

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Food Services		
Solicitation No. - N° de l'invitation W8160-140058/A	Date 2015-06-08	
Client Reference No. - N° de référence du client W8160-14-0058		
GETS Reference No. - N° de référence de SEAG PW-\$KIN-650-6605		
File No. - N° de dossier KIN-4-42173 (650)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-20		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Rombough, Lori		Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613) 545-8061 ()		FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 215 YONGE BLVD TORONTO Ontario M5M3H9 Canada		


Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

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

Issuing Office - Bureau de distribution
Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		Document No.W8160-140058/A		Part - Partie 1 of - de 2 See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions			
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Food Services	W8160	W8160	1	Each	\$	\$	See Herein	

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W8160-140058/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin650

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

W8160-14-0058

File No. - N° du dossier

KIN-4-42173

CCC No./N° CCC - FMS No/ N° VME

SEE ATTACHED

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

PART 1 - GENERAL INFORMATION

1.1 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, Security Requirements, the Security Requirements Checklist, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- (i) The Department of National Defence (DND) requires a Contractor to provide food services at the Armour Heights Officers Mess (AHOM) located at Canada Forces College (CFC), 215 Yonge Blvd Toronto Ontario. The Contractor must supply all personnel and supplies required to operate the CFC kitchen which includes provision of meals to diners under Entitlement, Individual-paid diners, dispersed meals and, as requested by the Project Authority, other publically funded, catering requirements.
- (ii) The Work is to be performed during the period of 01 August 2015 to 31 July 2018 and includes the irrevocable option to extend the term of the Contract by up to TWO additional ONE year periods
- (iii) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (iv) There is a mandatory site visit and optional bidder's conference associated with this requirement.
- (v) As per the Integrity Provisions under section 01 of Standard Instructions 2003, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

- (vi) For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.
- (vii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

- name of former public servant;
- 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:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 20 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 Ontario Labour Legislation - Bid

1. In accordance with the requirements of section 77(1) of the [Employment Standards Act](#), 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:

- a. the employee's job classification or job description;
 - b. the wage rate actually paid to the employee;
 - c. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
 - d. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
 - e. the date on which the employer hired the employee;
 - f. any period of employment attributed to the employer under section 10 of the Act;
 - g. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
 - h. a statement indicating whether either of the following subparagraphs applies to the employee:
 - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
 - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
 3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
 4. Bidders must use the information referred to in subparagraphs 1(a) to 1(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
 5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its

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accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.

6. Bidders who require clarification or further information may contact: Canada Catering Co. Limited/Browns Rita Bairos, Director of Operations at 416 220 6403.

<u>Job Description</u>	<u>Regular Hourly</u>	<u>Regular Bi-Weekly Salary</u>	<u>Benefits</u>	<u># Hours worked</u>	<u>Start Date</u>	<u>Period of employment attributed to employer (under \$10 of the Act)</u>	<u># Weeks worked during 26 weeks period</u>	<u>Vacation Accr</u>	<u>Vac Each Pay</u>	<u>Status</u>
General Help	\$12.46		No	24	10/02/2011	100%	26	4%		Full-time
Cook	\$11.00		No	37	13/08/2001	100%	26	8%		Full-time
Event Staff	\$14.00		No	3	09/08/2014	100%	2		4%	Part-time
Event Staff	\$14.00		No	3	09/08/2014	100%	3		4%	Part-time
Event Staff	\$14.00		No	3	28/04/2014	100%	2		4%	Part-time
Wait Staff	\$11.00		No	33	11/07/2003	100%	14	8%		Full-time
Dishwasher	\$11.00		No	26	26/08/2013	100%	26		4%	Part-time
Dining Room Supervisor	\$11.50		No	37	25/09/2006	100%	26	6%		Full-time
Cook Supervisor	\$17.27		No	33	06/09/1994	100%	26	10%		Full-time
Cook	\$16.00		No	38	24/11/2014	100%	18		4%	Part-time
Event staff	\$15.00		No	3	26/06/2008	100%	8		6%	Event Staff
Manager		\$1,711.53	No	44	26/05/1998	100%	26	10%		Full-time
General Help	\$11.00		No	7	01/02/2010	100%	26		4%	Part-time
Event Staff	\$15.00		No		19/11/2011	100%	0		4%	Event staff
Wait Staff	\$11.00		No	16	30/08/2012	100%	26		4%	Part-time

2.7 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Canada Forces College (CFC), 215 Yonge Blvd Toronto Ontario on **June 23rd, 2015. The site visit will begin at 1330 hrs.**

Bidders must communicate with the Contracting Authority no later than **Friday, June 19, 2015** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

2.8 Bidders' Conference

A bidders' conference will be held at Canada Forces College (CFC), 215 Yonge Blvd Toronto Ontario on June 23rd, 2015. The conference will follow the Mandatory Site Visit, in CFC, AHOM 2nd floor Ellesworth Board Room.

The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than **Wednesday, June 17th, 2015.**

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (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.

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

- 3.1.1 Bidders must submit their financial bid in accordance with the Pricing Table in Attachment 1 to Part 4. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Item #	Description	Location of Information in Bidder's Proposal
1.	Bidder's Proposed On-Site Food Services Manager	
1.1	The Bidder must provide a curriculum vitae and proof of the required education or CAF qualification as identified within the Military Personal Record Resume (MPRR).	
2.	Bidder's Proposed Kitchen/Production Supervisor	
2.1	The Bidder must provide a curriculum vitae and proof of the required designation or CAF qualification as CAF identified within the Military Personal Record Resume (MPRR).	

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4.1.1.2 Point Rated Technical Criteria

	BREAKDOWN OF POINTS	Maximum Available Points	Minimum Pass Mark (Points)
1.	Corporate Experience	23	5
2.	Start-up / Transition Plan	45	25
3.	Personnel Qualifications	40	11
4.	Personnel Plan	24	8
5.	Menu Plan	168	84
Total Points		300	
Minimum Overall Required Score - (70% of Total)		210	

No partial points will be assigned

“**Similar**” means of the same (or greater) quantities or volumes of food served as stated in Attachment 1 to Part 4 with on-site preparation and serving five to seven days a week as well as the ability to accommodate a minimum of 100 diners within a 2 week period.

