

REQUEST FOR STANDING OFFER AGREEMENT

Invitation to Tender

NCC FILE NO.:

NG269

<p>ADDRESS ENQUIRIES TO: Nicole Galipeau Telephone no. : 613-239-5678 ext 5191 Email : nicole.galipeau@ncc-ccn.ca</p>	<p>BID CLOSING: October 15, 2014 at 3:00 p.m. Ottawa time</p>
<p>RETURN ORIGINAL Submit proposal on this form and return it to:</p>	<p>→ Senior Contract Officer – Nicole Galipeau, National Capital Commission Procurement Services 202-40 Elgin Street, 3rd Floor Ottawa, Ontario K1P 1C7</p> <p>Reference NCC Tender File: NG269</p>
<p>DESCRIPTION OF WORKS Audio-visual technician and equipment on an as when requested basis</p>	<p>WORK LOCATION: 40 Elgin Street, Ottawa, ON and Canada’s Capital Region as required</p>

1. OFFER

The undersigned tenderer (hereinafter called the "Contractor") hereby offers to the National Capital Commission to furnish all necessary tools, plant services, materials, labor and equipment required to execute and complete in a careful and workmanlike manner the work as set out under the “Contract Specifications or Terms of Reference” hereon, which is more particularly described in the attachment, for the unit price(s) as set out in section 3 herein.

2. GENERAL AGREEMENT The Contractor agrees:

- 2.1. To supply and deliver the services as specified for the period of for a period of five (5) years from November 16, 2014, to November 15, 2019.**
- 2.2. that this Offer and Agreement, the Specifications referred to in Clause 1 above, the General Conditions for Professional and Consulting Services, the Supplier - the Direct Payment and Tax Information Form and all Addendum shall be and are the complete tender and this offer is made subject to the provisions contained therein.
- 2.3. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 60 days from the Tender Closing Time shown hereon .
- 2.4. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the NCC, constitute a binding contract between the Contractor and the NCC.
- 2.5. Enquiries regarding this tender must be submitted in writing as early as possible within the solicitation period to the Senior Contract Officer, Nicole Galipeau by email at nicole.galipeau@ncc-ccn.ca or by facsimile at 613-239-5007, and the telephone number is 613-239-5678 ext. 5191. Except for the approval of alternative materials as

REQUEST FOR STANDING OFFER AGREEMENT
Invitation to Tender

NCC FILE NO.
NO DE DOSSIER DE LA CCM:

NG269

described in the General Instructions to Bidders, enquiries should be received no later than seven (7) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer named above. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.

- 2.6. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the NCC will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.
- 2.7. To ensure prompt payment, please prepare your invoice in accordance with the prices quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the Purchase Order number.

**REQUEST FOR STANDING OFFER AGREEMENT
Invitation to Tender**

NCC FILE NO.
NO DE DOSSIER DE LA CCN:

NG269

3. The Contractor agrees that the following is (are) the unit price(s) referred to in clause 1 above:

Fee Schedule

Line Item	Pay Item Description	UOM	Unit rate excluding taxes	Weighted factor per item
1	A/V Technician to operate PA only - Regular rate	hour	\$ _____/hour	0.50
2	A/V Technician to operate PA only – Overtime rate (after 8 hours of work in a day)	hour	\$ _____/hour	0.03
3	A/V Technician to operate webcast only - Regular rate	hour	\$ _____/hour	0.10
4	A/V Technician to operate webcast only - Overtime rate (after 8 hours of work in a day)	hour	\$ _____/hour	0.03
5	Testing of system (approximately 10 times per year)	hour	\$ _____/hour	0.05
6	Repairs	hour	\$ _____/hour	0.03
7	Preventive maintenance (quarterly)	hour	\$ _____/hour	0.03
8	Cancellation Fee - less than 5 days prior (refer to 5 b i)	each	\$ _____ each	0.01
9	Cancellation Fee - less than 24 hours prior (refer to 5 b ii)	each	\$ _____ each	0.02
10	Media Distribution boxes	each/day	\$ _____ each per day	0.02
11	Microphone Mixer	each/day	\$ _____ each per day	0.02
12	PA System (2 speakers, 1 audio mixer, 1 equalizer)	each/day	\$ _____ each per day	0.02
13	Extra PA speakers	each/day	\$ _____ each per day	0.01
14	Interpretation receiver	each/day	\$ _____ each per day	0.01
15	Interpretation kit	each/day	\$ _____ each per day	0.01
16	Table microphone	each/day	\$ _____ each per day	0.01
17	Table microphone controller	each/day	\$ _____ each per day	0.01
18	Wireless microphone	each/day	\$ _____ each per day	0.01
19	Tech surround	each/day	\$ _____ each per day	0.01
20	Data projector	each/day	\$ _____ each per day	0.01
21	Remote slide changer	each/day	\$ _____ each per day	0.01
22	Screen (regular tripod – 6 ft. x 4 ft.)	each/day	\$ _____ each per day	0.01
23	Screen (rear projection with full dress kit – 6 ft. x 8 ft.)	each/day	\$ _____ each per day	0.01
24	Video switcher	each/day	\$ _____ each per day	0.01
25	Delivery of equipment (at NCC headquarters with no set-up)	each	\$ _____ each	0.01
26	Delivery of equipment / set-up / dismantle (at an off-site venue in Canada's capital region)	each	\$ _____ each	0.01

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Invitation to Tender**

NCC FILE NO.

