

**REQUEST FOR PROPOSAL
Capital Illumination Plan
Lighting and Urban Design Consultant Services**

NCC FILE NO.
NO DE DOSSIER DE LA CCN:

AL1580

ADDRESS ENQUIRIES TO: Allan Lapensée TEL: 613-239-5678 ext/poste 5051 FAX : 613-239-5007 Courriel: allan.lapensee@ncc-ccn.ca	INVITATION DATE/DATE DE L'APPEL D'OFFRES: March 25, 2015
	BID CLOSING/CLÔTURE DE L'OFFRE: May 5, 2015 at 3 p.m. Ottawa time
RETURN TO: →	National Capital Commission 3rd floor service centre 40 Elgin Street Ottawa, Ontario K1P 1C7 Submission to refer to NCC tender file # AL1580

This page of these RFP instructions is to be dated, signed and returned with your proposal, thereby acknowledging having read, understood and accepted the Request for Proposal which includes the Statement of Work (SOW), the General & Supplementary Conditions, and any/all other attachments referred to herein

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

Contractor's Name and Address Tel: Fax:	Print Name	Date
	Signature _____	

ADDENDUM ACKNOWLEDGEMENT: I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price.	_____ Bidder to enter number of addenda issued, if any.
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1. Submit five (5) copies of the technical proposal and one (1) sealed envelope of your financial proposal to provide services to the National Capital Commission (referred to as the "Commission" or the "NCC"), as per the attached Statement of Work (SOW).
2. As a green initiative, the NCC requests that the Technical Proposal follow these green practices:
 - use recycled paper products
 - print double sided
 - use a maximum font of 11
 - no binders and/or plastic sheets (note plastic/metal spirals are acceptable)
3. Questions and requests for clarification from proponents will be accepted until 12:00 noon on April 21, 2015. Throughout the RFP bidding process, the NCC shall endeavour to provide responses to inquiries (by the issuance of addenda) deemed relevant by the NCC and received in writing by the Contracting Authority. Only information provided in addenda shall be considered to be an integral part of the RFP and any resulting contract. Your questions and requests for clarifications must be submitted in writing and addressed to Allan Lapensée at email allan.lapensee@ncc-ccn.ca.
4. The proposal is to include all relevant information as defined in the Statement of Work (SOW).
5. Joint Venture Submissions: The NCC will accept proposals from joint venture entities. Note that all proposals, schedules, forms etc. that are submitted to the NCC by a joint venture, as part of their response to the RFP, must be signed by an authorized representative of each of the firms comprising the joint venture. Each proposal submitted by a joint venture must include a covering letter advising the NCC of the constituent firms' intention to operate as a joint venture if they are awarded a Contract for the work. The letter shall identify each of the firms comprising the joint venture and must be signed by a duly authorized representative of each of the constituent firms. The covering letter submitted with each proposal must include a statement acknowledging that each party to the joint venture understands and agrees that they are jointly and severally liable for all obligations under the RFP as well as any Contract awarded as a result of the RFP. Please note that if the selected proponent is a joint venture, the signed joint venture agreement must be provided prior to the issuance of the Contract. In any joint venture, there shall be only one individual identified as Contract representative. This individual shall be responsible for any and all reporting and communication requirements. Any joint venture whereby firms separate contracting activities amongst themselves and operate independently shall not be accepted in this RFP and shall be considered as non-responsive and receive no further consideration. To ensure equal opportunities for all proponents, and to eliminate risk of conflict of interest, all proponents are advised that the National Capital Commission will not accept more than one submission per firm, whether the firm applies as a single entity, part of a joint venture submission, or as a sub-consulting member of the team