Item #	Point Rated Technical Criteria	Maximum Points Assigned	Scoring Information
1.	Corporate Experience: To demonstrate this experience, the Bidder is to provide:		
1.1a)	<p>The number of years of continual experience (within 8 years from the RFP's closing date) in the food services industry similar in nature to this requirement.</p> <p>The Bidder must provide evidence of its experience by describing at least one project or contract. The Bidder should provide a summary statement or narrative or Company Profile and must include, at a minimum, the following details:</p> <ul style="list-style-type: none"> - Name and location. - Length of service. - Type(s) of service - specify cafeteria, catering, retail restaurant, take-out, executive dining, or multifunction food services facility management, other (specify). - Annual number of meals served. - Client contact names and telephone numbers. 	<p>10</p> <p>(minimum pass mark: 2 Points)</p>	<p>Up to 3 years – 2 points</p> <p>Over 3 to 4 years – 3 points</p> <p>Over 4 to 5 years – 4 points</p> <p>Over 5 to 6 years – 5 points</p> <p>Over 6 to 7 years – 7 points</p> <p>Over 7 to 8 years – 9 points</p> <p>8 + years – 10 points</p>
1.1b)	<p>The type(s) of service operation provided on location AND size and type of population served.</p> <p>i. Examples of service operation types are cafeteria, catering, retail restaurant, take-out, executive dining, or other (as specified by the Bidder).</p> <p>ii. Size of population: approximate average number of diners served on a typical day.</p>	<p>13 points broken down as follows:</p> <p>10 (minimum pass mark: 2 Points)</p> <p>3 (minimum pass mark: 1</p>	<p>1 Point per service operation for a max 10 points.</p> <p>Population Size: 50 to 250 = 1 point Over 251 = 3 points</p>

Item #	Point Rated Technical Criteria	Maximum Points Assigned (Point)	Scoring Information
2.	Start-up/Transition Plan The Bidder has the ability to successfully manage the implementation and transition process. To demonstrate these abilities, the Bidder is to provide a proposed start-up plan detailing, at a minimum : <ul style="list-style-type: none"> - Engagement of management - Roles and responsibilities of the on-site Food Service manager and Kitchen/Production Supervisor with respect to contract commencement. - Recruitment of personnel - Training of personnel - Operations plan implementation, respecting the hours of operation of the facilities. - Quality assurance plan implementation. - Implementation or transition timetable to ensure continuity of service. 	<p>45 (minimum pass mark: 25 Points)</p>	Breakdown as follows for suitable explanation of: Engagement of management: 5 points Roles and responsibilities: 10 points Recruitment of personnel: 5 points Training of personnel: 5 points Operations plan implementation: 10 points Quality assurance plan implementation: 5 points Continuity of service: 5 points
3.	Personnel Qualifications		
3.1	Bidder's Proposed On-Site Food Services Manager The educational background and years of management experience in similar Food Service. To demonstrate this experience, the Bidder is to provide:		
3.1a)	Academic and Military Qualifications	<p>10 (Minimum pass mark: 2 points)</p>	The On-Site Food Services Manager possesses a diploma or degree in either food services management, culinary arts or hospitality from a recognized post-secondary institution OR a CAF QL7 Cooks qualification. Each diploma, degree or qualification: 2 points for a max of 10 points.

Item #	Point Rated Technical Criteria	Maximum Points Assigned	Scoring Information
3.1b)	The number of years experience in managing food services similar in nature to this requirement.	10 (Minimum pass mark: 2 points)	Over 2 to 3 years – 1 point Over 3 to 4 years – 2 points Over 4 to 5 years – 3 points Over 5 years to 6 years – 4 points Over 6 to 7 years – 5 points Over 7 to 8 years – 6 points Over 8 to 9 years – 7 points Over 9 to 10 years – 8 points Over 10 to 11 years – 9 points 11+ years – 10 points
3.2	Bidder's Proposed Kitchen / Production Supervisor The educational background and years of management or supervision experience in similar Food Service. To demonstrate this experience, the Bidder is to provide:		
3.2a)	Academic and Military Qualifications	10 (Minimum pass mark: 5 points)	Possesses a Red Seal designation - cook OR CAF QL6 qualification Each designation/qualification: 5 points up to a maximum of 10 points.
3.2b)	Experience in managing or supervising The number of years' experience managing or supervising food services similar in nature to this requirement.	10 (Minimum pass mark: 2 points)	Over 2 to 3 years – 1 point Over 3 to 4 years – 2 points Over 4 to 5 years – 3 points Over 5 years to 6 years – 4 points Over 6 to 7 years – 5 points Over 7 to 8 years – 6 points Over 8 to 9 years – 7 points Over 9 to 10 years – 8 points Over 10 to 11 years – 9 points 11+ years – 10 points
4.	Personnel Plan The Bidder is to provide an orientation and training plan that ensures that staff is adequately trained to assume their tasks efficiently, safely and with due diligence in food safety.	24 (Minimum)	2 points for each item covered during orientation briefing.

Item #	Point Rated Technical Criteria	Maximum Points Assigned	Scoring Information
	Items included but not limited to: workplace walk-through, schedules, hours of work and break periods, dress, personal hygiene, duties and responsibilities, contact phone numbers, accident/injury procedures, workplace safety, workplace hygiene and sanitation, WHMIS/MSDS, break and smoking areas, and weekly safety refresher briefings (specific topics may be included).	pass mark: 8 points)	
5.	<p>Menu Plan</p> <p>The Bidder is to submit a proposed menu based on the standard 3 week meal plan in Appendix 2 for each lunch and dinner:</p> <p>a) the 3rd meal entrée option, b) the second starch option, c) the second vegetable option, and d) the first sauce option</p>	<p>1 point for completion of a),b),c) and, d) , times 2 meals per day, times 21 weeks = 168</p> <p>(Minimum pass mark: 84 points)</p>	<p>Bidders should reflect variety and complexity sufficient to provide diners with unique dining experience every time they use the service.</p> <p>Recipes are not required provided the proposed entrée option is well explained.</p> <p><u>DEDUCTIONS:</u> A maximum of 1 point per option will be deducted from points awarded if any of the following occurs:</p> <ul style="list-style-type: none"> • repetition (same or similar selections within the 96 hours), • Duplication identical or same source protein/ starch/vegetable within meal period or 24 hours • poor nutritional quality, • lack of complexity • lack of culinary expertise.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a) The Bidder must provide firm unit prices, in Canadian dollars, for each full meal and a-la-carte price. Pricing must be provided for the proposed period of the contract plus the option years.
- b) The Bidder's pricing for items A1.2 and A2.2 within Year #1 must not exceed the DND entitlement meal rate which is equal to the meal expenses provided in Appendices C of the [*National Joint Council Travel Directive*](#)

4.1.3 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.

The unit costs provided in Attachment 1 to Part 4 will be used for price evaluation. The price evaluation will take into account the proposed period of contract and all option years.

The bid evaluation price will be the Sum of Grand Total.

The Grand Total for each Pricing Basis will be calculated as follows:

1. Pricing Basis "A": Total Meal Price for each year multiplied by the estimated annual usage to arrive at the Total Per Year price.
2. Pricing Basis "B": Total Meal Price for each year multiplied by the estimated annual usage to arrive at the Total Per Year price.
3. Pricing Basis "C": Percentage markup + Gratuity Rate for each year multiplied by the estimated annual usage to arrive at the Total Per Year price.
4. Pricing Basis "D": Daily Rate multiplied by the estimated usage to arrive at the Total Per Year price.
5. All Total Per Year prices will be added together to determine the Grand Total.