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NG269

Basis of award will be the bidder who meets all terms and conditions, and, provides the lowest evaluated total (evaluated total = sum of the product totals of unit rates x weighted factors). Lowest or any tender NOT necessarily accepted. The NCC reserves the right to cancel this tender and/or re-issue the tender in its original or revised form. The Commission also reserves the right to negotiate with the successful tenderer and/or all tenderers.

4. LIABILITY INSURANCE

The Contractor shall, at its own expense, purchase, provide and maintain in force for the duration of the contract comprehensive general public liability insurance, naming the Commission as co-insured, against claims for personal injury (including death) or property damage or public liability claims due to any accident or occurrence, arising out of or in connection with the execution of the contract, indemnifying and protecting the Commission to a limit of not less than five million (\$5 000 000.00) per occurrence. There shall be no right of subrogation of the Contractor or the insurer and the policy of insurance shall contain a severability of interests clause. The Contractor shall provide the Commission with a copy of the certificate of insurance no less than five (5) days after the award of the contract. The Commission reserves the right to cancel the contract if the Commission does not receive the said certificate in which event the contract shall be null and void

5. ADDENDUM ACKNOWLEDGMENT

I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price: _____ (Bidder to enter number of addenda issued, if any).

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).

Contractor's Name

Print Name

Signature

Date

Telephone no.: _____

Fax no.: _____

Email : _____

Witness Signature

Standing Offer Agreement Additional Clauses

Audio-visual Technician and Equipment 2014 to 2019

1.0 Introduction

The National Capital Commission (NCC) wishes to retain the services of a qualified firm to provide audio-visual services and equipment on an "as and when requested" basis under a Standing Offer Agreement (SOA).

The term proponent, used throughout this document, is defined as the entity submitting a proposal/tender and shall mean a firm, an entity formed through a prime consultant/sub-consultant relationship, a consortium or a joint venture. Proponents shall provide all of the required services enumerated within the terms of reference.

To ensure equal opportunities for all proponents, and to eliminate risk of conflict of interest, all proponents are advised that the National Capital Commission will not accept more than one submission per firm, whether the firm applies as a single entity, part of a joint venture, or as a sub-consulting member of the team.

2.0 General Instructions

2.0.1 SOA duration

The duration of the SOA is for a period of five (5) years, from du November 16, 2014. The hourly/unit rates proponents quote in Section 3 of page 3 above form will be applicable for the first two years. The following years the contractor's rates will be adjusted on a yearly basis as described in section 4 below.

The NCC reserves the right to **terminate** the SOA of any firm that shows repeated failure to satisfactorily manage the quality, quantity, timeliness and/or respect the rates of the project, and of sub-consultants / specialists.

2.0.2 Replenishment of SOA List

If any firm holding an SOA has their SOA terminated, the NCC reserves the right to 'replenish' the list of SOAs, by offering an SOA to another firm.

- The basis for deciding which firms are offered 'replenishment' SOAs shall be 'the next ranked firm(s)' as per rankings established.

2.0.3 SOA expenditure limits (per purchase order and estimated expenditure)

The maximum all-inclusive amount payable for any one purchase order (call-up) shall be \$7,500.00 CDN including all fees, disbursements, sub-consultant costs and all applicable taxes. Change Orders may be processed against any call-up to a maximum of 20% of the initial total call-up amount.

The NCC reserves the right to request quotations from all firms who obtained SOA's and any firm that qualified under this Invitation to Tender for any work that may be required, when the initial estimate of the work exceeds \$7,500.00 CDN all inclusive.

The estimated expenditure for all the resulting Standing Offer Agreements will be \$350,000.00 on CDN. As operational requirements become more defined, the NCC reserves the right to increase the total estimated

expenditure but in no circumstance will the total estimated expenditure be more than 10% of the initial total expenditure.

2.0.4 Purchase Orders (Call-ups)

The NCC reserves the right to on occasion:

- request SOA firms to seek offer-of-services from sub-consultants / specialists other than those proposed by the SOA firms, and
- as required, consider offer-of-services from sub-consultants / specialists named by NCC.
- may be requested to use sub-consultant firms already on SOA with the NCC at which time, the sub-consultant is expected to quote using the rates of his SOA.
- to reassign individual call-ups on any SOA where the sub-consultant team does not meet NCC project manager requirements.

Once the SOAs are in place, individual project requests for work will be handled as *purchase orders* (or *callups*) against the SOA. Quotations provided must be detailed, showing the name of the proponent, their hourly rate according to the SOA and the estimated number of hours that will be required to perform the work. Disbursements, fees and applicable taxes must be indicated separately.

The NCC retains the right to award concurrent and/or consecutive purchase orders to firms (i.e. purchase orders will not necessarily be awarded on a rotational basis). Projects are evaluated on a case by case basis in order to ensure that purchase orders are awarded to firms best positioned to undertake the work, be it for reasons of their specific area of expertise, their availability, their ability to meet specific project schedules and objectives, the level of security clearance required (as and when required) and/or other reasons. The NCC will do its best to ensure that the estimated expenditure of any SOA is not exceeded.

The number of purchase orders awarded by the NCC will vary annually, depending on workload and funding. Although the NCC cannot guarantee the number of purchase orders SOA firms will receive in any given year, the NCC's objective will be:

- to utilize the services of each SOA firm retained when and where possible
- to distribute overall call-up value across the list of firms holding SOAs.

