

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**PWGSC/TPSGC Acquisitions**  
**1045 Main Street**  
**1st Floor, Lobby C**  
**Unit 108**  
**Moncton, NB E1C 1H1**  
**Bid Fax: (506) 851-6759**

**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**

<b>Title - Sujet</b> Memorial Site Admin. & Maint. Svcs.		
<b>Solicitation No. - N° de l'invitation</b> 51019-142009/A	<b>Date</b> 2015-03-11	
<b>Client Reference No. - N° de référence du client</b> 51019-142009		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-011-4985		
<b>File No. - N° de dossier</b> MCT-4-37018 (011)	<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 2015-04-21</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sharpe, Charlene A.		<b>Buyer Id - Id de l'acheteur</b> mct011
<b>Telephone No. - N° de téléphone</b> (506) 851-3467 ( )		<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF VETERANS AFFAIRS Director Canada Remembers P.O.BOX 7700, JCB IB 304 CHARLOTTETOWN Prince Edward Island C1A8M9 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

<b>Delivery Required - Livraison exigée</b> 2014-07-01	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

51019-142009/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct011

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

51019-142009

File No. - N° du dossier

MCT-4-37018

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

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

The Annexes include:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Security Requirements Check List
- Annex D Technical Evaluation Criteria
- Annex E Listing of Board of Directors
- Annex F Certification of Mandatory Site Visits

### **1.2 Summary**

A contract for the provision of personnel with the necessary expertise to carry out administrative duties; and all labour, supervision and expertise necessary to provide maintenance services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial in France. The contract will be for a period of one year (to commence on or about July 1, 2015) with options to renew for up to four additional one year periods.

To be considered responsive, the Bidder MUST clearly demonstrate that: it can provide bilingual (French/English) administrative support services (testing may be administered); the personnel providing financial services has, as a minimum, a diploma in accounting, plus 2 years related work experience and is bilingual; the Office personnel proposed have a minimum of 2 years related work experience; the Maintenance personnel proposed have a minimum of 2 years of related work experience; all proposed maintenance personnel hold a valid driver's license and that at least one of the proposed maintenance personnel has received training in First Aid within the past 3 years; that they are financially capable of performing the work and that they possess a financial management and reporting system to provide financial status reports and detailed breakdowns of expenditures; and provide a detailed description of the work performed by the firm

for a minimum of 3 other clients, including level of responsibility (accountability) , any problems and corrective action taken, and contingency planning.

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

There is a mandatory site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

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

### 1.3 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

## 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.

Due to the nature of the bid solicitation, **bids transmitted by electronic mail to PWGSC will not be accepted.**

## 2.3 Former Public Servant

### Former Public Servant - Competitive - Bid

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

### Definitions

For the purposes of this clause,

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

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

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

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

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

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

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

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

### Work Force 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(Derived from - Provenant de: A3025T, 2014/06/26 )*

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.



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## 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 Prince Edward Island.

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.

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visits to be held as follows:

**Friday, April 17, 2015 at 10:30 (CET) Central European Time**  
**Canadian National Vimy Memorial**  
**Route départementale 55, 62580 Givenchy-en-Gohelle**  
**GSP : N50.379444, E2.773611**

and

**Friday, April 17, 2015 at 14:00 (CET) Central European Time**  
**Beaumont-Hamel Newfoundland Memorial**  
**Route départementale 73, 80300 Auchonvillers**  
**GPS: N50.073611, E2.648056**

Bidders must communicate with the Contracting Authority before the scheduled site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance form – Annex F. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

*(Derived from - Provenant de: A9040T, 2014/06/26 )*

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

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

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

### **Section II: Financial Bid**

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

- 3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

### **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**

Mandatory and point rated technical evaluation criteria are included in Annex D.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

SACC Manual Clause [A0220T](#) (2014/06/26), Evaluation of Price

#### **4.2 Basis of Selection**

##### **4.2.1 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 points specified for each criterion for the technical evaluation.
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 70% for the technical merit and 30% 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
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%)**

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

(Derived from - Provenant de: A0027T, 2012/07/16 )

**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 specified 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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 \(ESDC\) - 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 Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will 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.

