

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Travaux publics et Services gouvernementaux  
Canada**

**Place Bonaventure, portail Sud-Est**  
**800, rue de La Gauchetière Ouest**  
**7<sup>ème</sup> étage**  
**Montréal**  
**Québec**  
**H5A 1L6**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>e</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Standing Offer -- Health & Safety	
<b>Solicitation No. - N° de l'invitation</b> EF932-150958/A	<b>Date</b> 2015-02-19
<b>Client Reference No. - N° de référence du client</b> EF932-15-0958	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-250-13118
<b>File No. - N° de dossier</b> MTC-4-37224 (250)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-04-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cyr, Nicolas	<b>Buyer Id - Id de l'acheteur</b> mtc250
<b>Telephone No. - N° de téléphone</b> (514)496-3389 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Check List.

### **2 Summary**

Request for Standing Offers for the services of a firm specializing in health and safety on construction sites capable of providing technical expertise for the health and safety management aspects of our various construction projects.

The selected firm will be required to provide services on demand and will receive call-ups from the health and safety co-ordinator or from PWGSC project managers in the Quebec Region.

PWGSC intends the Standing Offer to run for one year with the two optional years.

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

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### **3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - OFFEROR INSTRUCTIONS

### 1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES ( ) NO ( )

If so, the Offeror 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.



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#### **4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec

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### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

At the end of the Request for Standing Offer (RFSO) closing date, bidders must provide the necessary documents to confirm that they meet the following mandatory requirements. Proposals that do not include information to demonstrate that they meet the following mandatory requirements will be deemed non-responsive and will be given no further consideration. Each criterion should be addressed separately.

##### O1:

- A minimum of two persons in the firm must be available to provide the required services in the standing offer and must meet the mandatory O2 and O3 requirements. These two persons must be clearly identified in the bid document, as well as any other persons in the firm who may provide services in connection with the standing offer.

##### O2:

- All of the firm's employees assigned to the services sought in the Standing Offer must have taken the ASP Construction course *General Health and Safety on Construction Sites* (ASP Construction card). Provide their attestations in the tender documents.

##### O3 :

- All employees of the firm assigned to provide the services sought in the Standing Offer must have at least two (2) years of work experience in health and safety (prevention), including at least one (1) year of health and safety on construction sites. Provide their resumes in the tender documents..

##### O4:

- One (or several) of the firm's employees must have had training courses in the following areas (trainings other than *General Health and Safety on Construction Sites's* chapters):

- lock-out procedures
- confined spaces
- fall protection

Identify these persons and provide their course attestations before the establishment of the Standing Offer. Academic trainings are acceptable; in that case, specify the course title covering this topic and the diploma's title.

#### Information for evaluation purposes

The proposal must show that the objectives and responsibilities inherent in the services required have been clearly understood and must enable PWGSC to appraise the enterprise's organizational structure, strength and performance in delivery of the services sought.

Only proposals that meet all the mandatory requirements set out in this document will be read, evaluated and rated by PWGSC's evaluation panel. Initially, prices will remain under seal, and only the technical content of the proposal will be evaluated, on the basis of the criteria below.

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### 1.1.2 Point Rated Technical Criteria

Proposals meeting the mandatory requirements will be evaluated on the basis of the following criteria:

#### Criterion no 1: Quality and clarity of offer (3 points)

*What we are looking for:*

The offer tendered must contain all the information asked for in this document without any superfluous or irrelevant material. It must be of quality on a par with the standards customarily required for the drafting of study reports, in terms of clarity and appearance of layout as well as in terms of language.

#### Criterion no 2: Previous projects (72 points)

*What we are looking for:*

Bidders must demonstrate that their employees have taken part in a range of projects during which they provided various services related to those required in the Standing Offer. The accessibility of the information asked for (3 points), the relevance of the projects cited (4 points) and the demonstration of the firm's competency in attainment of project objectives will be evaluated (5 points). Each project will be rated on 12 points.