Work should not proceed until NCC's Contracts has issued a purchase order number specific to that call-up.

If no extra work is authorized by the NCC Project Manager, the written quotation shall constitute the maximum amount payable under the purchase order.

2.0.5 Billing the NCC

To ensure prompt payment, please prepare your invoice in accordance with the prices quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown on the Purchase Order and clearly indicate the Purchase Order number.

Itemized invoices are to be submitted to NCC Accounts Payable at intervals of not less than 30 days, according to a schedule approved by the NCC Project Manager managing the call-up (e.g. monthly billing, billings at completion of each phase of the project, or other). Total fees (including expenses) will remain within the maximum authorized by each purchase order.

Any extras or charges above the original written quotation (offer of services) must be discussed with the NCC Project Manager and **authorised by the NCC in advance of the execution of the work**. The NCC cannot guarantee there will be compensation for extra work undertaken without prior written authorisation.

For each invoice/billing submitted to NCC, SOA firms shall:

- Supply a current accounting of time-costs resulting from the SOA firm's work on the call-up, as well as all approved related project costs and sub-consultant costs;
- Clearly identify all applicable taxes, stated as separate line items on the invoice
- Clearly identify the 'call-up' contract amount, and the fee billed to date against that contract amount;
- Clearly identify the call-up number on their invoices

To ensure good project communication, it is recommended that SOA firms advise the NCC Project Manager when 75% of the purchase order costs have been incurred.

The NCC will hold back 15% of the contract value for incomplete work such as: final and "as-built" files; editable text files; and complete commissioning documentation including the provision of linked photographic files. All files must be named in accordance with the predefined file naming format.

3.0 Scope of Work

The work includes audio-visual technician services and equipment.

Brief descriptions of the work, which could be included under each of these components, are outlined in the Terms of Reference.

4.0 Fee Schedule – Unit Prices Adjustment

The NCC shall use the Consumer Price Index (CPI) to adjust on a yearly basis the SOA Unit Prices. The unit prices for the first two years of the Contract shall be the amount as provided by the Contractor and indicated in Section 3 of this document. For subsequent Years of the SOA, the Unit Prices shall be established as follows:

Year 3 of SOA (November 16, 2016 to November 15, 2017)

The Unit Prices (excluding taxes) for the third Year shall be based on the annual Unit Prices (excluding taxes) during the first two-years (November 16, 2014 to November 15, 2016) plus or minus a price adjustment based on the Consumer Price Index (CPI) – by city (monthly) All items for Ottawa-Gatineau (AIOG), specifically the percentage difference between the CPI – AIOG of August 2016 and August 2015, plus applicable taxes.

Example only:

CPI-by city (monthly) for Ottawa-Gatineau for December 2016 is 133.9.

CPI-by city (monthly) for Ottawa-Gatineau for December 2015 was 131.6.

$\% \text{ difference} = ((133.9/131.6) \times 100) - 100 = 1.7\% \text{ increase}$
(decrease if % difference is negative)

Year 4 of SOA (November 16, 2017 to November 15, 2018)

The annual Fixed Fee (excluding taxes) for the fourth Year shall be based on the annual Fixed Fee (excluding taxes) established for the third Year (November 16, 2016 to November 15, 2017) plus or minus a price adjustment based on the Consumer Price Index (CPI) – by city (monthly) All items for Ottawa-Gatineau (AIOG), specifically the percentage difference between the CPI – AIOG of August 2017 and August 2016, plus applicable taxes.

Year 5 of SOA (November 16, 2018 to November 15, 2019)

The annual Fixed Fee (excluding taxes) for the fifth Year shall be based on the annual Fixed Fee (excluding taxes) established for the third Year (November 16, 2017 to November 15, 2018) plus or minus a price

REQUEST FOR STANDING OFFER AGREEMENT
Invitation to Tender

NCC FILE NO.

NO DE DOSSIER DE LA CCN:

NG269

adjustment based on the Consumer Price Index (CPI) – by city (monthly) All items for Ottawa-Gatineau (AIOG), specifically the percentage difference between the CPI – AIOG of August 2018 and August 2017, plus applicable taxes.

Note

The Consumer Price Index (CPI) – by city (monthly) All items for Ottawa-Gatineau is available on Statistics Canada's website at <http://www40.statcan.gc.ca/101/cst01/CPIS02A-eng.htm>, in table "Consumer Price Index by city (monthly) All items for Ottawa-Gatineau".

TERMS OF REFERENCE

Audio-visual Services 2014 to 2019

The National Capital Commission (NCC) is seeking the professional services of an audio-visual (A/V) firm to provide qualified A/V technicians and equipment on an hourly rate basis. The services are to be provided on an as-needed and requested basis for support to the Commission Secretariat. It is the NCC's intention to award one Standing Offer Agreement (SOA).

1. SOA Term

The SOA will be for a period of five (5) years from November 16, 2014, to November 15, 2019. The unit rates quoted will remain fixed for the first two years of the contract. Subsequent years will be adjusted by the Consumer Price Index as specified in *Section 4 – Unit Prices Adjustment* of the 8-page Request for Standing Offer Agreement document.

2. Meeting Location

The majority of services are to be provided on-site at the NCC's Headquarters located at 40 Elgin Street, Ottawa, 3rd floor, room 324. Room 324, the Executive Boardroom, is equipped with the necessary A/V equipment. Some services may be required off-site in Canada's capital region.

