



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

Bid Receiving Canada Border
Services Agency / Réception des
soumissions Agence des services
frontaliers du Canada

Canada Border Services Agency
Contracting Bids Receiving
2405 St-Laurent Unit H
Ottawa, ON K1A 0L8
(613) 941-6034

Bid Receiving Unit is open from
Monday to Friday inclusively,
between the hours of 07:30 and
3:30, excluding Statutory
Holidays.

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Canada Border
Services Agency**

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 thereof.

**Proposition aux: Agence des
services frontaliers du 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-annexées, au(x) prix indiqué(s)

**Issuing Office – Bureau
de distribution**

Canada Border Services
Agency / l'Agence des
services frontaliers du
Canada
Place Vanier, Tower B
355 North River Road, 17th
Floor
Ottawa (Ontario) K1A 0L8

Title – Sujet Tailoring Services	
Solicitation No. – N° de l'invitation 1000320668	Date : May 11, 2015
Client Reference No. – N° référence du client	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N°
Solicitation Closes – L'invitation prend fin at – à 11 :00 AM on – le June 22, 2015	Time Zone - Fuseau horaire Eastern Daylight Time (EDT)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: CBSA-ASFC Solicitations-Demandes de soumissions@cbsa-asfc.gc.ca	Buyer Id – Id de l'acheteur Elena Di Cola Elena.dicola@cbsa-asfc.gc.ca
Telephone No. – N° de téléphone : 343-291-5727	FAX No. – N° de FAX N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Canada Border Services Agency Agence des services frontaliers du Canada	

Instructions : See Herein
Instructions: Voir aux présentes

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



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BID SOLICITATION FOR

TAILORING SERVICES

FOR

CANADA BORDER SERVICES AGENCY (CBSA)

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven 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 the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Evaluation Criteria and the Evaluation of Financial Proposal.

2. Summary

The Canada Border Services Agency (CBSA) College in Rigaud has a requirement for tailoring services to provide alteration for the recruits and staff of the College such as; hems, shortening shirtsleeves, and replacing insignia and reflective bands. The CBSA's requirement is described in the Bid Solicitation document and its associated annexes..

3. Period of the Contract

It is intended to result in the award of one contract for one year, plus three irrevocable one-year option periods allowing Canada to extend the term of the contract.

4. Security

There is no security associated with this requirement.

5. Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), and the Canada-Columbia Free Trade Agreement (CCOFTA).



6. 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

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.

1.1. Revision of Departmental Name

Reference to the Minister of Public Works and Government Services or to Public Works and Government Services Canada contained in any term, condition or clause of this contract shall be interpreted as a reference to the Canada Border Services Agency (CBSA), as the case may be, with the exception of the following clauses:

- a. Standard Clauses and Conditions; and
- b. Security Requirements.

2. Submission of Bids

Bids must be submitted only to CBSA 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 facsimile to CBSA will not be accepted.

- 2.1.** In the 2003(2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, at Article 05(2014-09-25) Submission of Bids, subsection 2.d.:

Delete in its entirety.

- 2.2.** In the 2003(2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, at Article 08(2012-03-02) Transmission by Facsimile:

Delete in its entirety

3. Former Public Servant – Competitive Requirement

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:** _____



4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

A request for a time extension to the bid closing date will be considered provided it is received in writing by the TBS Contracting Authority at least five (5) working days before the closing date shown on page 1 of this RFP document. The request, if granted, will be communicated by www.BuyandSell.gc.ca at least two (2) working days before the closing, showing the revised closing date. The request, if rejected, will be directed to the originator at least three (3) working days before the closing date by the TBS Contracting Authority.

5. Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (four (4) hard copies, and one (1) soft copy « Microsoft Word » on a CD)

Section II: Financial Bid (one (1) hard copies and one (1) soft « Microsoft Word » copy on a CD)

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Bidders are asked to provide one financial proposal per packet they are bidding on.

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 and describe their approach 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

Bidders must submit their financial bid in accordance with the Annex D “Financial Proposal”. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation:

Mandatory Technical Criteria

Refer to Annex D for mandatory technical criteria.

1.2. Financial Evaluation

Bidders must submit their financial bid in accordance with the Annex D "Financial Proposal".