6. Your fee proposal must be signed and submitted in a sealed price envelope separate from the technical proposal documents.
7. Proposals obtaining a total minimum score of 80 pts out of 100 pts of the technical component will be considered as technically admissible. Fee proposals must be submitted in a separate sealed envelope and will be opened only for all technically admissible proposals. The fee proposal will be weighed with the technical evaluation score for the basis of award. The fee proposal considered in the evaluation of proposals must include all professional fees and other related expenses and disbursements. The selected proposal will be the one that presents the highest overall value between technical and price. The overall best value will be based on a weighted factor of 60% for technical and a weighted factor of 40% for price. The NCC is subject to all applicable federal and provincial taxes. Note the NCC will self-assess applicable provincial taxes if the bidder is not registered to collect those taxes.
8. A debriefing of a Proponent's Technical Proposal will be provided, if requested to the NCC Project Manager identified in the letter of notification of contract award, within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful
9. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.
10. The attached General & Supplementary Conditions and the Security Requirements will also form part of the resulting contract.
11. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.
12. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful proponent and/or any/all proponents.
13. Facsimile or e-mail transmittal of proposals are not acceptable.
14. Proposals will be held in strict confidence. There will not be a public opening of the proposals submitted for this project. Notwithstanding the foregoing, proponents are advised that as a Crown Corporation, the Commission is subject to the provisions of the Access to Information Act (ATI Act). Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.

15. This Request for Proposal and any contract resulting there from is to be interpreted, construed, governed by, and the relation between parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein.
16. The Commission shall not be obligated to reimburse or compensate any proponent, its sub-contractors or manufacturers in Request for Proposal way for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.
17. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission General Conditions for Professional and Consulting Services.

STATEMENT OF WORK

Capital Illumination Plan

Lighting and Urban Design Consultant Services

SUMMARY OF STATEMENT OF WORK

- 1. Project Description**
- 2. Project Background**
- 3. Project Goals**
- 4. Project Scope**
- 5. Consultant Mandate**
 - **Content of the Plan**
 - **Expected Product**
 - **Proposed schedule**
- 6. Deliverables**
- 7. Heritage Conservation**
- 8. Stakeholders / Steering Committee**
- 9. Proposal Requirements**
- 10. Evaluation and Basis of Award**

1. PROJECT DESCRIPTION

The National Capital Commission (NCC) is looking for a multidisciplinary consultant team to develop an illumination plan for the Core of Canada's Capital. The Plan is expected to include an implementation strategy that is feasible, cost effective and reflective of the values of its users and of Canadians for this important nationally and internationally recognized urban landscape.

This project is intended to create a holistic vision for night time illumination of the core of the Capital including both public and private buildings, street lighting, and lighting of select pieces of infrastructure and public art. As part of its mandate to safeguard and enhance the national treasures and to instill pride in Canadians for their Capital, the NCC, in collaboration with the region's municipal governments and Public Works Government Services Canada (PWGSC), has long been involved in regulating development in order to preserve the visual integrity of the National Symbols and their surroundings. The Capital illumination plan should also build on the work of the Parliamentary Precinct Exterior Illumination Master Plan which is in progress, being executed by PWGSC.

This plan will provide the background and rationale for a coherent illumination strategy that will unfold in a 10 year implementation strategy. The plan should also provide guidance through a demonstration plan at a level of detail that supports the development of a first project that could be completed by end of 2016. For the 10 year implementation strategy, work will be identified that could be done as part of maintenance and lighting upgrade plans that we believe most of the stakeholders already have in place, or are planning, while identifying specific locations, be they buildings or other infrastructure that could be the focus of more intensive study. A goal of the Illumination Plan will be to propose modest capital investments and to focus on maintenance and lighting updates that are already required, while benchmarking a common goal that the stakeholder group could subscribe to that will serve to focus and guide these same implementation plans.

The challenge for the Consultant will be to develop a lighting plan of international quality that includes strategies that works collectively with all the major uses of the area and ensure the federal government's policies, codes, standards and best practices and NCC's planning and design principles are met.