3. A/V Equipment

The Commission Secretariat may occasionally request A/V equipment to further complement the 323 boardroom's equipment. The list of equipment in Appendix A is not exhaustive and may be expanded to meet ad hoc meeting requirements.

4. Meeting Frequency

Approximately 30 Board and Advisory Committees meetings are held every year at 40 Elgin for which the NCC requires A/V services. The tentative meeting schedule of for December 2014 and the tentative meeting schedule for 2015 are provided in Appendix B. The schedule for each subsequent year will be provided to the contractor in November of each year.

Services may be required for ad hoc meetings such as public consultations, press conferences, etc. Based on projections for the next year, it is estimated that 28 events per year could take place.

5. Additions and Cancellations

The NCC reserves the right to add or cancel meetings.

a. Additions

Ad hoc and additional requirements: The contractor will be notified as early as possible but not less than three (3) days prior to the event. Services for any additional requirements shall be provided based on the SOA applicable unit rates.

b. Cancellations

- i. The NCC reserves the right to cancel a booking at least five (5) business days of the event with no penalty for Board of Directors or committees meetings indicated on the meeting schedule. The contractor shall provide a cancellation fee rate should a cancellation occur less than five (5) business days before the event.
- ii. For ad hoc meetings such as public consultations, press conferences, etc., the NCC reserves the right to cancel a booking at least 24 hours of the event with no penalty. The contractor shall provide a cancellation fee rate should a cancellation occur less than 24 hours before the event.

6. A/V Technician's Mandatory Qualification

The A/V technician(s) must have at least a minimum of three (3) years' experience in performing A/V services. Years of experience must be recent (i.e. last 3 years). **Provide with the tender proof** in the form of a letter attesting that the A/V technician(s) meets or exceeds the minimum experience requirement.

7. General A/V Technician Tasks

- a. Operate the A/V system using the NCC equipment for all Board, corporate and advisory committee meetings, at 40 Elgin, including conference calls. Once or twice a year (Strategic Planning Session of the Board and the Annual Public Meeting), operate the A/V system at an off-site venue using the contractor's equipment. A list of the equipment required will be provided to the contractor at least 6 weeks prior to the event.
- b. Operate and provide (when needed) A/V system for public events, on- and off-site, such as press conference and briefings, public consultations, etc.
- c. Test A/V and simultaneous interpretation (SI) systems prior to Board and important meetings.
- d. Provide quarterly maintenance to the A/V and SI systems.
- e. Provide repairs to A/V and Si systems as needed and provide parts required.
- f. Installation and testing of equipment in room 323 when overflow is needed for public Board meetings held in room 324.
- g. Provide back-up of computers for webcast.

8. Specific A/V Technician Tasks

For on-site meetings, Strategic Planning Session of the Board, Annual Public Meeting, press conferences and briefings, the A/V technician shall:

- a. Install and test the A/V and SI systems (for Strategic Planning Session of the Board and the Annual Public Meeting only, when off-site).
- b. Distribute (prior to meeting) and pick-up (after the meeting) interpretation packs and headphones at the Executive Boardroom table.
- c. Help presenter(s) with the handling of handheld and lapel microphones.
- d. Operate A/V system (including microphones and screens) in the Executive Boardroom and the interpreters' booth.
- e. Connect to three different telephone lines, when needed, for teleconference meetings.
- f. Operate webcast, including cameras, during public meetings (through Crestron panel) and record the webcast.
- g. Install and test the equipment for media scrum.

9. Security Clearance Requirements

The NCC complies with Treasury Board's Policy on Government Security, and consequently, it requires that the contractor's personnel submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.

Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening _ PSU 917.

The NCC reserves the right to not award the contract until such time as the contractor's personnel core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case, the security level required is **Secret**.

10. Payment Terms

Payment will be based on actual hours worked at the applicable unit rates. The Contractor will have the right to receive payments net 30 days following receipt of detailed invoice and the NCC representative has delivered a certificate indicating that in fact the invoice is authentic and exact, and that the contractor has performed the said work during the mentioned period and has observed the terms of the contract.