#### 5.1.3.2 Status and Availability of Resources

SACC Reference	Section	Date
A3005T	Status and Availability of Resources	2010/08/16

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### 5.1.3.3 Education and Experience

5.1.3.3.1 SACC Manual clause [A3010T](#) (2010/08/16) Education and Experience

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should 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.

## 6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012/07/16) Financial Capability

## 6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7 – Resulting Contract Clauses, Article 7.13.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

*(Derived from - Provenant de: G1007T, 2011/05/16 )*

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work - Contract

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

*(Derived from - Provenant de: B4007C, 2014/06/26 )*

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2035](#) (2014/09/25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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## 7.2.2 Supplemental General Conditions

4010 (2012/07/16), Services - Higher Complexity, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

### SECURITY REQUIREMENT FOR FRENCH SUPPLIER:

1. The Foreign recipient Contractor personnel requiring access to Canadian Government sites shall each hold a valid **Personnel Security Clearance** at the equivalent level of Contrôle Élémentaire, granted by the NSA/DSA of **FRANCE**, in accordance with National Policies of **FRANCE**.
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of their respective NSA/DSA, in accordance with the National Policies of **FRANCE**.
3. The Foreign recipient Contractor visiting Canadian Government or industrial facilities, under this contract, will submit a Request for Visit form to Canada DSA, through their respective NSA/DSA.
4. The Foreign recipient Contractor shall immediately report to its respective NSA/DSA all cases in which it is known or there is reason to suspect that CANADA PROTECTED / CLASSIFIED information/assets furnished to or generated by the Foreign recipient Contractor, pursuant this Contract, have been lost or disclosed to unauthorized persons.
5. The Foreign recipient Contractor shall comply with the provisions of the Bilateral Industrial Security Memorandum of Understanding between **FRANCE** and Canada, in relation to equivalencies.
6. The Foreign recipient Contractor must comply with the provisions of the Security Requirements Check List attached at Annex C.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is for a one year period from date of Contract award (estimated to be July 1, 2015).

(Derived from - Provenant de: A9022C, 2007/05/25 )

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees

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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 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.

*(Derived from - Provenant de: A9009C, 2008/12/12 )*

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Charlene Sharpe  
Title: Acting Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1045 Main Street, Unit 108  
Moncton, New Brunswick  
E1C 1H1  
Telephone: (506) 851-3467  
Facsimile: (506) 851-6759  
E-mail address: Charlene.Sharpe@pwgsc-tpsgc.gc.ca

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

### **7.5.2 Project Authority**

The Project Authority for the Contract is: **will be identified at contract award.**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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



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**7.5.3 Contractor's Representative** *Bidders are to provide the following information:*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**7.6 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.

*(Derived from - Provenant de: A3025C, 2013/03/21 )*

**7.7 Payment**

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

*(Derived from - Provenant de: C0206C, 2013/04/25 )*

**7.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are excluded 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.

*(Derived from - Provenant de: C6001C, 2013/04/25 )*

### 7.7.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
C2000C	Taxes - Foreign-based Contractor	2007/11/30
H1001C	Multiple Payments	2008/05/12

### 7.7.4 Time Verification

SACC Reference	Section	Date
C0710C	Time and Contract Price Verification	2007/11/30

## 7.8 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.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract; and
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

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.

*(Derived from - Provenant de: H5001C, 2008/12/12 )*

## 7.9 Certifications

### 7.9.1 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

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knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Prince Edward Island.

**NOTE:** Your attention is particularly drawn to the Article in regards to the Taking Over of Personnel included in the French Collective Tariff Agreement, which has to be adhered to.

#### 7.11 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 supplemental general conditions 4010 (2012/07/16), Services - Higher Complexity;
- (c) the general conditions 2035 (2014/09/25), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List; and
- (g) the Contractor's bid dated \_\_\_\_\_

#### 7.12 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11

#### 7.13 Insurance

SACC Manual clause G1005C (2008/05/12) Insurance

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## ANNEX A - STATEMENT OF WORK

### Background

Veterans Affairs Canada operates 14 memorial sites in Europe, two of which are the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial. In order to maintain these two sites and sustain daily operations, VAC relies on the services of a local employment service agency to augment the Canadian-based staff complement in the areas of administration and maintenance.