Alexandra Bridge and Parliament Hill – Daytime View

2. PROJECT BACKGROUND

Capital Context

- a) Opportunity for renewing or creating a lighting signature for the Capital
- b) Policies of the Plan for Canada's Capital (1999) and the (in progress) updated document including:
 - Protect and enhance the views and symbolic primacy of the Parliament Buildings and other national symbols...
 - Encourage the use of imaginative lighting ...
- c) Lighting Policy as established by the 2005 Canada's Capital Core Area Sector Plan including:
 - The stated goal of providing a cohesive lighting plan for the [core] that is both environmentally responsible and financially sustainable
- d) Broad recommendations of the Long Term Vision and Plan for the Parliamentary Precinct (LTVP) dating 2001 and updated in 2006 in its call to both celebrate national symbols and accommodate practical functions, in the following primary aspects:
 - i. Urban Morphology:
 - Design of buildings and landscapes ... should strengthen and reveal the urban patterns of the centre of the Capital
 - Ongoing development of the [core] ... should strengthen, enhance and reveal the constituent parts of this unique synergy which in short can be called the picturesque 'Crown' and the orthogonal 'Town'
 - ii. Landscape Types:
 - Lighting for the Capital landscape should be developed in accordance with distinct types – the 'Wild' escarpment and valley lands, the 'Cultured' plateau, and the 'Ordered' Ceremonial Route, for example
 - iii. Confederation Boulevard Addresses:
 - Reinforcing the ring of ceremonial routes – Confederation Boulevard – ... as a major binding element of the Capital core composition
 - iv. Primary Symbols and Promontories:
 - The symbolic primacy and visual dominance of the Centre Block and the Supreme Court, each crowning their respective promontories, should be protected and supported by this lighting plan
 - v. Environmental Sustainability:
 - New development, renewal, and rehabilitation in all aspects ... should follow exemplary standards of sustainability and energy reduction



1994, the Exterior Lighting Strategy Design Criteria and Guidelines for the Parliamentary Precinct – Gabriel Design

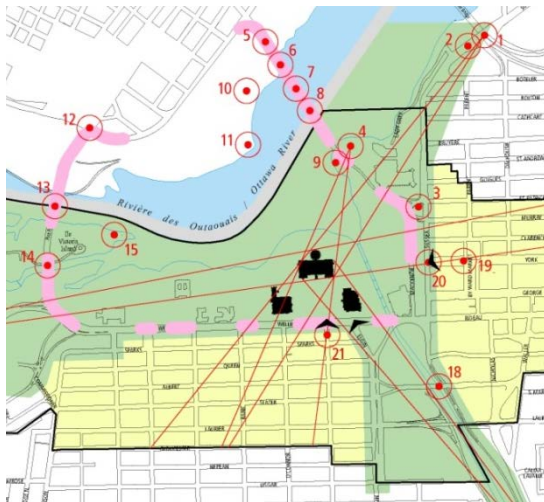
3. PROJECT GOALS

- a) Reinforce the NCC's mandate as the planner of the capital, in establishing leadership in night time illumination of the Core Area.
- b) Develop an artistic and cohesive lighting vision for the Capital that will highlight the beauty of the core area of the Capital at night emphasize sites of national significance
- c) Support existing planning, heritage conservation, and urban design strategies, and;
- d) Highlight buildings, monuments, streets, and public spaces that have unique architectural attributes, focusing on 'specific' lighting rather than 'continuous' lighting, and creating an harmonious night scape in the Capital;
 - o Address and propose high level lighting related improvements to the night time visitor experience in the capital
- e) Identify and address important streets and propose night time signatures that differentiate them from each other
- f) Deemphasize some buildings and structures that may be over lit, competing with the National Symbols
- g) Provide improved lighting concepts for the Capital; rather than proposing more extensive or intensive lighting
- h) Regulate colour temperature for lighting in Ottawa
- i) Coordinate building and street lighting to improve urban nightscapes
- j) Propose interim lighting concepts for national symbols while they are under construction
- k) Work to ensure the capital's night time identity is strong in all seasons, and that seasonal lighting is addressed appropriately

