

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Telecom Plant Maintenance Services	
Solicitation No. - N° de l'invitation W2952-140061/A	Date 2015-01-29
Client Reference No. - N° de référence du client W2952-140061	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-211-6654	
File No. - N° de dossier VIC-4-37192 (211)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-11	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Park, Isabell	Buyer Id - Id de l'acheteur vic211
Telephone No. - N° de téléphone (250) 363-3981 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE VERNON MILITARY CAMP LOGISTIC SUPPORT CENTRE 2950 - 15TH. AVE VERNON BRITISH COLUMBIA V1T6N9 CANADA	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

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VIC-4-37192

Buyer ID - Id de l'acheteur

vic211

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W2952-140061

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

1.2 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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

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"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 FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Point Rated Technical Criteria

Proposals will be evaluated on the basis of the following criteria, therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work could be done.

#	TECHNICAL/MANAGEMENT RATED CRITERIA	MAXIMUM POINTS
a	Relevant Organization Experience: The Bidder shall demonstrate the relevancy of their organizations experience. Bidder shall provide details for 3 project examples within the last 3 years, bidder should include work descriptions, number of personnel involved, dollar value, contact names and numbers. Bidders shall include references for each project identified. Note: This is to be separate from the "individual's" experience. This is the firm's experience.	25
b	Project Manager (PM): The Bidder should demonstrate relevancy of experience and provide complete details for the management of similar projects, this should include a resume and certificates demonstrating their direct experience and training. PM must have experience as a Project Manager on a minimum of 3 projects of a similar size and scope within the last 3 years.	10
c	Project Team: The Bidder should provide the names of all other key personnel who will be assigned to this requirement (including alternates, joint ventures, partners, and subcontractors, if applicable), and, demonstrate their education, qualifications and relevant experience over the last 3 years on similar project of the same size and scope. Bidder should provide resumes and certificates demonstrating their direct experience and training. The Bidders shall demonstrate the availability of team members and their backup capability, including subcontracts if applicable	20
d	Management of time and resources. The Bidder should clearly outline its approach and proposed methodology to fulfill the identified work. The proposed technical approach must be consistent with the requirement as stated in Annex "A" and demonstrate your firm's capacity to complete the work. The above information should show an understanding of the background, scope and objectives of the project.	20
e	Recognition of propels and adequacy of solution proposed. Contractors proposed solution should shown in detail evidence of a reliable, effective and operator friendly solution in support of client's operations as stated in Statement of Work - Annex "A" attached	20
f	Provide evidence of equipment manufacture agency, reseller status, authorized service dept. etc. as applicable.	5
TOTAL AVAILABLE POINTS		100
MINIMUM SCORE REQUIRED TO BE CONSIDERED COMPLIANT: 70 %		

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and

- b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

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

5.1.1 Integrity Provisions - Associated Information

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3 Status and Availability of Resources

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2016, inclusive. The majority of Work is to be performed during the period of 01 June 2015 to 30 September 2015.

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ji-Yon Isabell Park
Supply Specialist
Public Works and Government Services Canada
Acquisitions, Victoria
1230 Government Street, Suite 401, Victoria, BC
Telephone: 250-363-3981
E-mail address: ji-yonisabell.park@pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **TBA**

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

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Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
Email: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ (insert the amount at contract award) . Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.7.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: (*insert name(s) of person(s)*).

6.13 SACC Manual Clauses

Insurance

ANNEX A STATEMENT OF WORK (SOW)

VERNON MILITARY CAMP (VMC) TELECOMMUNICATIONS SYSTEMS MAINTENANCE AND MANAGEMENT

Part A General Requirements

1. Electrical Equipment

1. All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, prior to delivery, by an agency accredited by the Stands Council of Canada.

2. Suppliers may obtain further information by contacting the Standards Council of Canada.

2. Deliveries

All shipments resulting from the contract shall be consigned FOB including all delivery charges to:

Department of National Defence
Vernon Military Camp
2950 15th Avenue
Vernon BC, V1T 6M8

3. Licensing

The contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal regulations. Upon request, the Contractor shall provide a copy of any such permit, license, or certificate to Canada.

4. Site Regulations

The contractor undertakes and agrees to comply with all standing orders or other regulations, in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

5. Safety Regulations and Labour Code

The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the Work is to be performed.

6. Workers Compensation

It is mandatory that all persons performing the work be covered under the applicable workers compensation legislation provided for the benefit of injured employees.

7. Clean Up

All work area shall be left clean and tidy at the completion of the project. All debris and waste materials are to be removed from site by the Contractor.

