



NCR Procurement and Contracting
Finance Branch
351 Saint-Joseph Boulevard
Gatineau, Quebec
J8Z 1T3

August 4, 2014

Solicitation number K2A10-13-0017

PROJECT TITLE: PROFESSIONAL DRIVERS FOR VEHICLE ACCUMULATION SERVICES

Dear Madam/Sir:

Environment Canada has a requirement for the services described in the attached "Terms of Reference". We are, as a result, soliciting proposals to perform this work.

If you are interested in providing these services, you must submit **three (3) copies of your technical proposal, two (2) copies of your completed signed Offer of Service, and two (2) copies of the former public servant certification** no later than **15:00 (local time) on September 16, 2014** to the following office:

Environment Canada (BIDS)
Mailroom
171 Jean-Proulx
Gatineau, Quebec
J8Z 1W5

in accordance with the following procedures:

1. Identify the solicitation number **K2A10-13-0017** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
 - (a) a brief statement indicating your understanding of the work;
 - (b) a summary of your related experience;
 - (c) a listing of staff (professional, technical, administrative, sub-contractors) who will be assigned to the work, and their respective personal résumés;
 - (d) an explanation of the intended approach and/or methodology; and

(e) contingency plans to be implemented in the event assigned staff become unavailable during the period of the contract.

3. Environment Canada requests that bidders provide their bid in separately bound sections as follows:

SECTION I: SUBMIT THREE (3) HARD COPIES OF YOUR TECHNICAL PROPOSAL;
SECTION II: SUBMIT TWO (2) SIGNED HARD COPIES OF THE OFFER OF SERVICE (WHICH REPRESENTS THE FINANCIAL BID).
SECTION III: SUBMIT TWO (2) SIGNED HARD COPIES OF THE FORMER PUBLIC SERVANT CERTIFICATION.

Prices must appear in the Offer of Service (Financial Bid) only. No prices must be indicated in any other section of the bid. Offer of Service must be signed.

Bids must be submitted only to Environment Canada's Mailroom by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted to Environment Canada by facsimile or e-mail will not be accepted.

All questions concerning this project shall be submitted in writing by e-mail: Shawn.Davis@ec.gc.ca

Yours sincerely,

Shawn Davis
Procurement and Contracting Officer
Materiel and Contract Management Branch

Attachments:

Offer of Service
Former Public Servant Certification
Mandatory Proposal Instructions
Terms of Reference
Evaluation Grid

MANDATORY PROPOSAL INSTRUCTIONS

- 1. Receipt**

The specified office will receive the sealed proposals (including the Offer of Service) or revisions up until the time and date specified in the letter of invitation.

Environment Canada shall no longer accept the Offer of Service/technical portion of the bidders' proposals by facsimile or by electronic mail.
- 2. Unacceptable Proposals**

Proposals received after the closing date and time will not be considered **and will be returned unopened.**

Proposals **NOT** submitted with duly completed Offer of Service forms in the format specified by the Department will not be accepted.

Incomplete proposals will be considered non-responsive and rejected.

Any Offer of Service that exceeds the stated ceiling or maximum price, if any, shall be considered non-responsive and rejected.

Any Offer of Service not signed in accordance with the letter of invitation shall be considered non-responsive and rejected.
- 3. Acceptance**

The Department will not necessarily accept the lowest or any of the proposals submitted.
- 4. Completion**

The Offer of Service form must be completed and submitted in the format presented by the Department.

Proposals must be submitted in accordance with these instructions and those contained in the letter of invitation.

It is the proposer's responsibility to ensure his/her complete understanding of the requirements and instructions specified by the Department. Enquiries concerning this solicitation must be submitted in writing to the contracting authority (Shawn Davis) no later than five (5) working days prior to the bid closing date specified herein to allow sufficient time to provide a response.
- 5. Reference**

The Department of Environment reserves the right, before awarding the Contract, to require the Contractor to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the contractor.