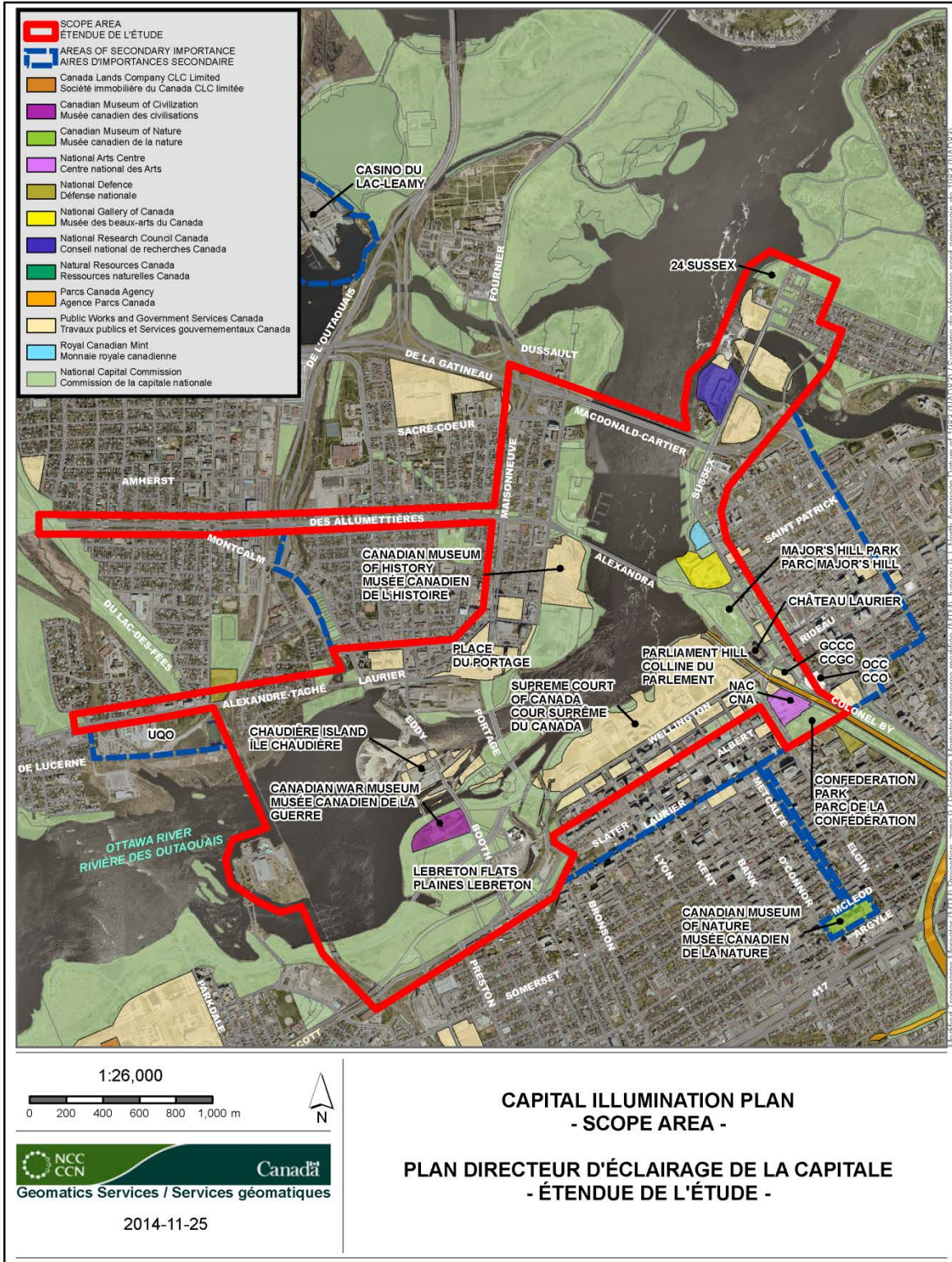
- l) Benchmark current status and propose meaningful and sustainable light pollution reduction targets

4. PROJECT SCOPE

- a) Public Buildings
 - National Symbols
 - Other federal buildings that form backdrops to important views
 - Street Level pedestrian oriented lighting
 - Building illumination
 - Illuminated Signage
- b) Streets and Bridges
- c) Public Open Spaces and Landscapes
- d) Public Art
- e) Private Buildings
 - Street Level
 - Tops of Buildings
 - Illuminated Signage
- f) In General:
 - Benchmark current energy use
 - Highlight architectural features
 - Reduce overall night light pollution and energy use, and propose means of certifying results
 - Propose temporary construction phase lighting installations
 - Focus on NCC protected views
 - Special events and commemorations are not seen as part of this project at this point.



NCC Protected Views (NCC, Core Area Sector Plan, 2005)



5. CONSULTANT MANDATE

The consultant is to provide a Capital Illumination Plan that will include the scope of work identified in the Statement of Work.

To complete the scope of work, the consultant team must include:

- the services of an urban design, architecture or landscape architecture specialist who has state of the art knowledge of this subject matter
- the services of an exterior lighting specialist(s) who has proven state of the art knowledge of architectural lighting including lighting control systems and who has a portfolio of recent projects of the highest artistic and technological merit

A portfolio of work is requested for each of the above consultant entities and should include projects of a similar nature to the proposed Illumination Plan to highlight their capabilities.