EXAMPLE:

Pricing Basis "A"

1. Breakfast	Year #1	Year #2	Year #3	Year #4	Year #5
Total Breakfast Price (A)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Estimated Usage (B)	5250	5250	5250	5250	5250
Total Per Year = (A) x (B)	\$5,250.00	\$5,250.00	\$5,250.00	\$5,250.00	\$5,250.00
Grand Total Breakfast = Sum of Total Per Year	\$26,250.00				

2. Lunch and Dinner	Year #1	Year #2	Year #3	Year #4	Year #5
Total Lunch or Dinner Price (A)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Estimated Usage (B)	21226	21226	21226	21226	21226
Total Per Year = (A) x (B)	\$21,226.00	\$21,226.00	\$21,226.00	\$21,226.00	\$21,226.00
Grand Total Lunch or Dinner = Sum	\$106,130.00				

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of Total Per Year	
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Pricing Basis "B"

3. Dispersed Meal	Year #1	Year #2	Year #3	Year #4	Year #5
Total Boxed Breakfast + Lunch or Dinner Price (A)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Estimated Usage (B)	405	405	405	405	405
Total Per Year = (A) x (B)	\$405.00	\$405.00	\$405.00	\$405.00	\$405.00
Grand Total Dispersed Meals (Sum of Total Per Year)	\$2,025.00				

Pricing Basis "C"

4. Catering	Year #1	Year #2	Year #3	Year #4	Year #5
Percentage markup + Gratuity Rate (A)	10%	10%	10%	10%	10%
Estimated Usage (B)	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000
Total Per Year = (A) x (B)	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200
Grand Total Catering (Sum of Total Per Year)	\$16,000				

Pricing Basis "D"

5. Transition	Year #5
Firm Daily Rate (A)	\$5.00
Estimated Usage (B)	5
Total = (A) x (B)	\$25.00

Bid Evaluation Price (1+2+3+4+5) = \$26,250.00 + \$106,130.00 + \$2,025.00 + \$16,000 + \$25.00 = \$150,430.00

4.2 Basis of Selection – Minimum Point Rating

4.2.1 To be declared responsive, a bid must:

- comply with all the requirements of the bid solicitation;
- meet all mandatory technical and mandatory financial evaluation criteria; and
- obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award

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

5.1.1 Integrity Provisions - Associated Information

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16)

5.1.3.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

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

6.2 Financial Capability

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled **INSERTED AT CONTRACT AWARD**, dated **INSERTED AT CONTRACT AWARD**.

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 working days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 25,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the CFC J4 Contracts Officer before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by CFC J4 Contracts Officer. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4012 (2012-07-16), Goods – Higher Complexity, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements apply and form part of the Contract.

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

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of 01 August 2015 to 31 July 2018.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of up to **5 days** under the same terms and conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least **thirty (30)** calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
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7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lori Rombough
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street
Kingston, ON K7L 1X3
Telephone: 613-545-8061
Facsimile: 613-545-8067
E-mail address: lori.rombough@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: **INSERTED AT CONTRACT AWARD**

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.

7.5.3 Contractor's Representative

Name: _____

Title: _____

Telephone : ____ ____ _____

Facsimile: ____ ____ _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of

payment, in Annex B ", as specified in the authorized TA. Customs duties are included 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Liquidated Damages

In the event the Contractor fails, on a given day, to fully provide the services in accordance with the Statement of Work, the Contractor agrees to pay to Canada liquidated damages in the amount of between five (5) and one hundred (100) percent of the total cost for meals that would normally be consumed for that day. The value for liquidated damages will be calculated by averaging the cost of meals consumed on that day of the week for the previous three weeks, multiplied by the percentage of the level of service the Contractor was able to actually provide on the given day. The total amount of the liquidated damages must not exceed 1% of the contract price.

Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is to be construed as, a penalty.

Canada will have the right to holdback, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

Nothing in this section is to be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

7.7.3 Limitation of Expenditure

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

7.7.4 SACC Manual Clause

H1008C (2008-05-12) Monthly Payment

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the invoices, receipts, vouchers for all direct expenses;
- c. a copy of the monthly progress report including a breakdown of all types of meals served.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **INSERTED AT CONTRACT AWARD**.

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4012 (2012-07-16), Goods – Higher Complexity;
- (c) the general conditions 2035 (2014-09-25), Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated **INSERTED AT CONTRACT AWARD**,

7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13 Ontario Labour Legislation

SACC Manual clause **A0075C** (2014-11-27) – Ontario Labour Legislation – Contract

7.14 Canadian Forces Site Regulations

SACC Manual clause A9062C (2011-05-16)

7.15 Government Property

SACC Manual clause B6802C (2007-11-30)

ANNEX "A" - STATEMENT OF WORK

1. Introduction

1.1 Definitions and Acronyms

AHOM: The Armour Heights Officers Mess located within 215 Yonge Blvd Toronto Ontario, including the Mess proper and surrounding grounds

Canada-paid: Refers to food services, which are paid for by Canada on behalf of the diners.

Canada Forces College (CFC). The entirety of all federal buildings and grounds located at 215 Yonge Blvd, North York, Ontario and their operations. Further information about CFC can be found here: <http://www.cfc.forces.gc.ca/221-eng.html>

Diner The individual consuming food.

Dispersed Meals Provision of food services to customers who consume their meals away from public food services dining rooms, include hot meals issued in food storage container, or cold box lunches.

Entitlement The amount of food provided in a meal as detailed in the "Standard Meal Entitlement Pattern", A-85-269-001/FP-001 – Food Services Direction and Guidance Manual, Chapter 2, Annex A – Standard Meal Entitlement Pattern. Entitlements will be tracked by the Diner's use of an electronic swipe card or manual punch and are not transferable.

Full Table Service A method of serving food where Diner's orders are taken and food is served, at the table by the Contractor's personnel. Weather depending, the Contractor may also be required to provide these services in the outdoor patio areas. Linens are required and soiled tableware must be removed by the Contractor. Full Table Service will be requested through the DND 626 Task Authorization process.

Individual-paid Refers to food services, which are paid for by the individual Diners consuming the food. Payment may be made in cash or by electronic means at the point of sale.

Cafeteria Style Service. Diners retrieve their main meal items (protein, starch, and vegetable) from a serving area and the remainder of their meal items from a common servery for consumption in the dining room. Following the meal, Diners remove their soiled dinnerware and place them on accessible racks that must be removed by the Contractor.

Transaction and Payment System. The automated accounting system by which Entitlements are conveyed to Customers by DND through the Contractor. The System includes a cash register and debit and credit card machine and tracks Canada-paid and Individual-paid meal consumption. The system will be provided by DND with the exception of the debit and credit card machine.

1.2 Background

The CFC conducts academic education for Canadian Military Officers, Foreign Military Officers and some Civilian Federal employees as well as occasional guest students. Residential student population is approximately 80 during the months of August to June with approximately 70 students and 120 staff living off campus and not subject to Entitlements. The college does host some residential courses and symposia where the entire body of attendees are on full rations or for lunch and dinner if the attendee is staying in a local hotel.