*What must be submitted:*

- Brief description of six (6) major projects that meet the following conditions (ten pages maximum):
  - projects must have been completed during the last five years by the bidder's current employees, while they were employed by the bidder or another employer;
  - a maximum of two identified projects can have been completed for Public Works and Government Services Canada (PWGSC);
  - two projects must involve construction-site inspection activities (other than decontamination sites to remove asbestos, lead, mould or other contaminants). Each of the two persons identified as the persons who will provide the services required in connection with the standing offer (Mandatory Requirement O1) must have participated in at least one of these projects.
  - one project must involve conducting health-and-safety audits;
  - one project must involve prevention activities (other than training) or inspections related to lockout procedures in a construction or industrial environment;
  - one project must involve prevention activities (other than training) or inspections to prevent falls from high places in a construction or industrial environment;
  - one project must involve prevention activities (other than training) or inspections with respect to work in confined spaces in a construction or industrial environment;
  - the last three projects requested above may have been conducted at the same location. If they were carried out on construction sites, they must not be the same as the two construction-site inspection projects requested above;

- for each project cited, the following information must be provided:
  - project commencement and completion date;
  - project location;
  - names of personnel involved in the project;
  - client (name and telephone number of the client contact) ;
  - description and scope of the project;
  - demonstration of the employees' expertise in providing the services rendered.

NB: for each project, PWGSC reserves the right to contact the client to verify the latter's degree of satisfaction, and the evaluation results will be adjusted accordingly.

Criterion no 3: Staff competencies and experience (20 points)

*What we are looking for:*

Bidders must demonstrate that they have in their service project staff with academic and professional training and work experience relevant to the services sought.

*What must be submitted:*

Resumé (CV) of the two persons identified as the persons who will provide the services required in connection with the standing offer (Mandatory Requirement O1) and, if necessary, other staff members who may provide services in connection with the standing offer. Resumes should contain in particular the following information (six pages maximum):

- academic training;
- number of years of experience in delivery of the services required;
- years of seniority with the firm;
- main duties within the firm.

All submitted resumé will be considered, but only those of the two persons identified as the persons who will provide the services required in connection with the standing offer (Mandatory Requirement O1) will be assessed (10 points per evaluated cv). They will be evaluated as follows:

- training (4 points)
  - community college or CEGEP degree or university degree in a discipline not related to occupational health and safety (1 point)
  - diploma of community college or CEGEP degree in a discipline related to occupational health and safety (2 points)
  - university degree in a discipline related to occupational health and safety (3 points)
  - *General Health and safety on construction sites's* instructor certification (1 additional point)

If the study program was not followed in a Quebec educational institution, the bidders must provide proof of equivalent education in their bids.

- additional training other than followed during academic training or during *General Health and Safety on Construction Sites* course (2 points). Provide certifications:;
  - fall prevention (0,5 point);
  - lock-out procedures (0,5 point);
  - confined spaces (0,5 point);
  - safety machinery (0,5 point)

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- work experience related to required services (4 points)
  - 2-4 years (1 point)
  - 5-7 years (2 points)
  - 8-10 years (3 points)
  - 11 years and more (4 points)

Criterion no 4: Approach and execution in delivery of the services sought (5 points)

*What we are looking for:*

Bidders must demonstrate that they understand the scope of the services sought and the way they are to be delivered. They must also explain how their firm is structured and how their staff approach the delivery of site inspection and project audit services.

*What must be submitted:*

- summary of the scope of the services sought
- description of the firm's management and organization and of the services it offers
- description of the approach used in delivering site supervision and project audit services

### 1.1.3 Evaluation of technical proposals

Proposals will be evaluated on the basis of their technical soundness, provided that the mandatory requirements are met.

Proponents should bear in mind that no additional points can be earned in the rating for information deemed superfluous to what was asked for.

Technical proposals which meet the mandatory requirements will be read, evaluated and rated by a PWGSC evaluation committee in accordance with the following to establish an overall technical score.

Technical criteria	Maximum possible scores
Quality and clarity of the proposal	3 points
Previous projects	72 points
Competencies and experience of staff	20 points
Approach and execution in delivery of the services sought	5 points
Total	100 points
	X 60%
TOTAL TECHNICAL SCORE	60 points

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#### 1.1.4 Price evaluation

Only price proposals that are responsive and have obtained a total technical score of at least 60% (36 points) will be assessed

The price proposals will be evaluated as follows:

- the lowest price bid will be awarded a score of 10;
- the second, third, fourth, fifth, sixth, seventh, eighth, ninth and tenth lowest bids will be awarded scores of 9, 8, 7, 6, 5, 4, 3, 2 and 1 respectively;
- all other price proposals will be awarded a score of 0.