OFFER OF SERVICE

1. **Offer submitted by:** (Print or type complete business or corporate name, address, telephone number, fax number)

Tel. No. _____ Fax. No. _____

E-Mail _____

2. I (We), the undersigned, hereby offer to Her Majesty the Queen in Right of Canada, as represented by the Minister of Environment, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to complete, to the entire satisfaction of the Minister or his/her authorized representative, the work as described in the Solicitation package according to the terms and conditions of the Department's service contract for the following prices:



2.1 Professional Services:

The following is a breakdown of the Professional Services (show fee structure all-inclusive of profit and overhead).

Table 1		
Year 1 – Contract award to March 31, 2015		Firm per diem rate
PD1.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD1.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD1.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	

Table 2		
Year 2 – April 1, 2015 to March 31, 2016		Firm per diem rate
PD2.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD2.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD2.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	



	Table 3	
	Year 3 – April 1, 2016 to March 31, 2017	Firm per diem rate
PD3.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD3.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD3.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	

	Table 4	
	Year 4 – April 1, 2017 to March 31, 2018	Firm per diem rate
PD4.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD4.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD4.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	



	Table 5	
	Option Year (Year 5) – April 1, 2018 to March 31, 2019	Firm per diem rate
PD5.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD5.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD5.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	

The formula for determining the **Evaluated Per Diem rate (EPD)** is as follows:

- $(PD1.1 + PD1.2 + PD1.3) \div 3 = PD1Average$
- $(PD2.1 + PD2.2 + PD2.3) \div 3 = PD2Average$
- $(PD3.1 + PD3.2 + PD3.3) \div 3 = PD3Average$
- $(PD4.1 + PD4.2 + PD4.3) \div 3 = PD4Average$
- $(PD5.1 + PD5.2 + PD5.3) \div 3 = PD5Average$

$$EPD = (PD1Average + PD2Average + PD3Average + PD4Average + PD5Average) \div 5$$

= _____



- 3. I (We) agree that the Offer of Service will remain firm for a period of one hundred and twenty (120) calendar days after the tender closing date.
- 4. Payment for professional services and associated costs will be effected upon completion of each phase, submission of invoices detailing the work completed to date and upon confirmation by the departmental representative of the services rendered/deliverables received.

Claims for travel and accommodation expenses will be reimbursed at cost, in accordance with the Travel Directive, after they have been submitted with the aforementioned invoices and supported by receipts, vouchers, or other appropriate documents.

- 5. I (We) agree to submit herewith the following:
 - (a) a PROPOSAL to undertake the work, indicating an understanding of the objectives and responsibilities, a methodology and a time schedule as it relates to the requirements;
 - (b) a CORPORATE RESUME indicating relevant experience, the proposed personnel for the work team including their curriculum vitae;
 - (c) a list, if applicable, of SUBCONTRACTOR(S) including full names and addresses, portion(s) of work to be subcontracted and relevant firm experience;
 - (d) a duly completed OFFER OF SERVICE, **in two copies (2)**.
 - (e) a duly completed former public servant certification, **in two copies (2)**.
- 6. It is a condition that during the term of the contract all persons engaged in the course of carrying out this contract shall conduct themselves in compliance with the principles of the Conflict of Interest and Post-Employment Code for Public Office Holders. Should an interest be acquired or seem to cause a departure from the principles, the contractor shall declare it immediately to the departmental representative.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT SHALL BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE AND SHALL BE REJECTED.

Dated this day of , 2014, at in the province of

by: (Signing Officer) Print & Sign

Title

Solicitation: K2A10-13-0017
Former Public Servant Certification – Competitive Requirement

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

Bidder

Signed

Print Name & Title

Date

SOLICITATION NUMBER: K2A10-13-0017
PROFESSIONAL DRIVERS FOR VEHICLE ACCUMULATION SERVICES

BACKGROUND

Environment Canada's (EC) mandate is to preserve and enhance the quality of the natural environment; conserve Canada's renewable resources; conserve and protect Canada's water resources; forecast weather and environmental change; enforce rules relating to boundary waters; and coordinate environmental policies and programs for the federal government. The Canadian Environmental Protection Act (CEPA), 1999 commits EC to "undertake research and development programs for the study of the effect of vehicles, engines or equipment or emissions on air pollution, energy conservation and the environment and for the promotion of measures to control that effect" (Section 158.c). Vehicles and Engines Testing for Emissions Verification section (VETEV) of EC's Transportation Division (TD) administer testing programs to meet this commitment.