Located with CFC is the Armour Heights Officers' Mess (AHOM), capable of seating 220 Diners and offering a dining area, self-serve and dispersed meal unit on weekdays, weekends and statutory holidays. AHOM accommodates a variety of service styles, including Cafeteria Style, Full Table service, catering and Dispersed Meals. Typical service styles by meal type are as follows:

Breakfast: Cafeteria Style
Lunch: Cafeteria Style / Full Table Service /Catering
Dinner: Cafeteria Style / Full Table Service /Catering

1.3 Purpose

The DND requires a Contractor to provide food services at AHOM. The services require operation of a full function kitchen up to 365 days per year if required, but in all likelihood, is approximately 315 days per year. Typical closures include a Christmas and Summer Break period, and Federal Statutory Holidays.

1.4 Food Services Objective

The objective of food services for CFC is to provide quality products and service in an innovative, customer-focused and cost effective manner. CFC is a high-profile educational establishment of the DND and CAF, regularly visited by the most senior officers in the CAF and other notable personnel. Its park-like setting and accommodations make it a popular choice for seminars, conferences and symposia, in addition to the five regularly scheduled courses held each year. There is also opportunity for catering private functions and entertainment functions organized through the AHOM on behalf of a sponsoring member.

1.5 Expectations

The Contractor must satisfy the following expectations:

- Be customer-focused;
- Provide flexible and responsive support to CFC activities, especially with regard to course requirements;
- Provide a good variety of choice and availability of nutritious wholesome food;
- Provide continuous, effective quality control;
- Provide competitive pricing;
- Maximize ease of access with regard to hours of operation; and
- Accommodate individual dietary requirements due to medical or religious reasons, as identified by the Project Authority (PA).

1.6 Method of payment

Diners will access the food service operations through Entitlement (swiping a meal card) or Individual-paid (paying with cash, credit or debit card). Transactions are recorded via the Transaction and Payment system. The cost of public food services is borne by Canada but actual Entitlement consumption is charged to DND by meal type and the Individual-paid Diner according to individual menu item or meal rate. All remittances are the property of the Contractor and profit or loss accrues to the Contractor.

1.7 Non-Public Funds (NPF)

Regarding opportunities for catering private functions and entertainment functions organized through the AHOM on behalf of a sponsoring member. Canadian Forces Morale and Welfare Services is responsible for administering Non-Public Property, including Non-Public Funds (NPF) from catering private and entertainment functions, on behalf of the Chief of the Defence Staff, and for delivering selected public morale and welfare programs, services, and activities to eligible members and their families on behalf of the Chief of Military Personnel.

In accordance with the Government Contracting Regulations (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-87-402/page-1.html?term=contractante+contracting+contract#s-2>), there is **no** requirement for NPF functions within this contract. However, the Contractor may be requested by the Mess Manager to provide food services for private and entertainment functions being conducted and paid for with NPF (through mess membership or private functions sponsored by mess members). Any of the NPF related services must not be invoiced under this Contract and are the property of the Contractor.

Examples of other typical NPF functions include:

- daily coffee breaks (Mon, Tue, Wed, Fri - coffee; Thu - coffee and donuts and baked goods);
- Thank Goodness It's Thursday (TGIT) snack food (ex. chili & bun, fried chicken);
- monthly TGIT theme buffet (Italian, Chinese, Air Force birthday);
- Special mess functions (dining In, private dinners such as submariners or section party, theme dinner and dance such as Valentine's Day, unit farewells). Functions may require a childrens' menu;
- Unit luncheons (CAF Units); and
- Barbeques.

2.0 Scope of Work

The Contractor must supply all personnel and supplies required to operate the CFC kitchen. The Contractor must provide meals to Diners under Entitlement, Individual-paid Diners, Dispersed Meals and, as requested by the PA, other publically funded catering requirements.

2.1 Scope of services

2.1.1 Meal services

a) Location of service

To accomplish this objective, the Contractor may propose alternate equipment layouts, provided it does not incur any expenses to CFC. No layout revisions requiring construction trades are permitted.

b) Days and hours of operation

The Contractor must provide up to three meals per day, for up to 365 days per year (366 days on leap year) if required, but in all likelihood, is approximately 315 days per year. On average, the student and staff population will drop significantly for one week per month, for Field Study Exercises or other scheduled down-periods. However, during the aforementioned down-period, other clients attending short-term courses or seminars may be

fed at CFC. Most of these courses/seminars cater to very high-profile (i.e. VIP) Diners, and may require full table service.

It is anticipated that the kitchen will be closed for a two-week period over the Christmas holiday period.

At a minimum, food services must be available during the following times:

Weekdays:

Breakfast	0700-0830
Lunch	1200-1330
Dinner	1700-1830

Weekends and Holidays:

Breakfast	0800-1030
Lunch	1130-1300
Dinner	1630-1800

Emergency and Operational Requirements

The Contractor may be required to provide meal service outside of the hours of operation to meet emergency and operational requirements such as national disasters, civil emergencies and urgent operations. Under these circumstances, the Contractor will be reimbursed for identifiable additional costs.

c) Style of service

The Contractor must provide Cafeteria Style Service during the days and hours of operation unless otherwise specified. Unless directed by the PA, all VIP meals will require full table service.

d) Transaction and Payment System

The Contractor must use and manage a Transaction and Payment System.

The following will apply:

- The Transaction and Payment System will have the ability to utilize the AHOM provided swipe cards;
- Canada will pay for the Entitlements consumed by Diners during each meal period, as recorded by the Transaction and Payment System. Food items prepared by the Contractor but not consumed must not be charged to Canada;
- The Contractor must invoice, separately from the usual monthly service invoice, for any as requested services initiated through DND 626 Task Authorization by PA (i.e. full table service);
- The Contractor must accept payment from Diners by cash, interac funds transfer and credit card;
- The Transaction and Payment System must accommodate groups and group-oriented requirements subject to agreed-upon minimum, guarantees and order notice periods;
- Once a Diner's Entitlement has been expended, the Diner is responsible for payment of any additional selections; and

- All cash from Individual-paid transactions during regular meal periods will be the property of Contractor but, must be reported to the PA monthly by the 15th day of the next month.

2.1.2 Other services

- a) **Food Take Out.** Food take-out will be permitted only for exceptional circumstances (ie. meal replacement). Take-out meals, in whole or in part, are not otherwise permitted for the following reasons:

- food safety and pest control related to CAF SQ accommodations;
- the unnecessary use of take-out containers and pre-portioned condiments is inconsistent with government "Green Procurement" policy; and
- the provision of take-out meals could result in opportunities for misappropriation of Entitlements.

- b) **Dispersed meals**

The Contractor is expected to provide dispersed meals (which are normally in the form of box lunches) on an as requested basis via the Task Authorization process. At least 24 hours' advance notice will be provided by the PA. Leftovers will not be reused except for sealed, single-service items (such as cans of juice, packets of cookies) that may be removed and reused.

- c) **Public Funded Catering Requirements**

Catering requirements must follow the Directive on Travel, Hospitality, Conference and Event Expenditures, published by the Treasury Board of Canada Secretariat (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>).

The provision of food and beverages is acceptable in accordance with the standard and maximum per person cost limits. Specific details relating to hospitality expenditures can be found here: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>

On an as-and-when requested basis, the Contractor may be required to provide food and service for special functions (including formal mess dinners, receptions, luncheons and coffee breaks) at various locations on the College grounds. The Contractor may also be required to set-up and tear down a room for special events.