Failure to do so will result in the bid being non-responsive and not considered further.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

One contract will be awarded as a result of this Request for Proposal (RFP).



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 and Certification Required with the Bid

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 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) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2 Additional Certifications Precedent to Contract Award

5.2.1 Status and Availability of Resources

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



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

5.2.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Signature: _____ **Date:** _____



PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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 requirement 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;

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.

For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Additional Security Requirement

The CBSA, will conduct its own personnel Reliability Status assessment on a Bidder (specifically the Bidder personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If a Bidder (specifically the Bidder personnel) being recommended for an award, has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Bidder (specifically the Bidder personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Industrial Security Program (ISP)".

Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the Bidder (specifically the Bidder personnel) is deemed suitable by the CBSA, no contract will be awarded and the recommended Bidder (specifically the Bidder personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

In the event the Bidder is not deemed suitable following the security screening process required by the CBSA, the said Bidder's proposal will be deemed non-compliant and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met.



PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

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>) issued by Public Works and Government Services Canada.

2.1. General Conditions

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

3. Security Requirement

An escort will be provided to the contractor's personnel who require access to the CBSA college in Rigaud.

The contractor's personnel will have No access to classified or protected information.

4. Term of Contract

4.1. Period of the Contract

The period of the Contract is from the date of the Contract award to Month Date, Year (to be inserted at contract award), inclusive.

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 one (1) additional twelve (12) month option period(s) under the same conditions.

The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor 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.

5. Authorities

5.1. Contracting Authority

The Contracting Authority for the Contract is:

Name: Elena Di Cola
Title: A/ Senior Supply/Business Analyst
Organization: Canada Border Services Agency
Address: 355 North River Road, Ottawa, ON K1A 0L8
Telephone: (343) 291-5727



E-mail address: elena.dicola@cbsa-asfc.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.

5.2. Project Authority

The Project Authority for the Contract is *(to be inserted 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.

5.3. Contractor's Representative *(to be inserted at contract award)*

Name: _____
Title: _____
Telephone: ___-___-____ Facsimile: ___-___-____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1. Basis of Payment

7.1.1 Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price as specified in Annex "B". Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.1.2 Firm Hourly Rates

The Contractor will be paid firm hourly rates as specified in Annex "B", for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.



7.2. Limitation of Expenditure

7.2.1 Canada's total liability to the Contractor under the Contract must not exceed *\$to be inserted at contract award*. Customs duties are included and Applicable Taxes are extra.

7.2.2. 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.

7.2.3. 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.

7.3 Method of Payment – Monthly Payments

SACC Manual Clause H1008C (2008-05-12) Monthly Payment

7.4 Discretionary Audit

SACC Manual Clause C0705 (2010-01-11) Discretionary Audit

7.5 Time Verification

SACC Manual Clause C0711C (2008-05-12) Time Verification

8. Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions. The Contractor's invoice must include a separate line item for each element in the Basis of Payment provision.
- (b) By submitting invoices (other than for any items subject to an advance payment), the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (c) Canada will only be required to make payment following receipt of an invoice that satisfies the requirements of this Article.
- (d) The Contractor will submit invoices on its own form, which will include:
 - (i) Invoice date, Deliverable and/or description of the work;
 - (ii) the Contractor name, business number and address;
 - (iii) Contract number, CBSA Reference Number. A contract number is 10 numeric digits long on a CBSA-issued contract or up to 17 characters for a PWGSC contract, Procurement Business Number (PBN)
 - (iv) If no contract number, a commitment number provided by your CBSA client is required



- (v) Invoice number;
- (vi) Items, quantity, unit of issue, unit price, fixed time labor rates and level of effort, in accordance with the basis of payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST);
- (vii) The unit price and / or rate on the invoice must correspond to the ones specified within the contract;
- (viii) Deductions for holdback, if applicable;
- (ix) The method of shipment together with date and reference numbers, shipment charges and any other additional charges, if applicable;
- (x) The GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices; and
- (xi) All invoices must be in the currency identified within the contract.

By submitting an invoice, the vendor certifies that the invoice is consistent with the work delivered and is in accordance with the contract.