In those rare cases where two or more bids are the same, they will be awarded the same score, and a corresponding number of succeeding scores will be skipped.

The price score will be multiplied by 4 to yield a total score out of 40 points.

#### 1.1.5 Overall score

Overall scores will be calculated as follows:

Type of score	Score (points)
Total technical score	0 - 60
Total price score	0 - 40
OVERALL SCORE	0 - 100

#### 1.1.6 Basis of Selection

The firm with the highest overall score will be recommended for award of a Standing Offer.

In the rare cases where two (or more) proposals have an identical overall score, the firm with the highest total technical score will be recommended for a standing offer award.

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## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **1 Certifications Precedent to Issuance of a Standing Offer**

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

#### **1.1 Integrity Provisions - Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



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### **1.3 Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

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## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1 Security Requirements**

1. At the Request for Standing Offers closing date, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicate in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1 Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 2 Security Requirements

- 2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

1. The Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.  
Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Offeror must comply with the provisions of the:  
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

### 3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

#### 3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 4 Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from June 1<sup>st</sup>, 2015 to May 31<sup>st</sup>, 2016.

#### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one-year periods, from June 1<sup>st</sup>, 2016 to May 31<sup>st</sup>, 2017 and from June 1<sup>st</sup>, 2017 to May 31<sup>st</sup>, 2018 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **5. Authorities**

### **5.1 Standing Offer Authority**

Name: Nicolas Cyr  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: Place Bonaventure, Portal South-East  
800 de la Gauchetiere West, Suite 7300  
Montreal (QC), H5A 1L6  
  
Telephone: 514-496-3389  
Facsimile: 514-496-3822  
E-mail address: nicolas.cyr@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **5.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_

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## **6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada.

## **8 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form Call-up Against a Standing Offer.

## **9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).

## **10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ ([Applicable Taxes excluded](#)) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or \_\_\_\_\_ months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2014-09-25), Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_.

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## **12 Certifications**

### **12.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **2 Standard Clauses and Conditions**

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

### **3 Term of Contract**

#### **3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **4 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.

### **5 Payment - Limitation of Expenditure**

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 \_\_\_\_\_, to a limitation of expenditure of \$\_\_\_\_\_ ( **insert the amount at contract award**). Customs duties are *included* and Applicable Taxes are extra.

### **6 Invoicing Instructions**

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.

### **7 Insurance Requirements**

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

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## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. DESCRIPTION AND STATEMENT OF WORK**

##### **1.1 Background**

PWGSC manages numerous construction and maintenance projects on behalf of various federal government departments and has to apply to all such projects the provisions of many laws, regulations, standards and directives.

Although PWGSC falls under federal legislation, the Department is committed to voluntary compliance with all provincial legislation governing health and safety and, where laws diverge, will adhere to the more stringent requirement.

PWGSC's Quebec Region has developed a health and safety management program for construction and maintenance projects which all its project managers have to apply.

##### **1.2 General description of the service request**

PWGSC is looking for a firm specializing in health and safety capable of providing technical expertise in accident prevention and in health and safety management, for maintenance activities in buildings and for construction sites managed by the Department.

The selected firm will be able to provide services on demand in all buildings and on all sites managed by PWGSC in the Quebec region. The firm will receive its mandates of health and safety team or PWGSC managers, Quebec Region.

Buildings and sites where services may be required are located throughout Quebec. According to PWGSC requirements, it is possible that the firm has to make several interventions in different locations and even different regions within the same week. It is also possible that there are slack periods during which little or no intervention will be required of the selected firm.

##### **1.2.1 Services required**

The firm selected must be able to reconcile provincial and federal requirements in matters of health and safety.

The firm selected will be required to provide, as and when required, various types of health and safety.



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The Standing Offer will encompass the following basic services, though without being limited thereto:

A) Specific inspections of PWGSC construction sites

- At the request of the H&S Coordinator or of the project managers, inspect construction sites;
- Write a written report of each inspection and transmit it electronically to the manager concerned and to the H&S Coordinator within 48 hours of the date of the inspection. The reports should contain at least the following:
  - nature of the work the day of the inspection;
  - general contractor and subcontractors present during the inspection;
  - inspection grid (the content has been previously discussed with PWGSC H&S Coordinator);
  - identification of the compliances and the non-compliances;
  - justification of the non-compliances;
  - regulatory references;
  - photos to demonstrate the non-compliances;

During certain periods, the service provider may be called upon to carry out several worksite inspections in the same week in various Quebec regions.