TERMS OF REFERENCE – Audio-visual Technician and Equipment

APPENDIX A – Fee Schedule

Line Item	Pay Item Description	UOM	Unit rate excluding taxes	Weighted factor per item
1	A/V Technician to operate PA only - Regular rate	hour	\$ _____/hour	0.50
2	A/V Technician to operate PA only – Overtime rate (after 8 hours of work in a day)	hour	\$ _____/hour	0.03
3	A/V Technician to operate webcast only - Regular rate	hour	\$ _____/hour	0.10
4	A/V Technician to operate webcast only - Overtime rate (after 8 hours of work in a day)	hour	\$ _____/hour	0.03
5	Testing of system (approximately 10 times per year)	hour	\$ _____/hour	0.05
6	Repairs	hour	\$ _____/hour	0.03
7	Preventive maintenance (quarterly)	hour	\$ _____/hour	0.03
8	Cancellation Fee - less than 5 days prior (refer to 5 b) i)	each	\$ _____ each	0.01
9	Cancellation Fee - less than 24 hours prior (refer to 5 b) ii)	each	\$ _____ each	0.02
10	Media Distribution boxes	each/day	\$ _____ each per day	0.02
11	Microphone Mixer	each/day	\$ _____ each per day	0.02
12	PA System (2 speakers, 1 audio mixer, 1 equalizer)	each/day	\$ _____ each per day	0.02
13	Extra PA speakers	each/day	\$ _____ each per day	0.01
14	Interpretation receiver	each/day	\$ _____ each per day	0.01
15	Interpretation kit	each/day	\$ _____ each per day	0.01
16	Table microphone	each/day	\$ _____ each per day	0.01
17	Table microphone controller	each/day	\$ _____ each per day	0.01
18	Wireless microphone	each/day	\$ _____ each per day	0.01
19	Tech surround	each/day	\$ _____ each per day	0.01
20	Data projector	each/day	\$ _____ each per day	0.01
21	Remote slide changer	each/day	\$ _____ each per day	0.01
22	Screen (regular tripod – 6 ft. x 4 ft.)	each/day	\$ _____ each per day	0.01
23	Screen (rear projection with full dress kit – 6 ft. x 8 ft.)	each/day	\$ _____ each per day	0.01
24	Video switcher	each/day	\$ _____ each per day	0.01
25	Delivery of equipment (at NCC headquarters with no set-up)	each	\$ _____ each	0.01
26	Delivery of equipment / set-up / dismantle (at an off-site venue in Canada's capital region)	each	\$ _____ each	0.01

NCC 2014 Operations Plan
(calendar of meetings)

Proposed Dates

Board of Directors

- November 19 & 20, 2014

Governance Committee

- November 18, 2014

Audit Committee

- November 18, 2014

**Advisory Committee on Planning, Design
and Realty (ACPDR)**

- December 11 & 12, 2014

**Advisory Committee on Universal
Accessibility (ACUA)**

- December 2, 2014

Plan d'opérations de 2014 de la CCN
(calendrier des réunions)

Dates Proposées

Conseil d'administration

- 19 et 20 novembre 2014

Comité de la gouvernance

- 18 novembre 2014

Comité d'audit

- 18 novembre 2014

**Comité consultatif de l'urbanisme, du
design et de l'immobilier (CCUDI)**

- 11 et 12 décembre 2014

**Comité consultatif sur l'accessibilité
universelle**

- 2 décembre 2014

Calendar of Meetings

2015

Calendrier des réunions

JANUARY - JANVIER						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY - FÉVRIER						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH - MARS						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL - AVRIL						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY - MAI						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE - JUIN						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY - JUILLET						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST - AOÛT						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER - SEPTEMBRE						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER - OCTOBRE						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER - NOVEMBRE						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER - DÉCEMBRE						
S-D	M-L	T-M	W-M	T-J	F-V	S-S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Holiday / Jour férié

Other / Autre

NCC-CCN	Board of Directors Conseil d'administration
AC-CV & GC-CG	AC-CV Audit Committee Comité d'audit
	GC-CG Governance Committee Comité de la gouvernance

Annual Public Meeting / Assemblée publique annuelle -- 2015-04-15

Board Workshop / Atelier du Conseil

ACPDRC-CCUDI	Advisory Committee on Planning, Design and Realty (August meeting to be confirmed by June 2015) Comité consultatif de l'urbanisme, du design et de l'immobilier (la rencontre d'août sera confirmé avant juin 2015)
ACORC-CCROC	Advisory Committee on the Official Residences of Canada Comité consultatif des résidences officielles du Canada
ACUA - CCAU	Advisory Committee on Universal Accessibility Comité consultatif sur l'accessibilité universelle
CF-FC	Canadiana Fund Fonds canadien

For further information, please contact the Commission Secretariat at (613) 239-5385 or secretariat@ncc-ccn.ca

Pour de plus amples renseignements, veuillez communiquer avec le Secrétariat de la Commission au (613) 239-5385 ou au secretariat@ncc-ccn.ca

Updated / Mis à jour: 2014-09-10

NCC 2015 Operations Plan
(calendar of meetings)

Proposed Dates

Board of Directors

- January 21 & 22, 2015
- April 22 & 23, 2015
- June 25 & 26, 2015
- September 8, 2015
- November 18 & 19, 2015

Board of Directors' Strategic Retreat

- September 9 & 10, 2015

Governance Committee

- January 20, 2015
- April 21, 2015
- November 17, 2015

Audit Committee

- February 20, 2015
- June 15, 2015
- November 17, 2015

Annual Public Meeting

- April 22, 2015

Advisory Committee on Planning, Design and Realty (ACPDR)

- March 5 & 6, 2015
- May 7 & 8, 2015
- August 20 & 21, 2015
(to be confirmed)
- October 1 & 2, 2015
- December 10 & 11, 2015

Advisory Committee on the Official Residences of Canada (ACORC)

- October 15, 2015

Canadiana Fund

- May 15, 2015
- October 23, 2015

Advisory Committee on Universal Accessibility (ACUA)

- May 12, 2015
- December 1, 2015

2014.09.10

* revised / révisé

Plan d'opérations de 2015 de la CCN
(calendrier des réunions)

Dates Proposées

Conseil d'administration

- 21 et 22 janvier 2015
- 22 et 23 avril 2015
- 25 et 26 juin 2015
- 8 septembre 2015
- 18 et 19 novembre 2015