- (e) The Contractor will not submit an invoice prior to delivery of the work to which it relates.
- (f) The Contractor will send the original and one copy of the invoice to the Project Authority's paying office (CBSA Finance). The Contractor will send one copy of the invoice to the Contract Authority. As follows:

The original and one copy of the invoice must be sent to the following location on a monthly basis:

1. **Email (preferred method):** Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries.

2. Mail

Canada Border Services Agency
NIRU
105 McGill Street,
Piece 260-01, 2nd floor
Montreal, QC
H2Y 2E7

***An electronic copy of the invoice must be sent to the Contracting Authority at the following email address on a monthly basis:**

elena.dicola@cbsa-asfc.gc.ca

The Government of Canada is phasing out federal government cheques by April 2016. Businesses that supply goods and services to the Government of Canada will need to enrol in direct deposit for accounts payable. Please contact ca-ci@cbsa-asfc.gc.ca to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

IMPORTANT NOTE:

If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.



- (g) The Project Authority's paying office (CBSA Finance) will send the invoices to the Project Authority for approval and certification; the invoices will be returned to the paying office for all remaining certifications and payment action.
- (h) Any invoices where items or group of items cannot be easily identified will be sent back to the Contractor for clarification with no interest or late payment charges applicable to Canada.
- (i) If Canada disputes an invoice for any reason, Canada agrees to pay the Contractor the portion of the invoice that is not disputed provided that items not in dispute form separate line items of the invoice and are otherwise due and payable under the Contract.
- (j) Notwithstanding the foregoing, the provisions of "Interest on Overdue Accounts", Section 16 of (2035) will not apply to any such invoices until such time that the dispute is resolved at which time the invoice will be deemed as "received" for the purpose of the "Method of Payment" clause of the Contract.

9. Certifications

9.1 Compliance

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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in (to be inserted at contract award).

11. Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2014-09-25), General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Evaluation Criteria
- f) Annex D, Evaluation of Financial Proposal
- g) Annex E, Security Requirements Check List;
- h) the Contractor's bid dated _____, (*insert date of bid*)

12. Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.



13. Insurance

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

14. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

15. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

16. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- b During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- d If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and twenty working days to rectify the underlying problem.
- e In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.



ANNEX A STATEMENT OF WORK

1. OBJECTIVE

Provide alteration services for the Canada Border Services Agency (CBSA) College in Rigaud to perform the following alterations: hems, shortening shirtsleeves, and replacing insignia and reflective strips, among others, based on the Tailor's Guide (Annexe) or the instructions provided by the CBSA.

2. BACKGROUND:

The CBSA provides uniforms to 150 employees and to the recruits participating in the border services officer training program.

Main Campus employees require on-site tailoring services.

For the period covered by the contract, approximately 640 recruits are expected, and they are expected to wear their uniform, at the latest, 1 week after their arrival.

3. SCOPE OF WORK

For the contract period the CBSA College requires tailoring services at the Main Campus for:

- Replacing insignia or reflective strips on uniform components;
- Taking inseam measurements and hemming pants;
- Shortening and hemming shirtsleeves;
- Making other varied alterations to maintain uniform integrity.

4. TASKS AND DELIVERABLES

RECRUITS

4.1 Replacing insignia or reflective strips on uniform components

Each recruit receives approximately: 5 shirts, 1 sweater, 3 pairs of cargo pants, 1 protective vest, and 1 jacket.

4.1.1 Receive a notice 5 days before pick up for a lot of uniform components;

4.1.2 Pick up the uniform component lot¹ identified with the name of the owner and the number of shoulder insignia and reflective strips required for each lot;

4.1.3 Remove the old insignia and/or reflective strips and repackage them as they were received;

4.1.4 Stitch the uniform component's new insignia and/or reflective strips as described in the provided Appendix A in Annexe A, Tailor's Guide;

4.1.5 Return the uniform components and the old insignia and/or strips and repackage them as they were received;

4.1.6 Deliver the lot as it was received with 5 business days of pick-up.

¹ The lots to pick up can include up to 400 shirts, 80 sweaters, 80 coats and 80 protective vests. They will be packed in boxes and attached on pallets approximately 4' x 4' x 5'