Orders will be placed, using the Task Authorization process, usually within a minimum 3 days advance notice; however, last minute requirements may arise and the Contractor will be asked to respond to the best of its ability in such cases.

CFC observes a number of traditions, which revolve around or include the provision of food services. The traditions to be supported may include, but are not limited to, the following:

- Official Mess dinners (for CFC and other units supported by the Armour Heights Officers' Mess);
- Graduation Receptions;
- Garden and Tea Parties; and
- Remembrance Day Parade and ceremonies.

2.1.3 Special Dietary Needs

The Contractor must be able to accommodate special dietary and allergy needs brought to its attention by the PA. Every reasonable effort will be made to permit the observance of religious practices by individual members, when doing so will not impose undue hardship on the organizational element responsible for the accommodation. Approval or denial of requests for the accommodation of religious practices must be based on the circumstances of each case, taking into consideration such factors as: operational readiness and effectiveness; and the health and safety of the member, as well as other members of the unit. The PA is responsible for determining what constitutes "reasonable effort" and "undue hardship."

2.1.4 Constraints

- a) The Contractor has the exclusive contract for all food service operations at CFC with the following exception:

Catering: CFC reserves the right to utilize the services of other catering Contractors.
Note: any other catering Contractors will not be permitted to use the CFC kitchen.

- b) **Leftovers:** every effort should be made to prepare only the amount of food that will be required for any meal service. CFC recognizes that there will be instances where leftovers will exist. The following constraints apply regarding leftovers:

- Except where prohibited (see 2.1.2 b – Dispersed Meals), leftover food, freshly prepared in the kitchen, may be re-incorporated or reused, with some restrictions. Leftover food must not be used as the daily 'third choice' in any lunch or dinner menu nor will they become a 'main' salad bar choice during any lunch or dinner. They may be used as an extra stand-alone choice in addition to the three daily lunch or dinner menu choices or they may be incorporated into the salad bar as an extra addition to the daily standard salad bar menu;
- Any leftover product that has been offered as a stand alone choice or any leftover product that has been incorporated into another product and has not been consumed will not be considered for further use and will be discarded following the meal service; and
- Any leftover product older than 48 hrs that has not been used must not be served under any circumstance and must be discarded.

- c) CAF has the authority to periodically change the CAF National Standardized Cycle Menu (NSCM). It is anticipated that revisions could occur twice a year, every year.

2.1.5 Special Circumstances

The Contractor must be aware of the following circumstances that may affect the volume of meals served:

- Course schedules - DND will provide the Contractor with this information;
- Reserve Officer training;
- March break – one week in March;
- Summer holidays (3 weeks) and annual leave (students on leave are not entitled to rations);
- Christmas holidays (approximate 2.5 weeks from December 20th to January 5th) and annual leave (Kitchen will be shut down during this period);
- Field Study Exercises and Experiential Learning Visits;

- House Hunting Trip week – typically one week in late April; and
- Extra seminars or symposia.

2.2 Contractor's responsibilities

2.2.1 Operations

a) Menu and Pricing

At a minimum, the Contractor must offer menus that conform to the CAF National Standardized Cycle Menu (NSCM) (reference: Appendix 2), "Standard Meal Item Availability Requirements", "Portion Size Standards", "Standard Meal Entitlement Pattern" and "Dispersed Meal Pattern" (reference: Appendix 1).

DND will provide all current NSCM main course recipes to the Contractor. At this time, there are no NSCM recipes for desserts or prepared salad items. It is anticipated that completion of NSCM dessert recipes may occur in late 2015.

The Contractor must offer all-inclusive meals identical to the Standard Meal Entitlement Pattern to ensure that Canada-paid Diners are guaranteed a full meal.

All food items offered as Individual-paid must be individually priced.

Product offering must comply with the Canadian Armed Forces National Standardized Cycle Menu three-week menu plan which includes nutritious, wholesome and appetizing food such that all Diners will have access to well balanced meals while incorporating popular food trends. The Contractor must make any changes to the 3rd choice menu item as may be reasonably requested by the PA.

b) Food Quality and Facility Cleanliness

The quality of the food to be served must be in accordance with the requirements of applicable standards governing the operation of food services. All food purchased by the Contractor must meet or exceed the DND Food Quality Standards (reference: Appendix 3).

The cleanliness of the facilities and other sanitary standards must be in accordance with Food Safety Code of Practice for Canada's Food Service Industry – most current Edition. The officials enforcing such applicable laws and standards must be permitted to inspect the facilities or any portion of the facilities or anything in connection with the facilities at any time during the period of the Contract. CAF Preventive Medicine Technicians, the PA, a CAF qualified Food Services Officer, Cook or any other DND requested parties will conduct periodic, unannounced inspections of the kitchen and dining room.

c) Inventory

The Contractor must purchase and hold at its own expense all food, beverages and supplies required to fulfil this Contract.

d) Customer feedback

The Contractor must implement quality assurance processes for Diner feedback. A comment book must be kept in dining room by the Contractor and must be reviewed daily by the Contractor for response. Additional methods for quality assurance processes used must include, but are not limited to, Diner surveys. The PA will review with the Contractor the results of survey and comment book on a quarterly basis.

e) Marketing and merchandising

The Contractor must provide and actively promote programs to add interest and enjoyment to the dining experience. DND must approve all marketing and merchandising programs prior to their implementation. The Contractor is not permitted to market its services, from the CFC location, to outside customers (other than visitors to CFC).

f) Environmental programs

The Contractor must actively participate in CFC's environmental program.

g) Publications

All menus, price lists and signs must be posted in an area that is clearly visible to the Diner. Written materials intended for public display must be in both official languages, English and French in accordance with DND Official Languages policy.

The Contractor must include the "Healthier Choice" and the "Vegetarian Choice" logos beside each applicable menu item. The logos will be provided by DND.

h) Health and safety

The Contractor must provide any health and safety concerns to the PA for consideration by the unit's Joint Occupational Safety, Health, and Environmental (JOSHE) Committee.

i) Health inspection reports

DND will provide to the Contractor, forthwith upon receipt, copies of all health certificates, inspection and safety reports made by authorized parties and relating to the food services.

2.2.2 Personnel

a) Language of Work: Service will be available in both official languages, English and French.

b) On-Site Manager

The Contractor must provide the services of an on-site Manager to be available during all hours of kitchen operation and must be at CFC from Monday to Friday. The on-site Manager must act on behalf of the Contractor, ensuring the smooth conduct of operations and compliance with deadlines including liaising with the PA.

c) Uniforms and safety equipment

The Contractor must ensure all personnel wear clean, co-ordinated uniforms consisting of a black bottom and white top, head covering and name tag. Uniform components will be professional in appearance, and must not include jeans. The Contractor must also provide disposable gloves, cutting gloves and aprons. Non slip footwear dedicated for use in the kitchen only must be worn.

Dining room personnel must be dressed in industry standard black and white uniforms with bow ties for formal functions such as mess dinners, at the discretion of the PA.