5.1. Content of the Plan

The Consultant is asked to develop a principle based approach, built on concepts such as 'light better, not more', and translate those principles into an effective policy that will assist with guiding lighting projects in the capital.

The capital illumination plan must include:

- a) An analysis of the existing situation
- b) Review existing NCC and Municipal Plans and relevant examples of Plans from elsewhere
- c) Developed Planning principles
- d) Identification of priority buildings/ sites that should be illuminated- (including a map showing the results at the end of this section) Define the subjects of the study and priority areas (national symbols, infrastructure, buildings, boulevards, streets) which should be included in the study and assign relative visual and symbolic values to the component parts.
- e) Creation of a list of priority buildings, structures, and landscape elements that are to be addressed by this study
- f) Identification of design guidelines for illuminating objects. (Need to take into account buildings, art pieces, street lighting, lighting control systems ...)
- g) Health, safety and security requirements
- h) Support for security requirements
- i) Identification of current energy use for lighting within the project area
- j) Target for an energy performance improvement goal;
 - that capitalizes on recent lighting technology improvements
- k) An environmental scan that identifies current lighting conditions, and ask stakeholders to document existing lighting during project initiation phase
- l) Means of addressing light pollution and impacts to migrating birds
- m) Propose an agreed to 'lights off' time for office buildings in the Capital
- n) Develop a Demonstration Plan which utilizes the NCC's existing plans as a guideline:
 - Provide narrative description the plan
 - Develop high quality 3d perspective visualizations (8-10) that describe the proposal

- o) Establish a strategy to implement the plan in partnership with stakeholders

The Plan must take into account environmental impact of lighting, including dark sky strategies, bird migration impact, energy use, potential certifications, for reference by the implementers of the plan. A strategic environmental assessment will be performed on the Plan by NCC staff and results must be taken into account as the project evolves.

5.2. Expected product

The consultant will create a final report based on the Vision, Principles, Urban Design Guidelines and Demonstration Plan, complete with (8-10) high quality full coloured graphic representations of the completed scheme and accompanying plans and drawings as required to fully explaining the project. This report will be produced by the consultant in both official languages all material shall be provided to the NCC including electronic versions of drawings, text, et cetera.

The work plan will include:

- a) Site visit
- b) Review of literature
- c) Meetings, either in person or by conference call, with staff, as needed, per consultant work plan
- d) Meetings with steering committee (3) and ACPDR (2) and Federal Heritage Building Review Office (FHBRO)
- e) Consultant will be expected to provide administrative services for all project management related activities including steering committee meetings, project reporting, meeting coordination, etc.
- f) Stakeholder consultations
- g) Establish Founding Principles (5 or so) for the project that will be further detailed in a set of Urban Design Guidelines (+/- 20) for the project. These will be supported by a Demonstration Plan and (+/- 10) visualizations.
- h) Public consultation meetings (approximately 3)
- i) Project work schedule including the following:
 - i. Bi-weekly project meetings during this project
 - ii. Monthly meetings with the Steering Committee throughout the process
 - iii. Define the subjects of the study and priority areas (national symbols, infrastructure, buildings, boulevards, streets) which should be included in the study and assign relative visual and symbolic values to the component parts.
 - iv. Address, at a high level, environmental impact and of the project, including dark sky, bird migration impact, energy use, potential certifications, for reference by the implementers of the plan
 - v. Develop a Demonstration Plan which utilizes the NCC's existing plans as a guideline:
 - Provide narrative description the plan

- Develop high quality 3D perspective visualizations (8-10) that describe the proposal
- vi. Consultant will present the project twice (2x) to the NCC’s Advisory Committee on Planning, Design, and Realty, (2x) to the Federal Heritage Building Review Office (FHBRO), and assist in preparing (2) presentations to the NCC’s Board of Directors
- vii. A communication strategy will be developed with the expertise of the consultant.