*****NOTE: old insignia and reflective strips must be returned on delivery.**



4.2 Uniform component alterations

4.2.1 Receive a notice for on-site measurement taking two (2) weeks beforehand and report to the Main campus between 8:00 a.m. and 10:00 p.m. on the day specified by the technical authority. Average time required for taking measures for 80 recruits is 7 h of work during the day or the evening, based on the time specified in the notice. The contractor is required to ensure an adequate number of resources to meet the requirement as specified by the technical authority;

4.2.2 Take measurements for the recruit uniform components and identify each uniform component with the recruit's room number and put them in a (1) bag. Box² the bags and bring them for alterations;

4.2.3 Complete the requested alterations to the recruit uniform components and re-pack components in a bag for each recruit before boxing them for delivery;

4.2.4 Deliver the lot at 10:00 a.m. the day after the third (3) business day (i.e. pick up Monday at 5:00 p.m. and deliver at 10:00 a.m. Friday).

2 Boxes for approximately 80 recruits requires approximately 40 cubic feet of untied boxes

UNIFORMED PERSONEL

4.2 ON SITE SERVICE

One (1) day per month to make alterations to uniform components as required.

Approximately 150 employees of the College wear a uniform and they receive approximately 6 shirts and 4 pairs of cargo pants annually.

Uniform components that could require alterations include: cargo pants, shirts, sweaters, jackets, and others as needed.

The work day will begin at 8:00 a.m. and finish at 4:00 p.m. or earlier if all uniform components have been altered. All uniform components should be altered in the same day, if not the work should be completed the morning of the next business day.

5. ESTIMATED COHORT ARRIVAL DATES

CONTRACT July, 2015, to June 30, 2016	OPTION YEAR July, 2016, to June 30, 2017
- July 6 - July 20 - August 3 - August 17 - 4 additional dates to be determined	- Approximately 8 dates to be determined
Approximately 640 recruits	Approximately 640 recruits

6. CONSTRAINTS

6.1 The service provider is responsible for providing the number of people required to be able to finish the work;

6.2 Based on demand established in the notice, the provider needs to bring everything needed to carry out the work (i.e. sewing machine, measuring tape, pins, bags for uniform components, labels, markers, etc.);

6.3 Expected arrival dates, and the number of cohorts and recruits can vary without notice;

6.4 The service provider must attend the CBSA College even if it is a holiday;



- 6.5 Lunch breaks are not paid during work accomplished on the CBSA's premises;
- 6.6 The service provider will receive a notice 24 h beforehand if tailoring services are cancelled;
- 6.7 Insignia and reflective strips are a controlled asset and their replacement must be monitored. The old insignia and strips must be returned in the same box from which they were taken;
- 6.8 The sewing guide in Appendix A of Annex A, Tailor's Guide, provides the general placement of insignia and reflective strips; however, the provider must sew the reflective strips to maximize coverage of the holes left from removing the old insignia and reflective strips;
- 6.9 The provider must make every effort to reproduce the seam (thread colour, size, and stitch type) of the insignia and reflective strip that were removed;
- 6.10 If there are items of clothing that do not have existing reflective strips, the provider must match the colour of the item as close as possible. The size of the tread and the type of stitch must be chosen to ensure the seam holds during normal use of the item of clothing. The Tailor's Guide should be used to determine the placement of the reflective strips;
- 6.11 For alterations, the provider must ensure that the colour of the thread matches the colour of the clothing as closely as possible and determine the size of the thread and the type of stitch required to ensure the seam holds under normal use. The Tailor's Guide should be used to determine the placement of the reflective strips.

7 SUPPORT

- 7.1 An estimate of the number of uniform components to be altered will be included in the notice sent to the provider;
- 7.2 The date, time, and estimate of work to be done will be included in the notice;
- 7.3 The CBSA will provide the platform for taking inseam measurements;
- 7.4 The CBSA will provide a workspace with a table;
- 7.5 The CBSA will provide the boxes required to transport the items.



**ANNEX B
BASIS OF PAYMENT**

- For the provision of Data Capture and Entry Services as described in Annex 'A' - Statement of Work, the Contractor shall be paid the firm all inclusive hourly rates below in the performance of this Contract, applicable taxes extra.