### Provision of Materials/Training

The successful bidder will be required to provide personnel with the necessary expertise to carry out administrative duties described herein, as well as provide all labour, supervision and expertise necessary to provide maintenance services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial in France. VAC will provide regular working tools (e.g. hammers, nails) except for 'security' tools (e.g. gloves legislated for working with electricity). The Contractor will be responsible for providing personal protective equipment (e.g. overalls, jackets for inclement weather, shoes). The contractor is also responsible for providing the necessary training to personnel when required (e.g. when there are changes in legislation related to working conditions, health and safety).

All personnel must possess the minimum level of training and/or experience as detailed in the "Suitability and Required Competencies" sections in each work description. Should a requirement for additional training be identified by VAC, responsibility for the provision and cost the training will be determined prior to delivery.

### Work Schedules

All personnel will be expected to complete their work during core business hours (Monday - Friday, 08 h 00 - 17 h 30, local time.) Some overtime may be expected, particularly in preparation for and/or following special events and ceremonies taking place on site. Public holidays will be observed in accordance with French law. Back up personnel for holiday periods will not generally be required but the contractor is requested to confirm this with VAC manager on a case-by-case basis.

The following are the anticipated requirements per site (excluding overtime). The type of services required, as well as the number of hours, which may be subject to change:

#### Vimy

1. Administrative services for 34.2 hours per week to a maximum of 1,778.4 hours per year.
2. Maintenance supervisory services for 34.2 hours per week to a maximum of 1,778.4 hours per year.
3. Maintenance services for 34.2 hours per week to a maximum of 1,778.4 hours per year.

## **Beaumont-Hamel**

1. Financial management services for 34.2 hours per week to a maximum of 1,778.4 hours per year
2. Maintenance services for 34.2 hours per week to a maximum of 1,778.4 hours per year.

### **Contract Duration**

The initial contract duration will be for a one year (12 month) period with four options to extend by one year each for a maximum of five years total.

### **Security Requirements**

All personnel may be required to work in areas that are restricted to the public (e.g. VAC offices), therefore security clearances must be obtained. Access to the sites and Government of Canada files and electronic systems will not be granted until VAC is satisfied that personnel have the appropriate security clearances. VAC reserves the right to reject and/or terminate proposed personnel based on findings from or incomplete security reliability checks.

### **Location of Work**

Personnel may be required to work at both sites on a regular or occasional basis.

### **Ownership and Control**

All information (personal or otherwise) which is used, processed, handled, stored, and recorded by the Contractor for the purposes of fulfilling the requirements of the Contract, regardless of the format, medium, and physical characteristics, remains under the ownership and control of VAC. All applicable Federal legislation applies under all circumstances, even when such information is in the sole custody of the Contractor.

In accepting this contract, the Contractor acknowledges that VAC maintains ownership and control over all personal information and any other information that is collected, created, captured, received, used, processed, handled, stored, and recorded by the Contractor when fulfilling the requirements outlined in the Contract.

Upon delivery of the final requirements of the contract, the Contractor will ensure that all information referenced above is returned to the Project Authority.

### **Non-Disclosure of Confidential Information**

All information, whether technical, financial or otherwise, including without limitation all secret or confidential information belonging to Veterans Affairs Canada, in whatever form, which is derived from discussions and examples during this training session, shall be referred to in this Statement as "Confidential Information".

Confidential Information is a valuable, special and unique asset belonging to Veterans Affairs Canada. The contractor agrees that it will not disclose Confidential Information belonging to VAC to any person, firm, corporation, association or any other entity for any reason or purpose whatsoever.

### **Handling of Personal Information**

The Contractor acknowledges that Veterans Affairs Canada is bound by the Privacy Act with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the contract, and must not collect, use, copy, disclose, dispose of or destroy such personal information except in accordance with the Privacy Act and the delivery provisions of the contract.