5.3 Schedule

No.	Milestone	Initiation Date	Duration	Completion Date
1	Initial Project Meeting – within one week of contract award			
2	Analysis, and development of Vision, Principles, and Urban Design Guidelines			May 24, 2015
3	Development of initial concept	May 24, 2015	3 months	August 24, 2015
4	Steering committee meeting (internal)	-	-	March 23, 2015
5	Advisory Committee on Planning Design and Realty (ACPDR bilingual submission material complete)	-	-	April 7, 2015
6	ACPDR meeting – for information	-	-	May 7/8 2015
7	External stakeholders review meeting	-	-	June 2015
8	Public Consultation	-	-	July 2015
9	Concept development	August 24, 2015	3 months	November 23, 2015
10	Steering committee (internal)	-	-	September 2015
11	Report On Activities (ROA) at NCC Board	-	-	November 18, 2015
12	ACPDR bilingual submission material complete	-	-	November 11, 2015
13	ACPDR meeting – for advice	-	-	December 10/11 2015
14	Review of developed concept and draft report preparation	December 14, 2015	3 months	March 15, 2016
15	External stakeholders review meeting		-	January 2016
	Steering committee meeting(internal)	-	-	January 2016
16	Board bilingual submission material complete	-	-	March 21, 2016*
17	Board Approval	-	-	April 20, 2016*
18	Final bilingual report completion	April 20, 2016	3 months	July 20, 2016

1. Schedule Notes: * Denotes dates subject to confirmation of 2016 Board agenda.
2. Biweekly NCC working committee meetings are not noted above but will be required

3. NCC steering committee meetings (internal) will be monthly. Some of those meetings are noted above for the purpose of identifying specific coordination meetings that will be required
4. Separate project(s) will be developed the purpose of which will be coordination of 2017 commemorative lighting projects with a goal of completed installations by December 2016.
5. FHBRO review of intervention process TBD and not noted in schedule above.

6. DELIVERABLES

The following are the expected deliverables for this evaluation that must be approved by the NCC Project Manager.

Item	Deliverables	Deliverable Date	Cumulative % of the Achievement of the Work & Payment Schedule
1	Initial Project Meeting		-
2	Analysis, Vision, Principles, and Urban Design Guidelines	May 24, 2015	10%
3	Initial Concept	August 24, 2015	20%
4	PowerPoint Decks for below Presentations		-
5	Developed concept	November 23, 2015	45%
6	Draft Report	March 15, 2016	75%
7	Presentations to (see schedule above for dates): <ul style="list-style-type: none"> • NCC Internal working committee (Bi-weekly project meetings) • NCC internal steering committee (monthly meetings) • External Stakeholders • Public Consultation • FHBRO (dates tbd) • ACPDR • NCC Board of Directors 		-
8	Final bilingual report completion	July 20, 2016	100%

* Note: There is some flexibility to adjust the deliverable dates providing ACPDR and Board Meeting dates are met, and final report can be delivered by no later than July 20, 2016.

7. HERITAGE CONSERVATION

The Capital Illumination Plan should preserve, enhance and showcase the heritage of the Capital. The proposed design schemes should:

- Be based in a thorough understanding of the cultural heritage values of the buildings and cultural landscapes of the Capital;
- Highlight those values and attributes in ways that communicate their significance;
- Be consistent with the Standards and Guidelines for the Conservation of Historic Places in Canada;

- Adhere to the principle of minimal intervention, with the goal of minimizing negative physical and visual impacts on the heritage character of buildings and features; and
- Respect patterns of historic lighting, and incorporate historic lighting elements wherever possible.

8. PROJECT STAKEHOLDERS AND STEERING COMMITTEE



Aerial view of the Capital

NCC anticipates stakeholder consultation with:

- PWGSC
- Cities of Ottawa and Gatineau
- National Cultural Institutions
- House of Commons
- Judiciary
- Parks Canada
- Ottawa Hydro
- Hydro Quebec
- BOMA
- RCMP
- Hotel Association of Canada
- Local BIA's on both sides of the Ottawa River
- Other Federal and Public / Private Sector Stakeholders

Project Steering Committee

NCC anticipates creation of a steering committee partly comprised of individuals from the above group. The NCC is the sole client for the deliverables for the project and will be the liaison with the steering committee.

9. PROPOSAL REQUIREMENTS

Proposals can be submitted in English or in French and it shall be comprised of two parts: a technical proposal and a financial proposal. Proposal documents must be sealed and be clearly marked as RFP file no. AL1580 and be delivered to the NCC prior to the closing date and time as specified in the preceding document.