Part B

1. **Overview of Requirement:** The Vernon Military Camp (VMC) has a requirement for the provision of Telecommunications Systems Maintenance and Management support services at VMC in Vernon BC. Under the direction of the Department of National Defence (DND) Facilities and Training Support Coordinator, support services provided by the contractor shall include, but are not limited to the following list of tasks:

- a. Pre-Camp set up, testing and minor repair of telecommunications systems such as a Private Branch Exchange (PBX) and Cable Plant;

- b. Post camp disconnection, re-programming and storage of all Telecommunications equipments;
- c. Assist the DND Facilities and Training Support Coordinator in determining the most cost effective and efficient technical solutions to requirements and requests;
- d. Make recommendations to and/or assist the DND Facilities and Training Support Coordinator on improved methods of employing or adding to the VMC suite of telecommunication resources; and
- e. At the request of the DND Facilities and Training Support Coordinator attend a maximum of two planning and/or coordination meetings of up to (2) two days duration each. Meetings shall be held at the VMC. Date and time of meeting to be determined.

2. **Summer Camp Set-up:** In preparation for the summer Cadet Camp activities all telecommunications systems must be tested and prepared for use by the Vernon Army Cadet Summer Training Centre (VACSTC) staff. This includes a variety of maintenance activities including; the testing and programming of the local PBX, the completion of any telephone adds, moves and changes (AMC), inspection of the cable plant. The timing for the camp setup must occur within the first two weeks of June 2015, with the exact dates for start and finish coordinated between the Contractor and DND Facilities and Training Support Coordinator. Each specific area of responsibility, as specified below shall be discussed in detail, as follows:

- a. **PBX Set-up Requirements:** The VMC has a DND owned Meridian Option 11 PBX telephone switch (still using same equipment?). Under agreement between Regional Cadet Support Unit (Pacific) and DND the VMC is permitted to use this DND telephone switch to support VACSTC administrative and training activities. To accomplish this function the PBX must be specifically programmed and configured to directly support the unique functions of the VACSTC and its activities. No permanent changes to the PBX are permitted. Once a task has been completed, the contractor shall not be responsible to amend the task in order to accommodate new changes to the previously supplied directives. As directed by the DND Facilities and Training Support Coordinator the Contractor shall complete the following list of tasks:
 - (1) The Contractor shall assist in the set-up of the VACSTC telephone switchboard function by supplying console operator training to identified VACSTC switchboard operator staff, as required
 - (2) The Contractor shall establish and implement the annual dialling plan to directly support the VACSTC activities;
 - (3) The Contractor shall configure the PBX with the appropriate end user features such as call pickup groups, toll restrictions, speed dial list, etc. These are classified as feature changes;
 - (4) The Contractor shall configure the Voice Mail and Auto Attendant Features and/or configure new or unique voice mail requirements;
 - (5) The Contractor shall provide an overall written assessment of the PBX performance to the DND Facilities and Training Support Coordinator.

3. **Completion of Telephone System AMC.** Each year the unique support, training and administrative requirements of the VACSTC require some adjustment in the user locations and features of user telephone sets. It is therefore an annual requirement to perform up to and not to exceed 150 AMC during the pre-camp set up period within the cost of the contract. In completing

the required AMC, the contractor will complete minor installation of new telephone cabling as required. All AMC shall be documented and the proper amendments made to cable records, followed by the applicable software amendment to the DN/TN comment list of the PBX. The total number of AMC should not exceed 150 during the setup period. All additional requirements in excess of the stated 150 AMC shall be requested by the DND Facilities and Training Support Coordinator and shall be performed on a time and charges basis.