All personal information is under the control of Veterans Affairs Canada, and the Contractor has no right in or to that information. The Contractor must deliver to the project authority all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the contract, within 30 days of the completion or termination of the contract, or at such earlier time as the project authority may request. Upon delivery of the personal information to the project authority, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

### **Accuracy of Information**

The Contractor shall make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Project Authority in a decision-making process that will directly affect the individual to whom the information relates.

### **Requests for Information under the Privacy Act and/or the Access to Information Act**

Should the Contractor receive a request for information from a third party under the Privacy Act and/or the Access to Information Act, the Contractor must immediately contact the Project Authority. The Project Authority must then consult with the VAC Access to Information and Privacy Coordinator who will provide the Project Authority with guidance and direction on how to handle the request.

### **Collection of Personal Information**

Personal information collected by the Contractor for the provision of services covered by the contract shall be collected in accordance with the following requirements.

1. Authorized in legislation and confirmed that it has been so authorized by the Project Authority.
2. The Contractor(s) shall notify individuals from whom it collects personal information:

- 
- (a) of the purpose for collecting it
  - (b) of any statutory authority for the collection
  - (c) whether the response is voluntary or required by law;
  - (d) of any possible consequences of refusing to respond;
  - (e) of the individuals right of access to and correction of the information; and
  - (f) of the number of personal information banks in which the personal information will be retained.
- Limited to that which is required for the administration of services and benefits necessary for the contractor(s) to comply with the contract (there shall be a demonstrable need for each piece of personal information collected:
  - Unless otherwise directed in writing, information is to be collected directly from the individual to whom the information relates; and
3. If information is collected from a third party, it is to be collected with the clients consent or with an appropriate legislative authority authorizing collection.

The Contractor(s) shall agree to work with the Project Authority to determine the personal information elements that will be collected to fulfill the requirements of the contract, and to develop the notification statement that will be used when collecting personal information from clients.

Note: The Project Authority will review and approve all forms that the Contractor(s) proposes to use in support of the collection of information. After initial approval, if changes or amendments are made by the contractor, during the life of the contract, the forms shall be re-approved by the Project Authority. The Contractors employees shall effectively identify themselves to the individuals from whom they are collecting personal information and provide individuals with a means to verify that they are actually working on behalf of the Project Authority and authorized to collect the information.

### **Use of Personal Information**

Unless otherwise directed in writing, the Contractor shall use all personal information solely for the purpose(s) for which it was provided, as determined by the Department to which the information belongs and in accordance with the requirements of the Contract. Any secondary use of such information, including research, shall be approved by the Department.

### **Disclosure of Personal Information**

Information in the custody of the Contractor shall not be disclosed or transferred to a third party, except in accordance with specifics of the Contract, without the written permission of the Department to which the information belongs.

If the Contractor receives any request for disclosure of personal information for a purpose not authorized under the contract, or if it becomes aware that disclosure may be required by law, the Contractor shall immediately notify the Project Authority about the request or demand for disclosure and shall not disclose the information without the written permission of the Department to which the information belongs.

## **Notification of Non-Compliance or Breach of Privacy and Security**

The Contractor shall notify, in writing, the Project Authority, immediately of any reason it does not comply with the Privacy and Security provisions of the Contract in any respect. The Contractor shall promptly notify the Project Authority of the particulars of the non-compliance and what steps it proposes to take to address, or prevent recurrence of the non-compliance.

The Contractor shall notify the Project Authority immediately when it becomes aware of an occurrence of breach of privacy or of the security requirements of the Contract. This includes but is not limited to:

- a) unauthorized access to or modification of the personal information in its custody
- b) unauthorized use of the personal information in its custody
- c) unauthorized disclosure of the personal information in its custody
- d) a breach of privacy or security with respect to personal information in its custody or with respect to any computer system in its custody and that may be used to access personal information.

The Contractor shall work with the Department to achieve resolution and compliance with Government of Canada privacy and security requirements. Standard Operating Procedures shall be developed during the contract implementation phase.