1. CONTRAT PERIOD:

1.1 Replacing insignia and/or reflective strips on uniform components

Uniform components to replace the reflective shoulder tape and/or insignia**	Estimated number of uniform pieces	Firm all inclusive unit price(s) per uniform piece	Total
Jackets (2 tapes & 2insignia per Jackets)	640	\$ ___ TBD ___	\$ ___ TBD ___
Sweaters (2 Insignia per sweater)	640	\$ ___ TBD ___	\$ ___ TBD ___
Duty shirts (2 Insignia per shirt)	3200	\$ ___ TBD ___	\$ ___ TBD ___
Protective Vest Carrier reflective tape only	640	\$ ___ TBD ___	\$ ___ TBD ___
		ESTIMATED AMOUNT:	\$ ___ TBD ___

1.2 Uniform component alterations

Uniform components	Estimated number of uniform pieces	Firm all inclusive unit price(s)	Total
Duty shirts	40	\$ ___ TBD ___	\$ ___ TBD ___
Cargo pants	1920	\$ ___ TBD ___	\$ ___ TBD ___
		ESTIMATED AMOUNT:	\$ ___ TBD ___

1.3 On site services

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract, including travel time, measuring, all tailoring work, and any other miscellaneous charges for Tailoring services. Customs duties are excluded and Applicable Taxes are extra.



Category	Estimated number of hours*	Firm All Inclusive Hourly Rate	Total Estimated Amount
Tailor / seamstress	210	\$ ____ TBD ____	\$ ____ TBD ____

2. Options to Extend the Contract Period

Subject to the exercise of the Contract option to extend the Contract period in accordance with Article *<To Be Inserted at Contract Award>* of the original contract, Options to Extend Contract, the Contractor shall be paid the firm all inclusive hourly rate(s), in accordance with the following table, HST/GST/QST extra, to complete all Work and services required to be performed in relation to the Contract extension.

2.1 Replacing insignia or reflective strips on uniform components

Uniform components to replace the reflective shoulder tape and/or insignia**	Estimated number of uniform pieces	Firm all inclusive unit price(s)	Total
Jackets (2 tapes & 2insignia per Jackets)	640	\$ ____ TBD ____	\$ ____ TBD ____
Sweaters (2 Insignia per sweater)	640	\$ ____ TBD ____	\$ ____ TBD ____
Duty shirts (2 Insignia per shirt)	3200	\$ ____ TBD ____	\$ ____ TBD ____
Protective Vest Carrier reflective tape only	640	\$ ____ TBD ____	\$ ____ TBD ____
		ESTIMATED AMOUNT:	\$ ____ TBD ____

2.2 Uniform component alterations

Uniform components	Estimated number of uniform pieces	Firm all inclusive unit price(s)	Total
Duty shirts	40	\$ ____ TBD ____	\$ ____ TBD ____
Cargo pants	1920	\$ ____ TBD ____	\$ ____ TBD ____
		ESTIMATED AMOUNT:	\$ ____ TBD ____



2.3 On site services

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract, including travel time, measuring, all tailoring work, and any other miscellaneous charges for Tailoring services. Customs duties are excluded and Applicable Taxes are extra.

Category	Estimated number of hours	Firm All Inclusive Hourly Rate	Total Estimated Amount
Tailor / seamstress	210	\$ ___ TBD ___	\$ ___ TBD ___

3. The Contractor shall advise the Technical Authority when 75% of the Contract’s financial limitation is reached. This financial information can also be requested by the Technical Authority on an as-required basis.

4. Applicable Taxes:

- (a) All prices and amounts of money in the contract are exclusive of the applicable taxes, unless otherwise indicated. The applicable taxes extra to the price herein and will be paid by Canada.
- (b) The estimated applicable tax of \$<To Be Inserted at Contract Award> is included in the total estimated cost shown on page 1 of the Contract. The estimated applicable tax to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the applicable tax does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of applicable taxes paid or due.

5. Incoterms

All deliverables are DDP Destination, and Canadian Customs Duty included, where applicable.

6. Travel and Living Expenses

The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as and when requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.