Séance de réflexion du conseil d'administration

- 9 et 10 septembre 2015

Comité de la gouvernance

- 20 janvier 2015
- 21 avril 2015
- 17 novembre 2015

Comité d'audit

- 20 février 2015
- 15 juin 2015
- 17 novembre 2015

Assemblée publique annuelle

- 22 avril 2015

Comité consultatif de l'urbanisme, du design et de l'immobilier (CCUDI)

- 5 et 6 mars, 2015
- 7 et 8 mai 2015
- 20 et 21 août 2015
(à confirmer)
- 1 et 2 octobre 2015
- 10 et 11 décembre 2015

Comité consultatif sur les résidences officielles du Canada (CCROC)

- 15 octobre 2015

Fonds Canadiana

- 15 mai 2015
- 23 octobre 2015

Comité consultatif sur l'accessibilité universelle

- 12 mai 2015
- 1 décembre 2015

GC1 Interpretation

1.1 In the contract

- 1.1.1 “contract” means the contract documents referred to in the Articles of Agreement and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the parties;
- 1.1.2 “invention” means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement in any art, process, machine, manufacture or composition of matter
- 1.1.3 “Contractor” means the person contracting with the NCC to provide or furnish all requirements for the execution of the Work under the Contract;
- 1.1.4 “work”, unless otherwise expressed in the contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor’s obligations in accordance with the Contract;
- 1.1.5 “NCC” means the National Capital Commission
- 1.1.6 “NCC Representative” means the person designated in the Contract, or by written notice to the Contractor, to act as the Representative of the NCC for the purposes of the Contract and includes a person, designated and authorized in writing by the NCC Representative to the Contractor.
- 1.1.7 “prototypes” includes models, patterns and samples;
- 1.1.8 “technical documentation” means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer print-outs.

GC2 Successors and Assigns

- 2.1 The contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

GC3 Assignment

- 3.1 The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the NCC. Any assignment made without that consent is void and of no effect.
- 3.2 No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon the NCC.

GC4 Time of the Essence

- 4.1 Time is of the essence of the contract.
- 4.2 Any delay by the Contractor in performing the Contractor’s obligations under the contract which is caused by an event beyond the control of the Contractor, and which could not

have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and exceptional weather conditions of extreme violence or intensity.

- 4.3 The Contractor shall give notice to the NCC immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the work affected by the delay. When requested to do so by the NCC Representative(s), the Contractor shall deliver a description, which is satisfactory to the NCC Representative of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavor to prevent any further delay. Upon approval in writing by the NCC Representative of the work-around plans, the Contractor shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.
- 4.4. Unless the Contractor complies with the notice requirements set forth in the contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.
- 4.5 Notwithstanding that the Contractor has complied with the requirements of GC4.3, the NCC may exercise the right of termination contained in GC8.

GC5 Indemnification

- 5.1 The Contractor shall indemnify and save harmless the NCC from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants or agents in performing the work or as a result of the work.
- 5.2 The Contractor shall indemnify the NCC from all costs, charges and expenses whatsoever that the NCC sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the contract, and in respect of the use of or disposal by the NCC of anything furnished pursuant to the contract.
- 5.3 The Contractor's liability to indemnify or reimburse the NCC under the contract shall not affect or prejudice the NCC from exercising any other rights under law.

GC6 Notices

- 6.1 Where in the contract any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, by facsimile or electronic mail, addressed to the party for whom it is intended at the address mentioned in the contract. Any notice, request, direction or other communication shall be deemed to have been given by registered mail, when the postal receipt is acknowledged by the other party; by facsimile or electronic mail 24 hours after was

transmitted. The address of either party may be changed by notice in the manner set out in this provision.

GC7 Canadian Labour and Materials

- 7.1 The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

GC8 Termination or Suspension

- 8.1 The NCC may, by giving written notice to the Contractor, terminate or suspend the work with respect to all or any part or parts of the work not completed.
- 8.2 All work completed by the Contractor to the satisfaction of the NCC before the giving of such notice shall be paid for by the NCC in accordance with the provisions of the contract and, for all work not completed before the giving of such notice, The NCC shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such work.
- 8.3 In addition to the amount which the Contractor shall be paid under GC8.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the Contractor is subject with respect to the work.
- 8.4 Payment and reimbursement under the provisions of GC8 shall be made only to the extent that they are established to the satisfaction of the NCC Representative, that the costs and expenses were actually incurred by the Contractor, that the same are fair and reasonable and are properly attributable to the termination or suspension of the work or the part thereof so terminated.
- 8.5 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 8.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the NCC under the provisions of GC8 except as expressly provided therein.

GC9 Termination due to Default of Contractor

- 9.1 The NCC may, by written notice to the Contractor, terminate the whole or any part of the work if:
- (i) the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contract, or the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors, or

- (ii) the Contractor fails to perform any of the Contractor’s obligations under the contract, or, in the NCC’s view, so fails to make progress as to endanger performance of the contract in accordance with its terms.
- 9.2 In the event that the NCC terminates the work in whole or in part under GC9.1, the NCC may arrange, upon such terms and conditions and in such manner as the NCC deems appropriate, for the work to be completed that was so terminated, and the Contractor shall be liable to the NCC for any excess costs relating to the completion of the work.
 - 9.3 Upon termination of the work under GC9.1, the NCC may require the Contractor to deliver and transfer title to the NCC, in the manner and to the extent directed by the NCC, any finished work which has not been delivered and accepted prior to such termination and any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfillment of the contract.