## **Access to Information Act**

Records created by the Contractor, and under the control of VAC, are subject to the Access to Information (ATI) Act. The Contractor acknowledges the responsibilities of VAC under the ATI Act and must assist VAC in discharging these responsibilities.

## **Transborder Data Flow**

Government institutions have an obligation to ensure that personal information collected, used, processed, accessed, disclosed, retained, created, received or disposed of in order to fulfill the requirements of a contract shall be protected against any possible risks related to the issue of Trans-border flow of information. This would include the potential exposure of personal information of Canadians to U.S. authorities under the USA Patriot Act or other similar foreign laws. Under no circumstances shall the Contractor engage in any such activities where personal information of Canadians may be compromised by foreign laws unless such activities have been preapproved in writing by the Project Authority.



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## **Specific Tasks Required**

The specific tasks required to be completed by each function, as a minimum, are outlined below, however the lists are not exhaustive.

### **A. ADMINISTRATIVE ASSISTANT TO THE DIRECTOR**

#### **1 - Routine Tasks**

##### **A - MAIL AND FAX**

The Administrative Assistant handles all mail and faxes related to day-to-day management. This includes:

- sending and receiving mail and packages (including express);
- preparing answers to correspondence in English and French where appropriate; and
- registering incoming and outgoing mail in the mail register.

##### **B - TELEPHONE**

- handling all incoming calls. This includes (in English and French):
- managing the switchboard and routing calls to concerned parties;
- answering inquiries about *European Operations (EO)* and directing inquiries (e.g. reservations, ceremonies) to appropriate staff.

##### **C - INTERNET AND INTERNAL MESSAGING**

- consulting Internet sites (e.g. train schedules, international directories, etc.);
- managing general messaging for the site

##### **D – VARIOUS**

- managing Director General's agenda (consultation and booking of appointments)
- assisting with special projects as per the needs of the Director General
- welcoming of visitors, delivery people, contractors and personnel to the office
- centralizing all paper files and organizing, filing and archiving
- welcoming VIPs to sites on day of ceremonies
- acting as backup for providing financial services (e.g. illness, vacation) when required
- Other related duties as required

#### **2 - Periodic Tasks**

##### **COMMEMORATIVE CEREMONIES**

(Tasks are performed with European Operations staff)

- maintaining invitation lists;
- contacting suppliers for estimates / liaising with confirmed suppliers;
- preparing and mailing invitations;
- recording confirmations received; and
- helping to welcome VIPs on the day of ceremonies.
- ordering wreaths for other organizations

- other related duties as required

### **SUITABILITY AND REQUIRED COMPETENCIES**

Independence  
Initiative  
Flexibility  
Thoroughness  
Organizational skills  
Ease of communication  
Proficiency in French and English (testing may be administered)  
Ability to work under sometimes stressful conditions and remain calm  
IT proficiency (e.g. familiar with software such as Excel, MS Word, PowerPoint, email systems)  
Must have at least two years related work experience

### **B. MAINTENANCE**

Maintenance services at Vimy and Beaumont-Hamel are managed by the Senior Manager, Commemorative Sites, Vimy.

#### **1 – Routine Tasks**

- scheduling of routine work on a daily and weekly basis (based on discussions with the *Senior Manager, Commemorative Sites, Vimy and the Senior Manager, Commemorative Sites, Beaumont-Hamel*)
- reviewing of equipment and materials and advising the *Senior Manager, Commemorative Sites (Vimy)* when equipment is to be replaced or new materials ordered;
- responsible for all minor repairs and general maintenance on both sites; and
- other related duties as required.

#### **2 – Specific Tasks**

- site cleanup: garbage and paper collection, sweeping around the memorial;
- repairing parking lots and road shoulders: filling and sealing sunken areas when holes appear;
- painting: annual maintenance of all trim on all site buildings;
- maintaining tunnels: pumping in case of flooding, maintaining entry and exit ramps, replace light bulbs;
- maintaining offices, housing and yards: all minor interior maintenance and repair jobs; painting, trimming and maintaining lawns and flower beds, pruning shrubs;
- various basic carpentry, welding, cementing and concrete jobs;
- general maintenance: cleaning vehicles used by maintenance staff, tidying shop and various technical buildings, maintenance and lubrication of tools and machinery.

