIEE\) in place with HRSDC-Labour.](#)

OR

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

B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

OR

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

D.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

D.2 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

D.3 All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$1,000,000.00. The Government's Property must be insured on replacement cost basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - (b) Loss Payee: Canada as its interest may appear or as it may direct.
 - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Environment Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Task Authorization Approval Form					
Task Authorization Order No.:					
Date:					
Services For:			Supplier Information:		
Contact Information					
Contracting Officer:					
Supplier Contact:					
Telephone:			Telephone:		
Project Officer:					
Telephone:					
Contract No.:			Delivery Date:		
			FOB:		
Terms: Please refer to the Contract for complete Terms and Conditions					
1.0 Description of Tasks to be Performed					
2.0 Period of Services					
Start Date:					
End Date:					
3.0 Location:					
4.0 Costs:					
Item No.	Category of Personnel /	Item Description	Unit of Issue	No. of Days/	Quantity
	Per Diem Rate/	Unit Price			Extended Price
					Subtotal
					GST/HST
					TOTAL
5.0 Authorities					
Authorization: This form must contain the signature of both the Contractor and the appropriate Project Authority in order for this Task Authorization to be valid. The services detailed under this Task Authorization must be identified on the supporting Contract. Services are not to provided prior to the completion and signature of this form. Contact the Contracting Officer for more information.					
Supplier:					
_____			_____		
Signature			Date		
Project Authority:					
__ I approve this Task Authorization					
__ I do not approve this Task Authorization for the following reason(s): _____					
Pursuant to subsection 32 (1) of the Financial Administration Act, funds are available.					
_____			_____		
Signature			Date		

ANNEX "G"**TASK AUTHORIZATION USAGE REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
30 April	01 January	31 March
30 July	01 April	30 June
30 October	01 July	30 September
30 January	01 October	31 December

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

tammy.kozak@pwgsc-tpsgc.gc.ca

Or

Facsimile: (204) 983-7796

MANDATORY REQUIREMENTS AND EVALUATION CRITERIA**Aerological Observations and Other Services
Fort Smith Upper Air Station (2014)****Mandatory Requirement****1. Minimum Number of Employees**

A minimum of three (3) persons trained and qualified as upper air observers must be identified in the proposal and must be available for work at the station for the duration of the contract.

2. Station Manager Qualifications

One of the three proposed observers must be designated as the station manager. The designated station manager must have a minimum of one (1) year experience in performing aerological soundings at an upper air station. The station manager must meet all the qualifications required of an aerological observer and proof of his/her upper air experience must be provided in the proposal.

3. Observer Résumés

Résumés of all the proposed observers and designated station manager must be included in the proposal. All proposed observers and designated station manager must have completed secondary school or equivalent as well as have computer experience with Microsoft Office .

4. Letters of Agreement

Signed letters of agreement from all the proposed observers and designated station manager must be included in the proposal. These letters must indicate the person's willingness to work and to undergo the training required.

5. Contact Information

The Contractor must provide a telephone number, fax number and an e-mail address that are monitored during the times when the station is not attended.

Point Rated Technical Evaluation Criteria

Instructions to bidder:

Evaluation Method

Technical proposals will be evaluated in accordance with the point rated criteria listed below in Section 3 – Criteria. It is suggested that the proposal address these point rated criteria in sufficient depth to allow for a complete and accurate assessment.

Partial points will be awarded for each criterion based on the comparison against an absolute scale rating of 0 to 10 (or multiples of 0 to 10). 10 points will be awarded for a rating of “excellent” and “0” points will be awarded for “non responsive”.

NON RESPONSIVE	INADEQUATE	POOR	WEAK	JUST ACCEPTABLE	ACCEPTABLE	GOOD	VERY GOOD	EXCELLENT
0 point	1 point	2-3 points	4 points	5 points	6-7 points	8 points	9 points	10 points
Did not submit information which could be evaluated	Absolutely inadequate Weakness can't be corrected Proponent lacks qualification and experience Team proposed is not likely able to meet requirements Sample projects not related to this projects needs Extremely poor, insufficient to meet performance requirements	Slightly or substantially below the desirable minimum Generally doubtful that weaknesses can be corrected Proponent generally lacks qualifications and experience Team is weak – either missing components or overall experience is weak Sample projects not related to this projects needs Little capability to meet performance requirements	Just fails to meet the desirable minimum Weaknesses can be corrected Proponent just below minimum qualifications and experience Team not quite capable of fulfilling requirements as presented Sample projects only marginally related to this projects needs Just below acceptable capability	Just meets the desirable minimum Weaknesses can easily be corrected Proponent has minimum qualifications and experience Team capable of just fulfilling requirements Sample projects somewhat related to this projects needs Minimum acceptable capability, should meet minimum performance	Meets the desirable minimum No significant weaknesses Proponent is qualified and experienced Team covers all components and will likely meet requirements Sample projects generally related to this projects needs Average capability should be adequate for effective results	Slightly exceeds the desirable minimum No significant weaknesses Proponent is well qualified and experienced Team covers all components and more than likely will meet requirements Sample projects are related to this projects needs Above average capability	More than satisfies desirable minimum No apparent weaknesses Proponent is highly qualified and experienced Strong team – some members have previously worked together Sample projects directly related to this projects needs Superior capability, should ensure effective results	Exceptionally strong proposal No apparent weaknesses Proponent is exceptionally qualified and experienced Exceptional team – has worked well together before on comparable work Took the lead in projects directly related to this projects needs Exceptional capability, should ensure extremely effective results

Scoring

The Bidder’s proposal must obtain the required minimum of 70% of the total points allotted for Section A – Contractor’s Staffing Plan AND the bidder’s proposal must obtain the required minimum of 70% of the total points allotted for Sections A, B, C and D combined.