As a green initiative, the NCC requests that the Proponent's Proposal follow these green practices:

- use recycled paper products
- print double sided
- use a maximum font of 11
- no binders and/or plastics

9.1 Technical Proposal

The technical proposal should not exceed 15 pages, excluding the personnel's résumés and the annexes. The proposal is to be submitted in five (5) copies (1 original and 4 copy), and is to contain the following information:

- a) description of work, based on project description, project goals, background, and consultant mandate
- b) description of the consultant's approach to deliver the mandate
- c) Description of main team members' experience and one example of work executed by those specific team members. Team members identified should be able to exhibit a minimum of one recent, significant, and directly relevant project where scope and scale are comparable and peers, clients, or professional organizations have deemed that the work exhibited exemplary qualities.
- d) A detailed work schedule, as it related to the requirements of this project, and specifying amount of time that identified main team members will devote to this project

The proposal must include enough detail to provide the NCC with a breakdown of tasks to be completed and a timeline/schedule for providing their input. It will also include an organization chart showing the consultant's team and each person's responsibility and level of expertise.

To complete the scope of work, the consultant team must include:

- The services of an urban design, architecture or landscape architecture specialist who has state-of-the-art of this subject matter. A land use planner is an asset on the team, as would other professional services to be determined by the bidder.
- the services of an exterior lighting specialist on their team who has state-of-the-art knowledge of lighting and who has a portfolio of recent projects of the highest artistic and technological merit

9.2 Financial Proposal

Financial proposals shall be submitted using the form in Appendix B and presented in a separate sealed envelope. The all-inclusive lump sum price submitted must include all professional fees and other related expenses and disbursements.

10. EVALUATION AND BASIS OF AWARD

Technical proposal will be evaluated in accordance to the Rated Requirements and Evaluation Criteria in Appendix A.

Technical proposals obtaining a minimum score of 80 points out of a possible 100 points will be considered as technically admissible. Financial proposal envelopes will be opened only for all technically admissible proposals.

The selected proposal will be the one that presents the highest overall value between technical and price. The overall best value will be based on a weighted factor of 60% for technical and a weighted factor of 40% for price.

APPENDIX A – RATED REQUIREMENTS AND EVALUATION CRITERIA

RATED REQUIREMENTS Description	Points Allotted
Technical Aspects	
<ul style="list-style-type: none"> Comprehension of the requirements, i.e., the description of work (based on project description, project goals, background, and consultant mandate) is complete; and covers all main aspects. 	16
<ul style="list-style-type: none"> Work Plan: methodology / approach and staff allocation for each phase of the project are sound. Project team roles and responsibilities should be clearly listed. Primary team members that will be involved in the project and which project phases they will be involved with including % of their time that will be devoted to this project. 	15
<ul style="list-style-type: none"> Schedule: realistic schedule and number of calendar days; logical and realistic sequence of events. 	15
Management Aspects	
	20
Qualifications of the Firm	
<ul style="list-style-type: none"> Demonstration that the Firm has experience with at least one directly comparable project, and has the expertise to complete the project by providing the following for review: <ul style="list-style-type: none"> A minimum of one recent, significant, and directly relevant project where; scope and scale are comparable and; Peers, clients, or professional organizations have deemed that the work exhibited exemplary qualities. 	13
Qualifications of the Project Team	
<ul style="list-style-type: none"> Demonstration, via listing of education, qualifications and relevant experience, that the project manager / leader has a minimum of seven (7) cumulative years of experience with project types that are directly relevant to the discipline(s) they are managing. Demonstration, that the individual project team members have at least five (5) years' experience in relevant project types. 	13
Reference	
<ul style="list-style-type: none"> Provide one (1) reference with current contact information for the above mentioned relevant and comparable project (if multiple projects submitted, provide one reference each) undertaken. Also provide one professionally-accredited external reference, such as letter of endorsement directly related to a successful illumination plan, peer reference (i.e. not the client or anyone associated with its delivery) per project that provides a qualitative assessment of its merits. <p><i>The NCC may contact references.</i></p>	8
100	

EVALUATION CRITERIA
Excellent: exceeds requirements (90-100% of possible score).
Very good; fully satisfies requirements (80-90% of possible score)
Good: fully satisfies most requirements (70-80% of possible score).
Acceptable: satisfies minimum requirements (60-70% of possible score).
Does not satisfy some of our minimum requirements (40-60% of possible score).
Does not satisfy our minimum requirements (20-40% of possible score).
Is completely unacceptable or irrelevant (0-20% of possible score).