The NCC shall pay the Contractor for all such finished work delivered pursuant to such direction and accepted by the NCC Representative, the cost to the Contractor of such finished work plus the proportionate part of any fee fixed by the said contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in process delivered to the NCC pursuant to such direction. The NCC may withhold from the amounts due to the Contractor such sums as the NCC determines to be necessary to protect the NCC against excess costs for the completion of the work.
 - 9.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
 - 9.5 If, after the NCC issues a notice of termination under GC9.1, it is determined by the NCC that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to GC8.1 and the rights and obligations of the parties hereto shall be governed by GC8.

GC10 Records to be kept by Contractor

- 10.1 The Contractor shall keep proper accounts and records of the cost of the work and of all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the NCC who may make copies and take extracts therefrom.
- 10.2 The Contractor shall afford facilities for audit and inspection and shall furnish the NCC with such information it may from time to time require with reference to the documents referred to herein.
- 10.3 The Contractor shall not dispose of the documents referred to herein without the written consent of the NCC, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract, in the absence of such specification, for a period of three years following completion of the work.

GC11 Ownership of Intellectual and Other Property including Copyright

- 11.1 Technical documentation and prototypes produced by the Contractor in the performance of the work under the contract shall vest in and remain the property of the NCC, and the

Contractor shall account fully to the NCC in respect of the foregoing in such manner as the NCC shall direct.

- 11.2 Technical documentation shall contain the following copyright notice:
HER MAJESTY THE QUEEN IN RIGHT OF CANADA (YEAR)
as represented by the National Capital Commission
- 11.3 Technical information and inventions conceived or developed or first actually reduced to practice in performing the work under the contract shall be the property of the NCC. The Contractor shall have no rights in and to the same. The Contractor shall not divulge or use such technical information and inventions, other than in performing the work under the contract, and shall not sell other than to the NCC any articles or things embodying such technical information and inventions.
- 11.4 The Contractor agrees to execute any further assignments or agreements as may be requested by the NCC for the purpose of registering the NCC's right of ownership recognized hereunder with the Industrial Design, Trademarks, Patents or Copyright Offices. The Contractor also agrees to arrange for any employees of the Contractor or any agent or sub-contractor of the Contractor who may be considered the author of any work which shall become the property of the NCC pursuant to this section, to sign a release form in a form satisfactory to the NCC, waiving the author's moral rights with respect to claiming authorship of the work and/or restraining the NCC's use, or modification of the work.

GC12 Conflict of Interest

- 12.1 The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the NCC Representative(s).

GC13 Contractor Status

- 13.1 This is a contract for the performance of a service and the Contractor is engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of the NCC. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation, or Income Tax.

GC14 Warranty by Contractor

- 14.1 The Contractor warrants that the Contractor is competent to perform the work required under the contract in that the Contractor has the necessary qualifications including the knowledge, skill and ability to perform the work.
- 14.2 The Contractor warrants that the Contractor shall provide a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation.

GC15 Amendments

- 15.1 No amendment of the contract nor waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment.

GC16 Entire Agreement

- 16.1 The contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

GC1 Hours and Place of Work

- 1.1 When the Work is to be carried out in the NCC's offices, the Contractor shall, in the interests of co-ordination, adopt the same hours of work as the NCC's employees.

GC2 No Additional Remuneration

- 2.1 It is understood and agreed that the Contractor shall act as an independent Contractor and that he shall not be entitled to any payment or remuneration other than that provided for in clause 3.1 of the contract and set out in greater detail in the Terms of Payment of the present contract.

GC3 Compliance with Legal Requirements

- 3.1 The Contractor himself shall be solely responsible for complying with all federal and provincial laws and municipal by-laws applicable within the context of the services provided by him under the present contract.

GC4 Responsibility of the NCC

- 4.1 The NCC Representative shall provide the support, counsel, directives, instructions, acceptances, decisions and information that he shall consider necessary or appropriate in connection with this contract.

GC5 Ownership of Documents

- 5.1 All documents submitted or prepared by the Contractor under the terms of the contract shall become the property of the NCC, which shall become the owner of the copyright.
- 5.2 All documents and records, and the information contained therein, provided to the Contractor related to or for the purposes of this Contract shall be treated as confidential. The Contractor shall take all necessary steps to ensure that the documents and records, or any information contained therein, are not copied, provided to, discussed, or disclosed in any manner whatsoever, to any person or entity, other than the NCC, unless expressly authorized by the NCC. The Contractor shall ensure that only its authorized employees are given access to the said documents or records and that these employees treat these documents and records, and the information contained therein, as confidential.
- 5.3 As may be directed in writing by the NCC upon the expiry, termination or completion of the Contract, the Contractor shall either return to the NCC forthwith all documents or records provided to it by the NCC or destroy all documents and records, together with satisfactory proof of such destruction.
- 5.4 The NCC shall have unrestricted access to all documents and records provided to the Contractor during the term of the Contract.

GC6 Copyright

- 6.1 In accordance with section 12 of the Copyright Act, copyrights for all reports or documents prepared by the Contractor shall belong to the NCC from the date of its first publication, during the remainder of that calendar year and for a period of fifty (50) years from the end of that calendar year.

GC7 Ownership of Inventions

- 7.1 Pursuant to paragraph GC11.3 of the general conditions, the Contractor shall have no other claim than that which may be granted to him by the NCC, and he may not apply for a patent in connection with any inventions unless he has the written consent of the NCC.