ANNEX C EVALUATION CRITERIA

Evaluation Disclaimer

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. compliant/non-compliant) basis. Proposals **must** demonstrate compliance with all of the following mandatory requirements and **MUST** provide the necessary documentation to support a determination of compliance. Proposals that fail to meet any mandatory requirements will be deemed non-compliant and will be given no further consideration.

The project description should include the following:

- a. Project Title
- b. Description of project
- c. Start and end date of project (if end date applies) (dates must include month and year)
- d. Start and end date when the resource actually worked in this capacity on this project (dates must include month and year)

**** Merely stating the experience is not sufficient and the proposal will be deemed non-compliant. ****

Example: If the mandatory criteria demands experience in gathering, analyzing and validating findings, it is not sufficient just to state the resource has experience gathering, analyzing and validating findings. The experience **must** be demonstrated **and** a reference made to the specific location in the resume where corroborating information can be located in the manner indicated above.

The Contracting Authority reserves the right to request reference(s)* from any of the Bidder’s listed projects to verify and validate the information stated in the proposal. If the reference is unable to verify or validate the information stated in the proposal, the bid will be deemed non-compliant.

All columns in the Mandatory Criteria must be filled in by the bidder (except for those designated to be filled in by the CBSA Project Authority).

***Reference**

A reference to verify work performed **MUST** be an authority on the project in the capacity of an employee. It cannot be from a colleague or a subordinate.



1. Mandatory Requirements – Tailoring Services

(**Column to be filled in by the CBSA Project Authority only)

#	Category: Tailoring Services	Bidder Description (include location in bid)	Bidder Self Score: Met / Not Met	CBSA Project Authority Scoring and comments**	
				Met/Not Met**	Project Authority Comments**
		Provide description as requested in the Evaluation Disclaimer printed above. Indicate where in the bid corroborating information can be located.			
M1	The Bidder must have a minimum of five years of experience providing measuring and alteration services.				
M2	<p>Letter of reference</p> <p>The Bidder MUST provide one (1) letter of reference for one (1) project completed within the last 5 years that includes tailoring services similar to the work described in the Statement to Work.</p> <p>The details included in the letters of reference should include but are not limited to:</p> <p>a) the name, telephone number and brief description of the client organization;</p> <p>b) a description of the type and scope of services provided;</p> <p><i>CBSA reserves the right to contact the named client for the purpose of verifying the accuracy and veracity of the information provided in the Bidder's Proposal. Should CBSA choose to contact the named client and project</i></p>				



#	Category: Tailoring Services	Bidder Description (include location in bid)	Bidder Self Score: Met / Not Met	CBSA Project Authority Scoring and comments**	
				Met/Not Met**	Project Authority Comments**
	<i>authorities provide a negative reference regarding the accuracy or veracity of the Bidder's Proposal, the Proposal will be deemed non-compliant and given no further consideration.</i>				



**ANNEX D
FINANCIAL EVALUATION OF PROPOSAL
(PRICING TABLE)**

The Bidder must propose firm all inclusive unit price(s), GST/HST/QST extra, if applicable.

The Bidder should complete this pricing schedule and include it in its financial bid.

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive unit price(s) (in CAD \$) for the tailoring services identified.

1. CONTRAT PERIOD:

1.1 Replacing insignia or reflective strips on uniform components

Uniform components to replace the reflective shoulder tape and/or insignia**	Estimated number of uniform pieces *	Firm all inclusive unit price(s)	Total
Jackets (2 tapes & 2insignia per Jackets)	640	\$ _____	\$ _____
Sweaters (2 Insignia per sweater)	640	\$ _____	\$ _____
Duty shirts (2 Insignia per shirt)	3200	\$ _____	\$ _____
Protective Vest Carrier reflective tape only	640	\$ _____	\$ _____
		ESTIMATED AMOUNT:	\$ _____

*The estimated number of uniform pieces is provided for evaluation purposes only

1.2 Uniform component alterations

Uniform components	Estimated number of uniform pieces*	Firm all inclusive unit price(s)	Total
Duty shirts	40	\$ _____	\$ _____
Cargo pants	1920	\$ _____	\$ _____
		ESTIMATED AMOUNT:	\$ _____

*The estimated number of uniform pieces is provided for evaluation purposes only



1.3 On site services

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract, including travel time, measuring, all tailoring work, and any other miscellaneous charges for Tailoring services. Customs duties are excluded and Applicable Taxes are extra.