Jewellery: Food handlers should remove their rings and jewellery before working with food. Loose fitting jewellery (e.g., earrings) which could become detached and contaminate food should not be worn while engaging in food handling activities. Medical bracelets are exceptions to this requirement.

d) Training Requirements

Prior to commencement of services, the Contractor must ensure all personnel have received the following minimum training and orientation:

- General explanation of the individual's duties and assignment;
- Explanation of the operation of kitchen equipment with the assistance of a qualified individual and of the safety procedures to be followed when using and cleaning it;
- Explanation of the production sheet and compliance with prescribed portions;
- Basic training on the WHMIS (Workplace Hazardous Materials Information System) program;
- Sanitation requirement with monthly follow-up in-service sessions to maintain a high standard in compliance with the requirements;
- The applicable provisions of the Canada Labor Code, in order to ensure that work procedures are carried out in complete safety. Including, but not limited to reporting, to the On Site Manager, any hygiene and safety problems encountered in the performance of his or her duties, with a view to preventing accidents, injuries, infestations and the transmission of disease;
- Explanation of the procedure in the event of an accident and first aid procedures;
- Explanation of the procedure in the event of fire and location of alarms, fire protection and firefighting equipment;
- Location of the notice board where local directives on safety are posted;
- The Food Safety Code of Practice;
- The policy of the federal government and of DND regarding harassment in the workplace;
- Explanation of the rules and principles of hygiene;
- Visit to and familiarization with the premises; and
- Explanation of the policy on parking visits and use of the telephone.

e) Certification of Compliance

- Prior to commencement of the Contract, the Contractor must provide the PA proof all personnel have received the training.
- Within twenty-four (24) hours of request by the PA, the Contractor must provide all relevant information confirming all personnel have all minimum required qualifications.

- The PA reserves the right to request, from the Contractor, any resume for any personnel.

2.2.3 Equipment and Facilities

a) Use of the facilities

Except for NPFs related functions, the Contractor's use of these facilities is limited to functions which pertain directly to the Contract. The facilities cannot be used for other purposes (such as training for Contractor personnel who will not be assigned to the CFC facility) without the prior written consent of the PA.

b) Existing Facilities

DND will provide and maintain existing food service building structures to the extent that they currently exist. DND will maintain all grounds in the vicinity of the food service building structure.

DND will be responsible for all pest control at the premises. The Contractor must immediately report any suspected infestations or sightings of insects or rodents to the PA.

DND will provide utilities which include heat, light, electrical power, plumbing, gas and air conditioning and will be responsible for all related charges, subject to the condition that the food service operations demonstrate compliance with energy conservation measures.

c) Equipment

The Contractor and the PA will meet prior to Contract commencement to review the kitchen equipment inventory listed in Appendix 4.

Responsibilities of the Contractor:

The Contractor must purchase of all new equipment it determines to be necessary (including computer equipment). Exceptions include the replacement of DND provided equipment (reference 2.3.2) deemed by DND to have reached the end of its life cycle.

All equipment supplied by the Contractor will remain the property of the Contractor.

Responsibilities of DND:

DND will provide all existing equipment to the Contractor at the start of the Contract period. DND will purchase any replacement equipment required throughout the Contract period in the event that it is jointly determine the existing equipment needs replacement.

DND will provide and maintain the transaction system.

d) Consumables, Linens and Small Wares

Responsibilities of the Contractor:

The Contractor must provide, at its own expense, any consumables (including packaging required for box lunches), all linens and additional small wares.

Linens: When requested through a Task Authorization, the Contractor must provide full linen service.

Small wares: The Contractor and the PA will meet at Contract commencement to review the small wares inventory. At the conclusion of the Contract, existing small wares must be returned to DND in their original condition (subject to normal wear and tear). Where

quantities of small wares items are less than the small wares inventory conducted at Contract commencement, the Contractor must, at its own cost, replace the small ware items up to the inventory quantities.

The Contractor must maintain the original supply of small wares (excluding crested wares and silver-plated flatware), throughout the term of the Contract. To ensure DND assets are safeguarded, an inventory will be undertaken by the Contractor and CFC:

- 1) within 30 calendar days from the Contract start date;
- 2) at a minimum, on an annual basis, during the life of the Contract;
- 3) at the change of Command of CFC Commandant;
- 4) as requested by Commandant CFC (i.e. if required for a Military Police Investigation); and
- 5) during the final month of the Contract term and submitted to the PA no later than 2 weeks prior to Contract's expiry date. CFC reserves the right to verify the final inventory at the expiry date.

Responsibilities of DND:

At Contract commencement, DND will provide all small wares (including crested wares and silver-plated flatware used for mess functions) to the Contractor. DND will replace small wares, subject to normal wear and tear.

e) Improvements and alterations

All improvements, alterations the Contractor wishes to undertake must receive prior written approval from the PA.

f) Preventive maintenance program (PMP)

Responsibilities of the Contractor:

The Contractor must implement and maintain a written preventive maintenance program in order to ensure that Contractor-owned and DND-provided facilities and equipment are maintained to ensure uninterrupted service. The program as it concerns DND-provided equipment and facilities must be turned over to DND at the end of the Contract.

Responsibilities of DND:

DND will manage the PMP for semi-annual exhaust hoods cleaning and inspection.

g) Repairs and maintenance

Responsibilities of the Contractor:

The Contractor must pay the cost of cleaning, service and repairs to all Contractor owned food service equipment located at AHOM. DND reserves the right to audit the program during the life of the contract.

Responsibilities of DND:

DND will arrange and pay for servicing or repair of all DND supplied equipment. The Contractor must inform the PA when those types of services are required.

h) Cleaning and sanitation

Responsibilities of the Contractor:

The Contractor must provide a cleaning schedule and, upon request, supply a copy to the PA.

The Contractor must provide all equipment and supplies required for normal and customary cleaning of the food services facilities. The Contractor is responsible for the following areas:

- Kitchens, serveries and Contractor's staff change rooms and lavatories
 - The Contractor must maintain all areas of the kitchens and serveries, including floors, walls, windows (inside only) and equipment serving the food services in a clean and sanitary manner;
 - The Contractor must maintain the change rooms and lavatories used by its employees in a clean and sanitary manner; and
 - The Contractor must ensure all kitchen organic waste containers, recycling containers, garbage bins and grease bins are regularly emptied and moved to the designated collection area(s).
- Dining areas
 - The Contractor must clean all dining and patio areas after meal hours including floors, carpet vacuuming, walls to a height of three metres, windows (inside only), tables and chairs;
 - The Contractor must ensure all recycling containers and garbage bins are regularly emptied and moved to the designated waste disposal area(s). Particular attention must be paid to the garbage disposal area (dumpsters) and the Contractor must keep these areas clean and tidy at all times. Garbage must be properly bagged and contained to ensure wildlife and the prevailing winds do not have access and opportunity of distributing garbage on the College grounds;
 - The Contractor must ensure that its personnel immediately clean up periodic spills during service hours; and
 - The Contractor must clean the kitchen entrances and exits including emergency doorways and loading docks, public entrances, vestibules, cloakrooms and public washrooms.