As part of its activities of administering the On-Road Vehicle and Engine Emission Regulations under CEPA 1999 the Vehicle and Engine Testing for Emissions Verification (VETEV) Section, performs conformity verifications of emissions of new and in-use vehicles, engines and motorcycles, representative of products offered for sale in Canada. The tests are performed at the Emission and Research Measurement Section (ERMS) laboratory on vehicles that have undergone a "break-in" schedule of accumulating a fixed number of kilometers.

Since these vehicles are "test specimens" they are more valuable than their base purchase price. They are specimens that may be used in a court proceeding as evidence. Driving these test specimens on public roads raises the level of responsibilities for the driver. The driver will also need to have vehicle technical knowledge in order to be able to detect and report abnormal performance behavior with the test specimen. Any performance issues may have an influence on the emissions test results.

1. Security:

All resources proposed by the bidder must hold a security accreditation to the level of RELIABILITY at the time of response to this request for proposal. In order to demonstrate this requirement, the resources with clearance must be listed in the proposal, along with their clearance level and the security clearance number or a confirmation letter from the issuing department.

2. Drivers (includes both drivers and motorcycle riders) must at all times during the contract period:

- be able to deal with the monotony of driving the same designated routes over and over again throughout a long period of time. The average distance that the driver will be driving daily is approximately 400 kilometers.
- be able to ride a motorcycle in difficult climatic conditions;
- be able to detect abnormal vehicle/engine behavior and document it;
- be very diligent about pre-driving inspection which may have to be done multiple

- times in a given day after a switch of test specimen;
- be very diligent about following very specific procedures during the break-in period of a new test specimen;
- be very diligent about the cleanliness of the test specimen;
- be discreet about compliance issues they may arise with a test specimen in order to protect the integrity of the file on the subject;
- be discreet about questions from the general public concerning the work they do;
- be able to operate electronic tracking devices (GPS);
- be familiar with basic computer software in order to enter daily data in the system;
- respect schedules and routes established by EC;
- carry an Environment Canada ID/ access card;
- conduct daily vehicle inspections and the daily accumulation log to be submitted daily; any vehicle concerns must be reported to the Fleet Manager immediately. See Annex "A" for daily Inspection Checklist;
- refuel and provide fuel receipts at the end of each day.
- periodically wash and clean the vehicles.
- record and report the daily course and itinerary of the routes they traveled using the GPS system supplied by Environment Canada.
- are forbidden from using assigned vehicles for personal business or errands.

2.1 Language Requirements:

Drivers must speak, read and write at least one of the two Canadian official languages (French or English).

3. Streams of Work:

3.1 Stream 1 - Professional Driver Services for Vehicle Mileage Accumulation - Light and

Medium Duty Passenger Vehicles

Under the guidance of Environment Canada's test fleet manager, drivers will operate a vehicle assigned to them on a pre-designated route only and solely for the purpose of accumulating kilometers to the required level specified by the test engineer in charge of the program.

3.2 Stream 2 - Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles

Under the guidance of Environment Canada's test fleet manager, the driver/rider will operate a motorcycle assigned to him or her on a pre-designated route only and solely for the purpose of accumulating kilometers to the required level specified by the test engineer in charge of the program.

In addition to all of the requirements in 2.0 Drivers, motorcycle drivers must:

- Be able to drive all size and type of motorcycle from scooters to large cruiser with ease

- Possess and use his or her own proper safety gear and equipment, including a motorcycle jacket with approved shoulder/elbow armor, boots (minimum ankle high), gloves and DOT or SNELL approved helmet.