#### **3 – Periodic Tasks**

- picking up, selecting ordered material;
- maintaining guides' quarters;
- preparing and installing equipment for different ceremonies taking place on site, raising and lowering flagpoles and flags, cleaning the Memorial;

- working in collaboration with the Commonwealth War Graves Commission personnel based at the site when additional labour or equipment is needed.

#### **4 — Maintenance Supervisory Services**

As well as providing the services identified above, as part of the maintenance team, the maintenance supervisor will work with the Senior Manager, Commemorative Sites, Vimy to develop a workplan for the maintenance team. The workplan will identify daily, weekly, monthly, and yearly tasks to be completed at both Sites.

The resource responsible for providing supervisory services will work with the maintenance resources to ensure tasks are completed within the identified timeframe.

The resource responsible for providing supervisory services will meet weekly with the Senior Manager to discuss upcoming works, tasks, issues, etc.

#### **SUITABILITY AND COMPETENCIES**

Independence

Versatility

Ability to quickly identify and prioritize various jobs to be done

Manual dexterity

Teamwork

Adaptability

Good knowledge of site

Respect for safety standards

Must have at least two years related work experience.

#### **C. FINANCIAL MANAGEMENT SERVICES**

##### **Administration**

(In conjunction with the Canadian Embassy in France and VAC Administrative Headquarters in Canada):

- processing invoices
- processing statements received from the Embassy
- entering commitments into the Department's financial management system as required
- monitoring estimates and purchase orders
- budgeting projection for the following year
- mid- year progress reporting and projections to the end of the fiscal year
- reconciliation of budgets with the Department
- managing petty cash
- principal resource for interfacing between Veterans Affairs Canada and the Finance Section, Canadian Embassy, Paris
- other tasks as required

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## **2-Contracts**

- monitoring contract status, costs and payments
- coordinating various elements in the creation of new contracts

## **3- Various Tasks**

- interfacing between the two memorial sites and the Department regarding information technology assistance
- fixing small problems with office software
- managing agenda of Senior Manager, Commemorative Sites, Beaumont-Hamel
- other related duties as required

## **SUITABILITY AND REQUIRED SKILLS**

Bilingualism (English/French)

Flexibility

Initiative

Accounting Diploma

IT proficiency (e.g. familiar with software such as Excel, MS Word, Powerpoint, email systems)

Must have at least two years related work experience

## ANNEX B - BASIS OF PAYMENT

You will be paid your costs incurred for the performance of the work as follows;

**For the period from date of contract award for one year;**

1)	Labour at the following firm daily rates-	
	One (1) Administrative Assistant- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Finance Officer- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Maintenance Supervisor- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	Two (2) Maintenance Persons- _____ € per hour for an estimated 1778.4 hours per year x 2	_____ €
<b>TOTAL ESTIMATED COST</b>		<b>_____ €</b>

**For the first one year option period;**

1)	Labour at the following firm daily rates-	
	One (1) Administrative Assistant- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Finance Officer- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Maintenance Supervisor- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	Two (2) Maintenance Persons- _____ € per hour for an estimated 1778.4 hours per year x 2	_____ €
<b>TOTAL ESTIMATED COST</b>		<b>_____ €</b>

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**For the second one year option period;**

1)	Labour at the following firm daily rates-	
	One (1) Administrative Assistant- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Finance Officer- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Maintenance Supervisor- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	Two (2) Maintenance Persons- _____ € per hour for an estimated 1778.4 hours per year x 2	_____ €
	<b>TOTAL ESTIMATED COST</b>	<b>_____ €</b>

**For the third one year option period;**

1)	Labour at the following firm daily* rates-	
	One (1) Administrative Assistant- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Finance Officer- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Maintenance Supervisor- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	Two (2) Maintenance Persons- _____ € per hour for an estimated 1778.4 hours per year x 2	_____ €
	<b>TOTAL ESTIMATED COST</b>	<b>_____ €</b>