4. **Cable Plant Inspection** The VMC buried cable plant is owned by DND. DND remains responsible for all maintenance of the cable plant. All circuits at the VACSTC are carried on this cable plant and many of these circuits are essential i.e. Fire alarms and safety phones. It is therefore considered essential that a complete first line inspection of the buried cable plant be conducted prior to the arrival of the main body of summer staff. This inspection must include all pedestals and building connections. Ground points must be checked and protection blocks closely inspected. The Contractor shall provide a written report to be submitted to the DND Facilities and Training Support Coordinator within 48 hours of test completion. The DND Facilities and Training Support Coordinator shall confirm the date of the cable inspection prior to the Contractor starting the test.
5. **Acceptance of leased telecommunications Equipment:** The Contractor shall assist the DND Facilities and Training Support Coordinator in the acceptance of leased telecommunication systems equipment when requested during the set-up period. This assistance shall include system performance testing and installation QA. The Contractor shall not be required to receive or accept on behalf of the Crown leased equipment.
6. **Camp Closure Process:** Post Camp disconnection, storage of equipment and reconfiguration of systems: The VACSTC summer activities conclude during the last two weeks of August. The exact dates of the closure process shall be coordinated between the DND Facilities and Training Support Coordinator and the Contractor. Most of the equipment and systems employed during the summer period must be removed from service and/or configured for winter storage. Systems which remain active throughout the winter period, must be configured or programmed for use during the winter activity period of VMC. Effected systems include PBX. The scope of work required for camp closure is described below.
 - a. **PBX.** The PBX remains in use year round, but requires reprogramming to reflect the reduced period of activity. Many of the local NCOS settings and features of the PBX shall be required to be changed. The Contactor shall modify the PBX to reflect software changes required by VMC through the DND Facilities and Training Support Coordinator. The list of changes shall be supplied by DND Facilities and Training Support Coordinator at the start of the closure period. Once the list of changes has been implemented, the Contractor shall not be required to perform additional changes under this contract. The Contractor shall supply a complete list of PBX TN/DN configuration setting to the DND Facilities and Training Support Coordinator when all requested changes have been implemented.
 - b. **Telephone System AMC.** In order to reflect the change in operation from the summer period to the winter period several telephone AMC are required. The Contractor shall complete all required telephone AM required to support the winter operation of VMC. The DND Facilities and Training Support Coordinator, before the camp closure date, shall provide a complete listing of all required AMC to the Contractor. The Contractor shall not be required to this list once the work has been completed. The maximum number of AMC during the closure period shall not exceed 75.
7. The Contractor shall assist the DND Facilities and Training Support Coordinator in determining the most cost effective and efficient technical solutions to telecommunications requirements. Throughout the year the DND Facilities and Training Support Coordinator is often requested by HQ Regional Cadet Support Unit to investigate new initiatives or possible improvements to

existing systems. When contacted by the DND Facilities and Training Support Coordinator the Contractor shall assist in assessing such requests. On occasion, the DND Facilities and Training Support Coordinator may request the assessment to be submitted in writing. The Contractor shall not be required to perform consulting work under this contract, at no additional charge, which requires on site visits, in depth business case assessments or the hiring of subject matter experts.

8. The Contractor shall make recommendations to and assist the DND Facilities and Training Support Coordinator on improved methods of employing or adding to the VACSTC suite of telecommunications system resources. The Contractor shall, at no addition charge make annual assessments of the condition and vintage of the telecommunications employed at the VMC to the DND Facilities and Training Support Coordinator. Such reports should be submitted as soon as possible to permit planning for replacement or upgrading requirements.
9. At the request of the DND Facilities and Training Support Coordinator, the Contractor shall attend a maximum of two planning and/or coordination meetings of up to two-day duration each. Meeting shall be held at the VMC. The timing and exact locations shall be directed by the DND Facilities and Training Support Coordinator. The purpose of these meeting shall be to discuss issues relating to the following issues:
 - a. Meeting to discuss performance and support concerns relating to the VACSTC summer activities that have recently concluded, i.e. Wrap Up Meeting. The DND Facilities and Training Support Coordinator shall provide to the Contractor an agenda of topics to be discussed a minimum of seven days prior to the meeting. The Contractor shall be prepared to discuss any Telecommunications System related topic identified on the agenda.

10. Major Task Schedule

Summer Camp set-up requirements **Completion Date: by 30 June yearly;**

Camp Closure Process **Completion: September 30 yearly**

Determine most cost effective and efficient technical solution to TIS requirements and requests.
Completion Date: September 30

Make recommendations to and assist DND Facilities and Training Support Coordinator on improved methods of employing or adding to the VMC suite of Telecommunications and information system resources. **Completion Date: September 30.**

Solicitation No. - N° de l'invitation
W2952-140061/A
Client Ref. No. - N° de réf. du client
XXXXX-XXXXXX

Amd. No. - N° de la modif.
File No. - N° du dossier
XXXXX.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur
vic211
CCC No./N° CCC - FMS No./N° VME

ANNEX B - BASIS OF PAYMENT

Contractor must provide lump sum prices for the major activities as specified in the Statement of Work (SOW) - Annex "A" and as shown below. An all inclusive , fixed/firm lump sum price for payment of each of the major activities specified shall be provided. The quoted prices shall be inclusive of all direct and indirect expenses incurred in providing the services (ie. Labour, tools, equipment, travel expenses, word processing, reports, photocopying, courier charges, clerical support, general administration costs and profit). **No other charges will be allowed.**

#	SERVICES TO BE PERFORMED	FIRM PRICE 2015	FIRM Price 2016 (option)
1	Summer Camp Setup requirements	\$ _____	\$ _____
2	Camp Closure Process	\$ _____	\$ _____
3	Determine most cost effective and efficient technical solution to TIS requirements and requests	\$ _____	\$ _____
4	Make recommendations to DND Facilities and Training Support Coordinator on improved methods of employing or adding to the VMC suite of Telecommunications and information system resources.	\$ _____	\$ _____

Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.