3. Criteria

A. Contractor's Staffing Plan (Total 100 pts)

i) Proposed staffing structure of station (30 pts)

Provide a sample shift schedule showing all proposed staff members in a normal shift rotation	10
Show on the schedule or indicate in writing how you would cover station programs for one shift on short notice due to employee illness	10
Show on the schedule or indicate in writing how you would cover station programs for a prolonged period (2 months) due to employee absence	10

ii) Staff qualifications (70 pts)

All resumes of proposed resources should include but are not limited to: dates of training in related work, details of experience in related work, details of overall work performance in related work. Each resource score will be based on the highest demonstrated level in the supplied resume.

Qualifications and experience which specifically relate to the work to be performed	25
Proposed Station Manager qualifications including supervisory experience, team leader experience developing shift schedules, etc	25
Qualifications and experience in weather observing, computer work or other technical or instrumentation work	10
Demonstrated ability to work without supervision	10

Add each resources mark together and divide by the number of staff to get average rating of staff.

Staff 1 score 70

Staff 2 score 50

Staff 3 score 60

Total $180/3 = 60$ (pass mark 30) therefore this is a very good staffing scenario

B. Contractor Experience and Performance (Total 100 pts)

iii) Experience and Performance in weather observing (40 pts)

- The date the firm was founded, number of employees, as well as any pertinent performance rating information such as error rates, awards or other recognition such as letters of reference.

iv) Current contract(s) and/or experience in other technical fields (30 pts)

- The location(s) and dates as well as any pertinent performance rating information. Contracts and/or experience such as, but not limited to, scientific research, computer applications and aviation will be considered. Examples: Scientific research, Aviation, Computer Application etc.

v) Past contract(s) and/or experience in other technical scientific fields (30 pts)

- The location(s) and dates as well as any pertinent performance rating information. Contracts and/or experience such as, but not limited to, scientific research, computer applications and aviation will be considered. Examples: Scientific research, Aviation, Computer Application etc

C. Contractor's Operational Plan (Total 100 pts)

vi) Budget showing detailed cost factors (50 pts)

A budget which shows the costing factors considered when developing the proposal. Do not include actual dollars amounts but indicate cost factors which you have considered over and above the salary paid to your employees.

Demonstrate 5 or more Staffing related cost factor considerations. Points will be allocated at 5points for each staffing related cost consideration to a maximum of 25 points	25
Demonstrate 5 or more Operational related cost considerations. Points will be allocated at 5points for each staffing related cost consideration to a maximum of 25points	25

vii) Details on how work performance will be ensured (50 pts)

Detail what specific steps and/or procedures will be taken to ensure the performance of your staff will remain at a high level. Do not use generalities or motherhood statements	50
--	----

D. Contractor's Occupational Health and Safety Program (100 pts)

viii) Contractor's OHS Policy (30 pts)

State in detail your Occupational Health and Safety Policy	30
--	----

ix) Application of the OHS Policy (30pts)

Detail how you will apply your Occupational Health and Safety Policy to ensure that OHS objectives will be met	15
Detail how unacceptable performance of safety and health responsibilities by an employee will be addressed	15

x) Working alone procedure (40 pts)

Detail your working alone procedure or similar mechanism showing how you will ensure the health and safety of the observers while they are working alone	40
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RECEIVED
MAY 14 2014

Contract Number / Numéro du contrat

K4E21-14-0031

Security Classification / Classification de sécurité
UNCLASSIFIED

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 Environment Canada		2. Branch or Directorate / Direction générale ou Direction MSC-ASOP
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 To observe record encode and transmit Aerological and Supplementary observations at specific times to comply with MANUPP Manual of Upper Air Observations		
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? (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 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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



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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 FIABILITÉ | <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 :

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 / 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 / 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).



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Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) <i>Shelley Rovire</i>	Title - Titre <i>Supervisor Contract Programs</i>	Signature <i>Shelley Rovire</i>
Telephone No. - N° de téléphone <i>204 983-4934</i>	Facsimile No. - N° de télécopieur <i>204 984-2072</i>	E-mail address - Adresse courriel <i>shelley.rovire@ec.gc.ca</i>
		Date 2014/05/12

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

Name (print) - Nom (en lettres moulées) Leek, Gordon	Title - Titre Manager, Regional Security	Signature <i>Gordon Leek</i>
Telephone No. - N° de téléphone 403-292-6528	Facsimile No. - N° de télécopieur 403-292-5314	E-mail address - Adresse courriel gordon.leek@ec.gc.ca
		Date 12 MAY 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)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name <i>Paul Lepinski</i>	Signature <i>Paul Lepinski</i>
Telephone No. - N° de téléphone Agent à la Sécurité des contrats Contract Security Officer Secteur de la Sécurité industrielle Industrial Security Sector Paul.Lepinski@tpsgc-pwgsc.gc.ca Téléphone : 613 957-1294	Date 15-MAY-2014