3.3 Stream 3 - Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles

Under the guidance of Environment Canada's test fleet manager, the driver will operate a vehicle assigned to him or her on a pre-designated route only and solely for the purpose of accumulating kilometers to the required level specified by the test engineer in charge of the program.

4. Task Authorizations:

The work will proceed on an “as and when requested basis” as per individual task authorizations, issued according to the following instructions:

- a. Purpose of TA: Services to be provided under the Contract on an as-and-when-requested basis will be ordered by Canada using the Task Authorization ("TA") process.
- b. Process of Issuing a TA: The Task Authorization Form at Appendix “B” should be used for all TAs. If a requirement for a specific task is identified, a draft “statement of task” will be prepared by the Client and sent to the Contractor. Once it receives the statement of task, the Contractor must submit a response to the Departmental Representative identified in the TA detailing the cost and time to complete the task. The Contractor’s response must be based on the rates set out in the Contract. The Contractor will not be paid for providing the response or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within three working days of the request, unless otherwise specified.
- c. Approval Process: If Canada approves the Contractor’s task response, Canada (by its authorized representative, as described in this contract) will issue the TA by forwarding a signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada’s discretion.
- d. Authority to Issue a TA: All TAs must be issued by the Contracting Authority.
- e. Contents of a TA : A Task Authorization must contain the following information, if applicable :
 - i. a task number;
 - ii. the details of any financial coding to be used;
 - iii. a statement of work for the task outlining the activities to be performed and identifying any deliverables;
 - iv. the duration of the task is to be carried out (start and end dates);
 - v. milestone dates for deliverables and payments (if applicable);
 - vi. the number of person-days of effort required;

- vii. the specific work location;
 - viii. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - ix. any other constraints that might affect the completion of the task.
- f. Charges for Work under a TA : The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. 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 being incorporated into the Work.
- g. Consolidation of TAs for Administrative Purposes : The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.

5. Intellectual Property

Intellectual property will be generated through the collection of driver log sheets, vehicle verification sheets and global positioning and tracking data (gps). The Crown will own the foreground intellectual property arising from work under this contract in accordance with exception 6.5 of the federal policy on Title to Intellectual Property Arising from Crown Procurement Contracts on the grounds that the foreground material is subject to copyright but is not software or software documentation.

6. Hours of Work

Service is to be provided during working hours specified below from Monday to Friday (Statutory Holidays excluded).

- Working hours can be chosen from 7h00 and 16h30 Monday to Friday. The per diem rate is based on a 7.5 hour work day.

7. Vehicles

Vehicles from each stream are provided, fuel is paid for by EC but vehicles will be fuelled by drivers. Vehicle maintenance will be the responsibility of Environment Canada.

8. Contingency

Should the need arise, the Contractor must provide alternate drivers, in compliance with the

following time frames:

- Contractor Driver no-show - within 90 minutes of scheduled starting time;

Should the need arise for bidders to propose additional drivers, beyond those originally proposed in the RFP document, the drivers must meet the same mandatory qualification criteria identified in the RFP. Environment Canada reserves the right to accept or reject any additional drivers proposed by the Contractor during the contract period at its sole discretion.

9. Security

Each driver must hold a reliability security clearance. See attached SRCL Annex “C”

10. Contractor Responsibilities

- The Contractor and its resources must be in compliance with all pertinent federal, provincial and municipal regulations at all times during the performance of the contract.
- The Contractor shall be responsible for any charges assessed as a result of breach of such regulations and by-laws.
- The Contractor shall name a company contact for problem reporting, inquiries or other contract related issues.
- The Contractor must notify the Departmental Representative immediately of any problems with drivers or other issues relating to the contract.
- The Contractor shall be available to attend a service review meeting when requested by EC
- The Contractor must coordinate/arrange for pre-qualify replacement drivers assuring no disruptions toward accumulation services, at Contractor’s cost.

11. Crown Responsibilities

Environment Canada shall be responsible for the safety of Contractor personnel while on departmental premises.