Solicitation No. - N° de l'invitation  
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51019-142009

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File No. - N° du dossier  
MCT-4-37018

Buyer ID - Id de l'acheteur  
mct011  
CCC No./N° CCC - FMS No./N° VME

**For the fourth one year option period;**

1)	Labour at the following firm daily rates-	
	One (1) Administrative Assistant- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Finance Officer- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	One (1) Maintenance Supervisor- _____ € per hour for an estimated 1778.4 hours per year	_____ €
	Two (2) Maintenance Persons- _____ € per hour for an estimated 1778.4 hours per year x 2	_____ €
<b>TOTAL ESTIMATED COST</b>		<b>_____ €</b>

***The grand total of all periods will be used for bid evaluation purposes.***

**NOTES:**

- 1) If applicable the Value Added Tax @ 19.6% shall be shown as a separate item.
- 2) Payment will be paid for actual hours worked as verified by the Project Authority TO REVIEW FOR ACCURACY.
- 3) Should the Mandatory Social Benefits payable by the Contractor on behalf of its employees be changed by the French Government, the Contractor must supply a copy of the applicable French Government document promulgating the changes. An amendment will be issued only if the cost of social benefits changes by more than 2%.
- 4) The amount of the contract shall be firm and fixed for the first year. It shall be readjusted at least two months prior to each contract year end subject to approval by the Contracting Authority. The readjustment of the rates shall be calculated in accordance with the increases to the Salaire Minimum Interprofessionnelle de Croissance (S.M.I.C.) as published in the Bulletin Officiel de l'INSEE.

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## ANNEX C - SECURITY REQUIREMENTS CHECK LIST

*(see attached document)*



Solicitation No. - N° de l'invitation  
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## **ANNEX D – TECHNICAL EVALUATION CRITERIA**

*(see attached document)*

Buyer ID - Id de l'acheteur  
mct011  
CCC No./N° CCC - FMS No./N° VME

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Client Ref. No. - N° de réf. du client  
51019-142009

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-4-37018

Buyer ID - Id de l'acheteur  
mct011  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX F – CERTIFICATION OF MANDATORY SITE VISITS**

Solicitation Number: <b>51019-142009/A</b>
Date of visits: <b>Friday, April 17<sup>th</sup>, 2015</b>
Time of visits: <b>10:30 (CET) Canadian National Vimy Memorial</b> <b>14:00 (CET) Beaumont-Hamel Newfoundland Memorial</b>
Place of visits:  Canadian National Vimy Memorial Route départemental 55, 62580 Givenchy-en-Gohelle, France GPS : N50.379444, E2.773611  Beaumont-Hamel Newfoundland Memorial Route départemental 73, 80300 Auchonvillers, France GPS : N50.073611, E2.648056

Firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to confirm and certify that the above mentioned firm was in attendance at the referenced mandatory site visits.

For the Customer Department: Veterans Affairs Canada

Authorized representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**This certification MUST be attached with your bid document.**

## ANNEX C

Government  
of CanadaGouvernement  
du Canada

RECEIVED

MAY 16 2014

Contract Number/Numéro du contrat

51019-14-2009

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 <b>Veterans Affairs Canada</b>		2. Branch or Directorate/Direction générale ou Direction <b>PCC Branch, Commemoration Division</b>	
3. a) Subcontract Number/Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor/Nom et adresse du sous-traitant	
4. Brief description of work/Brève description du travail <b>Administrative and maintenance services for the Vimy and Beaumont-Hamel Memorial sites in France</b>			
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 checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access/Indiquer le type d'information auquel le fournisseur devra avoir accès.			
Canada <input checked="" type="checkbox"/>		NATO/OTAN <input type="checkbox"/>	
		Foreign/Étranger <input type="checkbox"/>	
7. b) Release restrictions/Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
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 B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		
PROTECTED A PROTÉGÉ A	<input type="checkbox"/>	PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input type="checkbox"/>	PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	PROTECTED C PROTÉGÉ C	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>
SECRET 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"/>