APPENDIX B – FINANCIAL PROPOSAL

To be signed and submitted in a separated sealed envelope.

Description	Amount	
All-inclusive lump sum price including professional fees and other related expenses and disbursements	\$	Cdn
13% OHST	\$	Cdn
TOTAL PRICE	\$	Cdn

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).		
Contractor's Name and Address Tel: Fax:	Print Name	Date
	Signature _____	

SECURITY REQUIREMENTS

Security Requirements

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

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

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

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

Additional information

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

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

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

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

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

Company Security Representative

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

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

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

SECURITY REQUIREMENTS

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

Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

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

Access to site

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

References

[Security of Information Act](#)

[Access to Information Act](#)

[Privacy Act](#)

[Policy on Government Security](#)

GC1 Interpretation

1.1 In the contract

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

GC2 Successors and Assigns

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

GC3 Assignment

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

GC4 Time of the Essence

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

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

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

GC5 Indemnification

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

GC6 Notices

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

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

GC7 Canadian Labour and Materials

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

GC8 Termination or Suspension

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

GC9 Termination due to Default of Contractor

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

- (ii) the Contractor fails to perform any of the Contractor's obligations under the contract, or, in the NCC's view, so fails to make progress as to endanger performance of the contract in accordance with its terms.
- 9.2 In the event that the NCC terminates the work in whole or in part under GC9.1, the NCC may arrange, upon such terms and conditions and in such manner as the NCC deems appropriate, for the work to be completed that was so terminated, and the Contractor shall be liable to the NCC for any excess costs relating to the completion of the work.
- 9.3 Upon termination of the work under GC9.1, the NCC may require the Contractor to deliver and transfer title to the NCC, in the manner and to the extent directed by the NCC, any finished work which has not been delivered and accepted prior to such termination and any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfillment of the contract.
- The NCC shall pay the Contractor for all such finished work delivered pursuant to such direction and accepted by the NCC Representative, the cost to the Contractor of such finished work plus the proportionate part of any fee fixed by the said contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in process delivered to the NCC pursuant to such direction. The NCC may withhold from the amounts due to the Contractor such sums as the NCC determines to be necessary to protect the NCC against excess costs for the completion of the work.
- 9.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 9.5 If, after the NCC issues a notice of termination under GC9.1, it is determined by the NCC that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to GC8.1 and the rights and obligations of the parties hereto shall be governed by GC8.

GC10 Records to be kept by Contractor

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

GC11 Ownership of Intellectual and Other Property including Copyright

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

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

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

GC12 Conflict of Interest

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

GC13 Contractor Status

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

GC14 Warranty by Contractor

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

GC15 Amendments

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

GC16 Entire Agreement

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

GC1 Hours and Place of Work

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

GC2 No Additional Remuneration

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

GC3 Compliance with Legal Requirements

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

GC4 Responsibility of the NCC

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

GC5 Ownership of Documents

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

GC6 Copyright

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

GC7 Ownership of Inventions

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

GC8 Managers, Employees, Agents and Sub-contractors

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

GC 9 Use of NCC Geometrics' Database

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

New supplier / Nouveau fournisseur Update / Mise à jour

Supplier No. / N° du fournisseur

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

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

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

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

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

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

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

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

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

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

E-mail address / Adresse courriel :

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

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

IMPORTANT

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

SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

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

Supplier Tax Information

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

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

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

Direct deposit payment information

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

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

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

The advantages of direct deposit payment

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

Funds made by direct deposit payment will be available in your bank account within two (2) days after receiving the NCC payment advice notice.

Renseignements sur les fournisseurs aux fins de l'impôt

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

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

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

Renseignements sur le paiement par dépôt direct

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

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

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

Avantages du paiement par dépôt direct

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

Les paiements effectués par dépôt direct seront disponible dans votre compte bancaire dans un délai de deux (2) jours après que la CCN envoie l'avis paiement.