12. Insurance

Contractor must, for the duration of the contract, comply with all of the below:

Carry a Commercial General Liability Insurance of \$5,000,000.00.

1. Liability provision - the contractor assumes liability for all damage caused by the acts and omissions of its drivers;
2. Indemnity provision - the contractor indemnifies the Crown for all claims arising from damage caused by the acts and omissions of its drivers;
3. Insurance - the contractor is required to obtain and provide proof of insurance for the purpose of covering the liability and indemnity provisions, to the levels specified in the contract.

Insurance Policy must include:

- Personal injury and advertising injury limits
- Non-owned automobile liability
- Complete operations liability
- Broad form property damage endorsement
- Occurrence property damage endorsement
- Tenant's legal liability

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.

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 EC a certified true copy of all applicable insurance policies.

13. Project Duration

The duration of this Contract is for four (4) years with Environment Canada reserving the right to exercise one (1) additional one-year option period at its sole discretion.

A notice of Environment Canada's intention to exercise options will be given to the contractor at least 10 days before the termination date of the contract.

15. Method of Selection:

The contract will be recommended for award to the compliant bidder with the lowest Evaluated Per Diem rate (EPD) over the entire life of the contract, including the option year.

The Evaluated Per Diem rate (EPD) will be the average of the proposed firm per diem rates for all three work streams for all four years of the contract plus the option year.

The average is calculated by adding up the proposed firm per diem rates for all streams and dividing the total by the number of work streams (three), then adding the average per diems for each year and dividing the total by five.

16. Mandatory Financial Criteria:

The Bidder must submit its financial bid using the following tables:

	Table 1	
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	Year 1 – Contract award to March 31, 2015	Firm per diem rate
PD1.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD1.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD1.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	

	Year 2 – April 1, 2015 to March 31, 2016	Firm per diem rate
	Table 2	
PD2.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD2.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD2.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	

	Year 3 – April 1, 2016 to March 31, 2017	Firm per diem rate
	Table 3	
PD3.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD3.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD3.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	

	Year 4 – April 1, 2017 to March 31, 2018	Firm per diem rate
	Table 4	
PD4.1	Firm, all-inclusive per diem rate for Work Stream	

	1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD4.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD4.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	

	Table 5	
	Option Year (Year 5) – April 1, 2018 to March 31, 2019	Firm per diem rate
PD5.1	Firm, all-inclusive per diem rate for Work Stream 1: Professional Driver Services for Vehicle Mileage Accumulation - Light and Medium Duty Passenger Vehicles	
PD5.2	Firm, all-inclusive per diem rate for Work Stream 2: Professional Driver/Rider Services for Vehicle Mileage Accumulation – Motorcycles	
PD5.3	Firm, all-inclusive per diem rate for Professional Driver Services for Vehicle Mileage Accumulation – Heavy Duty Vehicles	

The formula for determining the Evaluated Per Diem rate (EPD) is as follows:

$$(PD1.1 + PD1.2 + PD1.3) \div 3 = PD1Average$$

$$(PD2.1 + PD2.2 + PD2.3) \div 3 = PD2Average$$

$$(PD3.1 + PD3.2 + PD3.3) \div 3 = PD3Average$$

$$(PD4.1 + PD4.2 + PD4.3) \div 3 = PD4Average$$

$$(PD5.1 + PD5.2 + PD5.3) \div 3 = PD5Average$$

$$EPD = (PD1Average + PD2Average + PD3Average + PD4Average + PD5Average) \div 5$$

17. Evaluation Criteria:

Bidders must meet all Mandatory Criteria. If any Mandatory Criteria are not met, the bid will be deemed non-compliant and will not be considered further.