B) Project audits

- At the request of the H&S Coordinator, conduct a review of the H&S management practices applied by project managers, evaluating the specific elements to be included in project records;
- Write a written report of each audit following the PWGSC requirements.

C) Other services

Various support services for project managers and/or the H&S co-ordinator may also be required. Such services may include:

- Temporary supervision, either full- or part-time, of construction sites. For some assignments, PWGSC may require the services of a safety officer with a safety attestation from the CSST (R.S.Q., ch. S-2.1, r.4, section 2.5.4);
- Participation in site meetings;
- Analysis of contractors' prevention programs, with written recommendations to project managers;
- Participation in orientation discussions on contractorship;
- Technical consultancy to resolve specific problems associated with construction or maintenance work;
- OSH inspections in buildings;
- Development and / or analysis of work procedures and other documents related to the prevention of accidents;
- Development and delivery of training sessions for federal employees.

### **1.2.2 Additional requirements:**

The grids used for site inspections and any other document that the service provider is expected to develop in the context of this Standing Offer (eg training documents, analysis grids, etc.) should first be presented to PWGSC's H&S Coordinator and content may be subject to discussion. It is possible that for some specific sites, the content of the grid site inspection should be modified according to the nature of the work.

For each call-up, unless otherwise indicated, use French in all written and verbal communications, written documents and in any training sessions given.

In addition, the selected firm's staff assigned to fulfill call-ups under the Standing Offer must be able to meet the following requirements:

- travel to different regions of Quebec;
- hold a valid driver's licence;
- have at their disposal and carry with them all the personal protective equipment required for their particular duties;
- climb up and down ladders or scaffolding;
- enter confined and very restricted spaces. If required to enter confined spaces, they must provide (up to date) evidence of training in work in confined spaces and first aid from a recognized organization, and they must comply with prevailing entry procedures;
- have at their disposal a digital camera and know how to use it;
- have daily access to an electronic mail service and know how to transmit documents and photographs;
- have a cellular telephone at their disposal at all times during the performance of their duties;
- be able to speak and write correct French and capable of drafting inspection reports or any other documents required.

### **1.2.3 Labour categories:**

Unless otherwise specified, the services requested of the firm selected must be rendered according to the following criteria:

- All services directly related to occupational safety and health will be the responsibility of an occupational health and safety specialist (OHS Specialist) who meets Mandatory Requirements O2 and O3 stated herein;
- All services related to formatting of documents and billing shall be undertaken by clerical support staff.

## **1.3 Orientation session for the firm selected**

PWGSC will convene the firm selected to an orientation session to clarify how the Standing Offer works and give a full understanding of the Department's commitments and responsibilities in terms of health and safety on construction projects. The costs of this orientation session will be borne by the firm selected.

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### 1.3.1 Health and safety

Public Works and Government Services Canada (PWGSC) recognizes that it has a duty to protect the health and ensure the safety of all persons employed on Crown construction projects. It also acknowledges that federal and private-sector employees are entitled to all of the protection provided for in occupational health and safety regulations.

In fulfilment of this commitment and in order to improve protection of the health and safety of all those working on federal construction sites, PWGSC has undertaken to comply with provincial and territorial laws and regulations on occupational health and safety, in addition to meeting the demands of Part II of the Canada Labour Code.

In taking on the work, on-site consultants must:

- meet the requirements of the *Act Respecting Occupational Health and Safety*, the *Canada Labour Code*, Part II, and their regulations;
- depending on the work environment, have at their disposal and use the personal protective equipment (PPE) required by the prevailing standards, laws and regulations. Purchase and maintenance of the PPE is the consultant's responsibility;
- have in their possession means of communication enabling them to respond to emergencies;
- ensure that they have safe means of transportation so that their health and safety are not compromised;
- be aware of their right to refuse any work that may endanger their health or safety and exercise that right when appropriate.