TBS/SCT 350-103 (2004/12)

Security Classification/Classification de sécurité

Canada





Government of Canada  
Gouvernement du Canada

Contract Number/Numéro du contrat

51019-14-2009

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?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material/Titre(s) abrégé(s) du matériel :  
Document Number/Numéro du document :

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

10. a) Personnel security screening level required/Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCES 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 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 user 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 TRES SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRES SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET
											A	B	C			
Information/Assets Renseignements/ Biens																
Production																
IT Media/ Support TI																
IT Link/ Lien électronique																

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

☒ No  
Non ☐ Yes  
Oui

If yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

☒ No  
Non ☐ Yes  
Oui

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

**MANDATORY REQUIREMENTS**

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

**ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.**

MANDATORY REQUIREMENTS		PAGE #	FOR EVALUATION PURPOSES		
			MET	NOT MET	COMMENTS
1	The Bidder <b><u>must</u></b> clearly demonstrate that it can provide bilingual (French/English) administrative support services (testing may be administered).				
2	The Bidder <b><u>must</u></b> demonstrate that the personnel providing financial services has as a minimum, a diploma in accounting, plus two years related work experience, and is bilingual.				
3	The Bidder <b><u>must</u></b> demonstrate that the Office personnel proposed has a minimum of two years related work experience.				
4	The Bidder <b><u>must</u></b> demonstrate that the Maintenance personnel proposed have a minimum of two years related work experience.				
5	The Bidder <b><u>must</u></b> demonstrate that all proposed maintenance personnel hold a valid driver's license <b>and</b> that at least one of the proposed maintenance personnel has received training in First Aid within the past three years.				
6	The Bidder <b><u>must</u></b> demonstrate that they are financially capable of performing the work and that they possess a financial management and reporting system to provide financial status reports and detailed breakdowns of expenditures.				
7	The Bidder <b><u>must</u></b> provide a detailed description of the work performed by the firm for a minimum of three other clients, including level of responsibility (accountability), any problems and corrective action taken, and contingency planning.				

**POINT RATED REQUIREMENTS**

In addition to meeting all of the mandatory requirements, the technical proposal will be evaluated on the basis of the following. The proposal must obtain the minimum score for each criterion in order to be deemed responsive.

**ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.**

POINT RATED REQUIREMENTS		PAGE #	FOR EVALUATION PURPOSES	
			SCORE	COMMENTS
1	<p>Reliability of the Firm (62 points, minimum of 37 points)</p> <p>The Bidder should provide a detailed description of the work performed by the firm for at least three other clients, including level of responsibility (accountability), any problems and corrective action taken, and contingency planning. They should include, as references, the following information for each set of duties (Administrative Assistant, Financial Officer and Maintenance):</p> <ol style="list-style-type: none"> <li>Name of company to whom contracted services were provided and contact phone number.</li> <li>Period of time the services were provided (dates)</li> <li>Estimated monetary value of services provided</li> <li>Permission for VAC to contact the clients submitted by the Bidder for the purpose of obtaining an assessment of the Bidder's performance.</li> </ol> <p>Each will be scored on a scale of points. No more than nine clients are to be submitted (max three for each type of work).</p> <p>Note: Bidders should submit a summary of the firm which could provide a history of the firm, its management structure, personnel, significant accomplishments, special business tools that it may have developed, etc. This summary should not be more than three pages in length. The summary will not be evaluated, but it will provide more information to permit the evaluation committee members to better understand the firm.</p>		/62	



EVALUATION CRITERIA

POINT RATED REQUIREMENTS		PAGE #	FOR EVALUATION PURPOSES	
			SCORE	COMMENTS
2	Knowledge of Canadian memorial sites and their operations (20 points, minimum of 12 points)  The Bidder is asked to demonstrate their knowledge and understanding of the Canadian Commemorative sites at both Vimy and Beaumont-Hamel in France. They must include an outline of how it will ensure that proposed personnel are aware of and understand the commemorative nature of the sites.		/20	
TOTAL SCORE			/82	