Responsibilities of DND

Kitchen and Dining Rooms and other assigned areas

DND will arrange for cleaning and maintaining i areas of existing kitchen and serveries higher than three metres and for grease traps and ventilation ducts in existing facilities. DND will be responsible for periodic carpet steam cleaning and waxing of floors as it determines necessary.

Refuse and Recycling

DND will arrange for the removal of garbage and recycling from the exterior designated collection areas.

2.2.4 Deliverables

a) Regular Consultation

The Contractor's On-Site Manager must meet with the PA on a recurring and regular basis as dictated by the PA.

b) Contractor Compliance

The Contractor is subject to periodic DND audits by the PA regarding general service, quality, safety, sanitation maintenance and financial management of the facilities and operations. The Contractor must ensure that its representative is available in connection with such audits. The PA will be the judge of the adequacy and completeness of performance and will notify the Contractor of conditions requiring modification or improvement. The Contractor must remedy any deficiencies to the satisfaction of PA within a reasonable time frame that cannot exceed ten working days.

c) Annual Report

The Contractor must prepare an annual report summarizing the results and highlights of operations in the preceding year and outlining programs, systems and plans which will be implemented in the coming year to ensure a high level of food and service quality as well as customer satisfaction. The Contractor must submit the report to the PA no later than December 15th of each year.

d) Inventory Reports

The Contractor must provide inventory reports as per the schedules indicated in paragraph 2.2.3 d) and Appendix 4.

e) Monthly Statement of Sales

The Contractor must provide the PA with a monthly statement of gross sales by course function or other descriptor given by the PA (for Canada paid and cash sales in the dining room, catering, dispersed meals, etc.) as well as a count of all meals served. The report must be submitted by the 15th day of the following month.

2.2.5 Access by the DND/Right to Show

DND will have the right to access the food service facilities at any time with no notice, for any reason. DND may show the subject facilities to any other parties if it so desires, with 24 hours' notice (no notice in emergency situations).

2.2.6 Site Access

Access to the site where the Work is being carried out may be subject to restrictions due to troop movements or other security requirements. All possible steps will be taken to provide the Contractor with access to delivery areas at all times; however, DND activity may require some closure of the areas at times.

All Contractor personnel must be prepared to show their government issued photo identification (such as a driver's license or other piece of identification which the PA deems acceptable) while on site. Canada will not be responsible for costs or delays incurred by the Contractor if Contractor's personnel are refused entry to the Site.

Appendix 1– Standard Meal Item Availability, Portion Size Standards, Standard Meal Entitlement Pattern and Dispersed Meal Pattern

The Contractor must comply with all Standard Meal Item Availabilities, Portion Size Standards, and Standard Meal Entitlement Patterns, at all times.

NOTE: the tables may be subject to revisions by DND throughout the life of the contract.

1.1 Standard Meal Item Availability

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
BREAKFAST		
Fruit	6 - 8 varieties IAW season	May include a maximum of 2 canned and 1 dried varieties. The remainder should be ripe and cut when possible/required. Canned fruit: in fruit juice, water or light syrup Fresh, frozen without added sugar.
Entrée	Eggs any style; Cereals: 5 varieties Cold; 1 hot variety; and 1 breakfast entrée	Cooked with little or no fat. A minimum of 4 varieties must have: <ul style="list-style-type: none"> • a minimum of 3 grams of fibre; • a maximum of 12 g of sugar (may exceed 12 g of sugar if high fibre cereal containing dried fruit); • Contains 10% or more of the DV of one of vitamin A, C E, calcium, magnesium, potassium or iron; and • No more than 30% of calories from the total fat. Hot cereal with no added sugar (may include instant hot cereal mix with no sugar eg. Instant Regular Oatmeal). E.g. pancakes, French toast, waffles, etc. (during preparation use ½ whole grain or whole wheat flour or use whole grain whole wheat toast).
Meats	1 - 2 hot breakfast meats; and 2 cold meats or 1 cold meat and 1 meat spread	E.g. bacon, ham, sausage, back bacon. One meat must be: <ul style="list-style-type: none"> • Lean meat (less than 5 g fat/serving or less than 10% DV for fat/serving); and • Reduced sodium varieties or less than 480 mg/serving.
Cheese/Yogurt	2 - 3 varieties of cheese; and	To include a minimum of 2 with: <ul style="list-style-type: none"> • Milk Fat (M.F.) 2% or less (Usually labelled low-fat, fat-free or made with skim milk); and

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
BREAKFAST		
	4 varieties of yogurt	<ul style="list-style-type: none"> At least 15% of DV for Calcium/175g. <p>To include a minimum of 2 with M.F. 2% or less and 10% DV of Calcium</p>
Starch	1 - 2 breakfast starch items	E.g. baked beans, potatoes. Both choices to be prepared with little or no fat.
Vegetable	1 breakfast vegetable	E.g. sliced tomatoes, stewed tomatoes, etc.
Bread Products	1 - 3 baked products; and 2 - 4 varieties of sliced bread	<p>E.g. bagels, English muffins, muffins, sweet buns, etc. One of 3 must be freshly baked. One must be:</p> <ul style="list-style-type: none"> whole grain containing a minimum of 2.5 g of fibre per serving. <p>One must be low-fat/high fibre containing:</p> <ul style="list-style-type: none"> less than 30% of calories from fat; and a minimum of 2.5 g of fibre per serving). <p>Minimum of 50% of choices offered must be:</p> <ul style="list-style-type: none"> whole grain with a minimum of 2.5 g of fibre per slice. Choose items that list the grains as the first or second ingredient.
Beverage	3 hot beverages; Fruit juice: 2 - 3 varieties; Vegetable juice/blends: 1 - 2 varieties; Dairy (2 - 3 varieties); Optional: fruit flavoured drinks; and (0 - 2 varieties) Non-dairy beverages, up to 2 varieties, if required	<p>Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated) and Hot Chocolate.</p> <p>All fruit juice must be from 100% juice or juice concentrate. No more than one fruit juice may have added sugar, such as cranberry cocktail.</p> <p>One choice must be less than 480mg sodium/250ml.</p> <p>A minimum of one must be skim milk or 1% M.F.</p> <p>If provided, to include a maximum of 2 flavours.</p> <ul style="list-style-type: none"> Must contain 24 - 48 mg of vitamin C per 100 ml of ready to serve portion. <p>Fortified Lactose-free containing calcium, vitamin D and vitamin A. E.g. soy beverage, etc.</p> <p>Note:</p> <ul style="list-style-type: none"> Where potable water is available, bottled water must not be provided;

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
BREAKFAST		
		<ul style="list-style-type: none"> sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized; and Single item hot beverage dispenser products are not authorized.
Condiments	2 types of spreads; and 3 - 5 varieties jam/jellies plus: -honey -syrup -butter and/or margarine -ketchup -mustard -mayonnaise -hot sauce -meat sauce (e.g. HP, Plum Sauce, BBQ sauce etc.	E.g. peanut butter, chocolate nut spread, cheese spread, etc. Offer a variety or regular and reduced sugar/fat varieties. Condiments should match the entrées provided.