Category	Estimated number of hours*	Firm All Inclusive Hourly Rate	Total Estimated Amount
Tailor / seamstress	210	\$ _____	\$ _____

*The estimated number of uniform pieces is provided for evaluation purposes only

2 OPTION PERIOD

2.1 Replacing insignia or reflective strips on uniform components

Uniform components to replace the reflective shoulder tape and/or insignia**	Estimated number of uniform pieces*	Firm all inclusive unit price(s)	Total
Jackets (2 tapes & 2insignia per Jackets)	640	\$ _____	\$ _____
Sweaters (2 Insignia per sweater)	640	\$ _____	\$ _____
Duty shirts (2 Insignia per shirt)	3200	\$ _____	\$ _____
Protective Vest Carrier reflective tape only	640	\$ _____	\$ _____
		ESTIMATED AMOUNT:	\$ _____

*The estimated number of uniform pieces is provided for evaluation purposes only

2.2 Uniform component alterations

Uniform components	Estimated number of uniform pieces*	Firm all inclusive unit price(s)	Total
Duty shirts	40	\$ _____	\$ _____
Cargo pants	1920	\$ _____	\$ _____
		ESTIMATED AMOUNT:	\$ _____



*The estimated number of uniform pieces is provided for evaluation purposes only

2.3 On site services

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract, including travel time, measuring, all tailoring work, and any other miscellaneous

Category	Estimated number of hours*	Firm All Inclusive Hourly Rate	Total Estimated Amount
Tailor / seamstress	210	\$ _____	\$ _____

charges for Tailoring services. Customs duties are excluded and Applicable Taxes are extra.

*The estimated number of uniform pieces is provided for evaluation purposes only

CONTRACT CALCULATION SUMMARY

Contract Period (estimated amount for tables 1.1 +1.2+1.3 = total contract period)	\$ _____
Option Period (estimated amount for tables 2.1 +2.2+2.3 = total option period)	\$ _____
EVALUATED PRICE	EVALUATED PRICE
TOTAL ESTIMATED AMOUNT (total contract period + total option period)	\$ _____

:



ANNEX E SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

1. Originating Government Department or Organization
2. Branch or Directorate / Direction générale ou Direction Ressources Humaines
3. a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work - Brève description du travail
5. a) Will the supplier require access to Controlled Goods?
5. b) Will the supplier require access to unclassified military technical data...
6. Indicate the type of access required - Indiquer le type d'accès requis
7. a) Indicate the type of information that the supplier will be required to access...
7. b) Release restrictions / Restrictions relatives à la diffusion
7. c) Level of information / Niveau d'information

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A / INFORMATION / PARTIE A / RENSEIGNEMENTS

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 / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel: No / Non Yes / Oui
Document Number / Numéro du document:

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<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 checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments: Contrat de couture pour les pièces d'uniforme des recrues, le personnel sera accompagné en
Commentaires spéciaux: truit tamne

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 / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART 2 - SUMMARY TABLE

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉE			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	CDSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 ».
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
 No / Non Yes / Oui
 If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART B - AUTHORIZATION OF SIGNATURES			
13. Organization Project Authority / Chargé de projet de l'organisme Name (print) - Nom (en lettres moulées) Marie-Eve Pelchat		Title - Titre Gestionnaire de programme	Signature
Telephone no. - N° de téléphone (450) 451-6711	Facsimile - Télécopieur (450) 451-0144	E-mail address - Adresse courriel marie-eve.pelchat@cbsa-asfc.gc.ca	Date 2014-04-25
14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) - Nom (en lettres moulées) Patricia Savage		Title - Titre Acting Manager	Signature
Telephone no. - N° de téléphone (613) 941-6068	Facsimile - Télécopieur	E-mail address - Adresse courriel patricia.savage@cbsa-asfc.gc.ca	Date 30/4/14
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorisé contractante en matière de sécurité Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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