No.	MANDATORY CRITERIA	Met / Not Met
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<p>M1</p>	<p>The Bidder's resources must hold a security accreditation to the level of RELIABILITY at the time of response to this request for proposal. Environment Canada requests that the bidder demonstrate its compliance with this requirement by listing its resource(s), along with their clearance level and the clearance number, in the proposal. Environment Canada may request information from bidders to verify compliance with this requirement. Bidders must respond to requests for information.</p>	
<p>M2</p>	<p>All proposed drivers for Work Stream 1 - Light and Medium Duty Passenger Vehicles and Work Stream 3 - Heavy Duty Vehicles must have a minimum of three years of professional experience in the past ten years driving the class of vehicle required in the Work Stream. Bidders must provide a resume for each of their proposed drivers that clearly demonstrate this experience.</p> <p>For the purposes of bid evaluation, bidders must propose at least the following number of drivers and back-up drivers for each stream:</p> <p>Stream 1: one driver and one back-up driver Stream 3: one driver and one back-up driver</p>	

<p>M3</p>	<p>All proposed drivers for Work Stream 2 - Motorcycles must have a minimum of three years of experience in the past ten years driving a motorcycle. Bidders must provide a resume for each of their proposed drivers that clearly demonstrate this experience.</p> <p>For the purposes of bid evaluation, bidders must propose at least the following number of drivers and back-up drivers for each stream:</p> <p>Stream 2: one driver and one back-up driver</p> <p>For Work Stream 2 – Motorcycles, each proposed driver must have an advance training certificate from a recognized motorcycle riding school.</p> <p>For Work Stream 2 - Motorcycles, the three years of experience must include at least one of the below professional rider experiences:</p> <ul style="list-style-type: none"> ○ A rider training certificate by a recognized motorcycle driving school and/or experience as a motorcycle driving trainer ○ Guide for a motorcycle manufacturer demo day ○ Conducted motorcycle evaluation for a trade magazine ○ Rider for the police or any public agency such as the National Defense ○ Motorcycle and/or component development rider for a manufacturer or engineering company ○ Instructor for a motorcycle riding school ○ Guide for a company who organizes motorcycle touring trips ○ Guide for a recognized motorcycle club ○ Any proof of employment as a professional motorcycle driver 	
<p>M5</p>	<p>All proposed drivers must speak, read and write at least one of the two Canadian official languages (French or English).</p>	

<p>M6</p>	<p>Bidders must provide copies of valid drivers' licenses for each of the proposed drivers at time of response to this request for proposal:</p> <ul style="list-style-type: none"> ▶ Class 5 (Qc) or Class G (On) for Light and Medium Duty Passenger Vehicles ▶ Class 6 (Qc) or Class M (On) for motorcycles ▶ Class 1 with Air brake (Qc) or Class AZ (On) for Heavy Duty Vehicles 	
<p>M7</p>	<p>Bidders must provide a copy of a Driver's Abstract from either the Province of Ontario or the Province of Quebec for each of the proposed drivers at the time of response to this request for proposal.</p> <p>The driver must not have been convicted of any of the following motor vehicle offenses, or the bid will be rejected:</p> <ul style="list-style-type: none"> • Driving while his or her driver's license was suspended, revoked or denied; • Operating a vehicle while impaired, under the influence of alcohol or illegal drugs, or refusing a breathalyzer test; • Involved in a "hit-and-run"; • Failure to report or remain at the scene of an accident, and eluding; attempting to elude or giving false information to a police officer; • Any traffic violation resulting in death or serious injury; • Any other significant traffic violation warranting suspension of an operator's license or impounding a vehicle; 	

<p>M8</p>	<p>The bidding firm must demonstrate a minimum of 1 year experience providing professional driver services. In order to demonstrate that the Bidder meets this requirement, they shall provide a description of previous contracts for professional driver services AND applicable reference(s) which will be verified by Environment Canada. Bidder must include the following information in their proposal relating to their reference(s):</p> <ul style="list-style-type: none"> • Name of client organization • Contact at client organization, including title and contact information • Description of professional drivers services provided • Period during which driver services were provided 	
<p>M9</p>	<p>Bidder must provide proof of compliance with insurance requirement within three (3) working days of being requested by Environment Canada (only the bidder who has been recommended for contract award will be asked to provide this proof).</p>	