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## ANNEX B

### BASIS OF PAYMENT

	<b>APPLICABLE HOURLY RATES FROM AWARD OF S.O. UNTIL MAY31, 2016 (A)</b>	<b>WEIGHTING FACTOR (B)</b>	<b>TOTAL FOR YEAR 1 (C1 = A X B)</b>
OHS Specialist's hourly rate during day		4	
OHS Specialist's hourly rate during evening and night		2	
OHS Specialist's hourly rate on weekends and statutory holidays		1	
OHS Specialist's hourly rate for travel time		2	
Clerical support's hourly rate		1	
	TOTAL PROPOSED PRICE UNTIL MAY 31, 2016 (total of Column C1) :		

	<b>APPLICABLE HOURLY RATES FROM JUNE 1, 2016 TO MAY 31, 2017 (A)</b>	<b>WEIGHTING FACTOR (B)</b>	<b>TOTAL FOR YEAR 2 (C2 = A X B)</b>
OHS Specialist's hourly rate during day		4	
OHS Specialist's hourly rate during night		2	
OHS Specialist's hourly rate on weekends and statutory holidays		1	
OHS Specialist's hourly rate for travel time		2	
Clerical support's hourly rate		1	
	TOTAL PROPOSED PRICE FROM JUNE 1, 2016 TO MAY31, 2017 (total of Column C2) :		

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	<b>APPLICABLE HOURLY RATES FROM JUNE 1, 2017 TO MAY 31 30, 2018 (A)</b>	<b>WEIGHTING FACTOR (B)</b>	<b>TOTAL FOR YEAR 3 (C3 = A X B)</b>
OHS Specialist's hourly rate during day		<b>4</b>	
OHS Specialist's hourly rate during night		<b>2</b>	
OHS Specialist's hourly rate on weekends and statutory holidays		<b>1</b>	
OHS Specialist's hourly rate for travel time		<b>2</b>	
Clerical support's hourly rate		<b>1</b>	
TOTAL PROPOSED PRICE FROM JUNE 1, 2017 TO MAY 31, 2018 (total of Column C3) :			

**Total price proposal score: C= C1 + C2 + C3: \_\_\_\_\_ \$**

#### **Travel and living expenses**

The point of departure used to calculate the reimbursement of travel expenses and travel time is the location closest to the site of the intervention, namely the PWGSC office at Place Bonaventure in Montreal (800 Gauchetière Ouest), the Estimaerville Building in Quebec City (1550 d'Estimaerville) or the office of the service provider.

Travel/living expenses and travel time will not be reimbursed within a radius of 50 km from this point of departure.

Eligible travel and living expenses are refundable at the prevailing Treasury Board rates and must be supported by documentation and have prior approval of the Departmental Representative.





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# ANNEX C

Contract Number / Numéro du contrat

EF 932 15 0958

Security Classification / Classification de sécurité

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

### PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine TPSGC		2. Branch or Directorate / Direction générale ou Direction Ressources humaines	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant À venir	
4. Brief Description of Work - Brève description du travail Offre à commandes pour des services en santé et sécurité			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

Security Classification / Classification de sécurité





**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes  
Non Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel: ☒ No ☐ Yes  
Non Oui  
Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux: \_\_\_\_\_
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted:  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui



**PART C (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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





**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)

Hardy Marie-france

Title - Titre

Coordonnatrice santé et sécurité

Signature

Telephone no. - N° de téléphone

(514) 496-3728

Facsimile - Télécopieur

(514) 496-3324

E-mail address - Adresse courriel

marie-france.hardy@tpsgc.gc.ca

Date

2014-09-18

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

Name (print) - Nom (en lettres moulées)

Jocelyne Émard

Title - Titre

Adjointe sécurité industrielle

Signature

Telephone no. - N° de téléphone

(514) 496-3586

Facsimile - Télécopieur

(514) 496-3301

E-mail address - Adresse courriel

jocelyne.emard@tpsgc.gc.ca

Date

2014-09-18

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non

☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Nicolas Cyr

Title - Titre

Spécialiste en approvisionnement

Signature

Telephone no. - N° de téléphone

(514) 496-3389

Facsimile - Télécopieur

( ) -

E-mail address - Adresse courriel

nicolas.cyr@tpsgc.gc.ca

Date

**17. Contracting Security Authority / Autorisé contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

( ) -

Facsimile - Télécopieur

( ) -

E-mail address - Adresse courriel

Date

Sept. 22 2014

Maria Mendoza  
Contract Security Officer, Contract Security Division  
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