GC8 Managers, Employees, Agents and Sub-contractors

- 8.1 The Contractor shall take all reasonable measures and precautions to ensure that his managers, employees, agents and sub-contractors comply with the terms of the present Contract. Without limiting the general nature of the above, contractors shall include in all subcontracts arising from this contract, clauses which are similar to the general conditions and to these supplementary conditions, such clauses to be formulated in terms that are not less favorable to the NCC than their counterparts in the said general and supplementary conditions. The Contractor shall comply with these conditions and take any other actions required by the NCC in order to fulfill the terms of the present clause.

GC 9 Use of NCC Geometrics' Database

- 9.1 The Contractor may request through the NCC Representative the use of the NCC owned database containing information on topography, underground services, certain building surveys, etc, for the purposes of this Contract.
- 9.2 The Contractor by using the NCC database acknowledges that it is owned by the NCC and no ownership rights are conferred. The Contractor will use the database only for the Contractor's own internal operations relating to approved NCC assignments.
- 9.3 The Contractor may adapt the data in their copy of the database or create derived works from such data provided such adapted data or derived works are used for the Contractor's own internal operations described in clause 9.2.
- 9.4 The use of the NCC owned database is granted on a royalty-free basis and therefore no fee is payable to the NCC.
- 9.5 The NCC makes no warranties, either expressed or implied, as to any matter, including without limitation, the condition, quality or freedom from error of the database or any part of the database or its fitness for any purpose.
- 9.6 The Contractor agrees to indemnify and save harmless the NCC from and against all claims, demands, suits, losses, costs, expenses (including reasonable legal fees) and damages arising out of or related to the Contractor's use of the database.
- 9.7 Upon expiration or early termination of the Contract, all rights and privileges granted to the Contractor for use of the database will immediately terminate and the Contractor shall immediately return all copies of the database and all related material including any derived works to the NCC, or provide proof to the NCC that all copies of the database and related material have been destroyed

SECURITY REQUIREMENTS

Security Requirements

The NCC complies with Treasury Board's *Policy on Government Security* and consequently, it will require that the contractor's personnel submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.

Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening _ PSU 917.

The NCC reserves the right to not award the Contract until such time as the contractor's personnel core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case the level of security required will be **Secret***.

****For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded (Confidential, Secret or Top Secret) on the basis of the sensitivity of the information and assets that need to be accessed.***

Additional information

As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC's Corporate Security in order to complete the screening.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this contract as the need arises.

When warranted by a Security threat and risk assessment (TRA) or any type of Security Assessment, physical security safeguards can be recommended by NCC Corporate Security to reflect changes in the threat environment or for operational purposes.

The NCC also reserves the right to request that the Contractor submit to a *Designated Organization Screening* and/or *Facility Security Clearance* – depending on the nature of the information it will be entrusted with.

Company Security Representative

The contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees).

Selection criteria for the CSR and the alternate are the following:

- They must be employees of the contractor's firm;

SECURITY REQUIREMENTS

- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the contractor to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the contractor's personnel who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a Security status (**Reliability-Site Access-Secret**), sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

Access to site

Unless otherwise indicated, all visits to "secure" sites (official residences) shall be coordinated with, and approved through NCC Corporate Security.

References

[Security of Information Act](#)

[Access to Information Act](#)

[Privacy Act](#)

[Policy on Government Security](#)

New supplier / Nouveau fournisseur Update / Mise à jour

Supplier No. / N° du fournisseur

**SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

For NCC use only / À l'usage de la CCN seulement

PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP			
<input type="checkbox"/> Yes / Oui			<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.			
<input type="checkbox"/> Yes / Oui			<input type="checkbox"/> No / Non
Address / Adresse	Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :	
Postal code / Code postal	()	()	

PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	SIN - mandatory for (1) & (2) / NAS - obligatoire pour (1) & (2)	Corporation / Société <input type="checkbox"/>		Business No. (BN) / N° de l'entreprise (NE)
GST/HST / TPS et TVH		QST / TVQ (Québec)		
Number / Numéro : _____		Number / Numéro : _____		
Not registered / non inscrit <input type="checkbox"/>		Not registered / non inscrit <input type="checkbox"/>		
Type of contract / Genre de contrat				
Contract for services only / Contrat de services seulement <input type="checkbox"/>		Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>
Type of goods and/or services offered / Genre de biens et/ou services rendus :				

PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire

Branch Number / N° de la succursale _____	Institution No. / N° de l'institution : _____	Account No. / N° de compte : _____
Institution name / Nom de l'institution : _____		Address / Adresse : _____
Postal Code / Code postal : _____		

PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT

E-mail address / Adresse courriel : _____

PART 'E' - CERTIFICATION / PARTIE 'E' - CERTIFICATION

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____	_____	_____	_____
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ()			

IMPORTANT

Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).	Veuillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).
Mail or fax to: Procurement Assistant, Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	Poster ou télécopier à : Assistant à l'approvisionnement Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable and Receivable Officer – (613) 239-5678 ext. 5156 or sylvie.monette@ncc-ccn.ca

Direct deposit payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct deposit payment

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

Renseignements sur les fournisseurs aux fins de l'impôt

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Agent aux comptes fournisseurs et comptes clients – (613) 239-5678 poste 5156 ou sylvie.monette@ncc-ccn.ca

Renseignements sur le paiement par dépôt direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement par dépôt direct

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.