Annex "A"
Environment Canada
Daily Vehicle Inspection Checklist

	Yes	No
1) Do the tires appear road-worthy? (e.g. punctures, slashes, tread wear, and pressure)		
2) Is there a spare tire and is it in satisfactory condition?		
3) Are there any leaks apparent under the vehicle?		
4) Do all headlights, taillights, horn, and turn signals work?		
5) Do the wipers & windshield washer work?		
6) Do the seat belts work properly?		
7) Are articles within the vehicle properly stored to prevent them from striking a person during an emergency stop or collision?		
8) Is the vehicle's glass in good condition (no cracks or leaks)?		
9) Do the brakes (incl. parking brake) work well?		
10) Are there any inappropriate noises (e.g. exhaust, clunks, squealing) or odors (e.g. vehicle exhaust, burning) in the vehicle?		
11) Are any of the vehicles warning lights illuminated after initial startup?		
12) Are the mirrors in good condition?		
13) Is there a safety kit in the vehicle?		
14) Any discrepancies to report during accumulation or at the end of day?		
15) Other discrepancies:		

Comments:

Make / Model / Year	EC Number
Mileage Start	Mileage Finish
Total Mileage	Date
Driver name (please print)	Driver's signature

ANNEX "B"

MODEL TASK AUTHORIZATION

TASK AUTHORIZATION			
Contractor: _____		Contract Number: _____	
Commitment Number: _____		Financial Coding: _____	
Task Number: _____		Date: _____	
TA Request (For completion by Technical Authority)			
<p>1. Description of Work to be Performed</p> <p style="text-align: center;">Statement of Work</p> <p style="text-align: center;">Description of any Deliverable(s) required (including the required format and media)</p> <p>Any reporting obligations and deadlines for submitting the reports as they will apply to the resulting Contract will be described here.</p>			
2. PERIOD OF SERVICES	From: _____	To: _____	
3. Work Location			
4. Travel Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		Specify:
5. Other Conditions /Restraints	<input type="checkbox"/> Yes <input type="checkbox"/> No		Specify:
6. Task Proposal (insert rows as required) Check [] :	Estimated Cost []	Fixed Price []	\$ _____
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL			
<input type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other			
8. BILINGUALISM (if applicable)			
<input type="checkbox"/> English and French <input type="checkbox"/> French <input type="checkbox"/> English If both, the categories of personnel requiring bilingualism include:			

TA Proposal [For completion by Contractor]				
9. Estimated Cost Contract				
Category (Level) and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Days	Total cost

Professional services estimated cost		Total	
			Applicable Tax

Grand Total for Labour		
-------------------------------	--	--

TA Approval		
10. Signing Authorities		
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor		Date
Name, Title and Signature of Departmental Representative		Date
Name, Title and Signature of Contracting Authority		Date
11. Basis of Payment & Invoicing		
<p>In Accordance with the article entitled "Basis of Payment" in the Contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the grand total.</p> <p>Original invoices shall be sent to the Project/Technical Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority.</p>		

ANNEX "C"

Security Requirements Check List (SRCL)



Contract Number / Numéro du contrat K2A10-13-0017
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 ESB/ETD	
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 Professional Drivers For Vehicle Accumulation Services		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>





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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



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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET
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) Stéphane Malette	Title - Titre Fleet & Technical Operation Manager	Signature
Telephone No. - N° de téléphone 613-949-4843	Facsimile No. - N° de télécopieur 613-946-0003	E-mail address - Adresse courriel stephane.malette@ec.gc.ca
		Date 2014-06-06

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

Name (print) - Nom (en lettres moulées) Adam Ingh	Title - Titre SECURITY OFFICER	Signature
Telephone No. - N° de téléphone 819-953-7760	Facsimile No. - N° de télécopieur 819-934-2226	E-mail address - Adresse courriel ADAM.INGH@EC.GC.CA
		Date June 19, 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) DAVID ANDERSON	Title - Titre PROCUREMENT OFFICER	Signature
Telephone No. - N° de téléphone 819 938 4855	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel david.anderson@ec.gc.ca
		Date 31-JUL-2014

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

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