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
LUNCH AND DINNER		
Soup	2 soups	One Healthier Choice IAW National Standardized Cycle Menu (NSCM) recipes containing: <ul style="list-style-type: none"> Maximum of 3 g of Fat (target trans fat content of less than 5% of total fat); Maximum of 480 mg of sodium (Na); and 2 g or more Fiber or at least 5% of the DV for Vitamin A or Vitamin C or iron or calcium or folate. One hearty choice (may be pre-prepared) eg: chowder.

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
LUNCH AND DINNER		
Crackers	1 - 2 types	To be served with soup.
Healthier choice	Healthier Choice entrée;	<p>One Healthier Choice in accordance with (IAW) the NSCM recipes containing:</p> <ul style="list-style-type: none"> Maximum of 400 Calories (kcal); Maximum of 15 grams (g) of Fat (Max 5 g Saturated Fat, 10 g unsaturated fat); and Maximum of 600 milligrams (mg) Sodium (Na).
Vegetarian Protein Choice	<p>Vegetarian entrée;</p> <p>3rd Entrée; and</p> <p>3 - 5 varieties of sandwich fillings (optional at dinner depending on location/demand/labour)</p>	
		<p>One Vegetarian choice IAW the NSCM recipes. In Local choice IAW operational requirements and basic food cost (BFC).</p> <p>1-2 mixed filling (e.g. tuna, salmon, egg, etc).</p> <p>2-3 sliced meats or one sliced meat and one meat alternative with at least 1 containing:</p> <ul style="list-style-type: none"> less than 5 grams of fat per serving; and less than 800 mg of sodium per serving. <p>A variety of regular, low calorie/fat condiments must be available</p> <p>Cheese:</p> <ul style="list-style-type: none"> at least 15% DV of calcium; and less than 20 % M.F. (labelled as low-fat, fat free or made with skim milk). <p>2-3 varieties of sliced bread, one must be:</p> <ul style="list-style-type: none"> whole grain containing a minimum of 2.5 g of fibre per slice. Choose items that list the grains as the first or second ingredient. <p>1-2 specialty bread, e.g. roll/bun, flat bread, sliced bread, tortilla wrap, etc. One choice must be a whole grain containing:</p> <ul style="list-style-type: none"> a minimum of 2.5 of fibre per serving; on rotation.
Starch	2 starch items	<p>One at either lunch or dinner must be</p> <ul style="list-style-type: none"> whole grain with at least 1.5 to 2 g of fibre, low sodium; and low-fat . <p>NSCM recipes will meet these criteria.</p> <p>When two choices are offered that do not the above criteria, one must be prepared with little or</p>

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
LUNCH AND DINNER		
		no fat
Vegetables	2 cooked vegetables	At least one prepared with little or no fat or salt. Offer at least one dark green and one orange vegetable daily.
Salads	Salads	Selection of salads as per the Salad Bar standard below.
Fruit	6 - 8 varieties IAW season	May include a maximum of 2 canned and 1 dried varieties. The remainder should be ripe and cut when possible/required. Canned fruit: -in fruit juice, water or light syrup. Fresh, frozen without added sugar.
Dessert	1 - 2 prepared desserts; 1 - 2 baked desserts; Optional-Ice cream/frozen yogurt (1 - 2 flavours); and Yogurt (4 flavours)	At least one healthier prepared dessert containing (according to nutrition label for prepared products) at least one of the following: <ul style="list-style-type: none"> • 10% or more of the DV of vitamin A, C, E, calcium, magnesium, potassium, iron, fibre, protein; • at least a half-serving of fruit or vegetable; • at least 5 g of whole grain; or • 100 calories/serving (with no more than 30% of the calories coming from the total fat). At least one healthier baked dessert containing 2g fiber or more. To include a minimum of two with M.F. 2% or less and 10% DV of calcium.
Bread Products	2 - 4 varieties of sliced bread; and 1 - 2 types of specialty bread products	Minimum of 50% of choices offered must be whole grain with a minimum of 2.5 g of fibre per slice. Choose items that list the grains as the first or second ingredient E.g. bagels, pita bread etc. One choice must be whole wheat containing a minimum of 2.5 g of fibre per serving.

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
LUNCH AND DINNER		
Beverage	<p>3 hot beverages;</p> <p>Dairy (2 - 3 varieties);</p> <p>Fruit juice (2 - 3 varieties);</p> <p>Veg juice (1 - 2 varieties);</p> <p>Non-dairy beverages, up to 2 varieties, if required;</p> <p>Optional: fruit flavoured drinks (0 - 2 varieties); and</p> <p>Optional: pop (0 - 4 varieties)</p>	<p>Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated) and Hot Chocolate.</p> <p>A minimum of one must be skim milk or 1% M.F.</p> <p>All fruit juice must be from 100% juice or juice concentrate. No more than one fruit juice may have added sugar, such as cranberry cocktail.</p> <p>One choice must be less than 480mg sodium/250ml.</p> <p>Fortified Lactose-free containing calcium, vitamin D and vitamin A. E.g. soy beverage, etc.</p> <p>If provided, to include a maximum of 2 flavours.</p> <ul style="list-style-type: none"> Must contain 24 - 48 mg of vitamin C per 100 ml of ready to serve portion. <p>If provided, to include a minimum of one low-calorie variety and a maximum of 4 flavours.</p> <p>Note:</p> <ul style="list-style-type: none"> Where potable water is available, bottled water will not be provided; sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized; and Single item hot beverage dispenser products are not authorized.

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
SALAD BAR Standard (Offered during lunch and dinner meals)		
Leaf Salads	1 leaf salad without dressing; and Optional: 1 other salad that may contain dressing/ ingredients	Leafy salad greens/mixes only. E.g. Caesar salad, garden salad, etc.
Raw Vegetables	6 - 8	E.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc.
Marinated and /or Starch Salad	2 Vegetable, Bean, or Lentil; and 1 Starch	Ensure a variety at each meal. At least one choice must contain: <ul style="list-style-type: none"> less than 15% of calories from saturated and trans fat/100g; Less than 7.4g fat/100g; and Less than 240mg salt/100g. Some healthier choice recipes will be provided
Cheese	2 - 3 types of cheese	At least one hard choice and one soft cheese choice. At least one choice must contain: <ul style="list-style-type: none"> Milk Fat (M.F.) 2% or less (Usually labelled low-fat, fat-free or made with skim milk); and At least 15% of DV for Calcium/175g.
Vegetarian Protein	1 vegetarian protein choice	E.g. chick peas, other legumes, egg, hummus, tofu, etc. (this is in addition to the Vegetarian Protein Choice entrée)
Pickles/Olives	2 - 3 varieties of pickles/olives	E.g. olives, beets, onions, dill pickles, gherkin pickles, etc.
Condiments	2 types of spreads; 2 - 3 varieties of Salad Dressings; plus: -honey -syrup -butter and/or margarine -ketchup -mustard -mayonnaise -hot sauce -meat sauce (e.g. HP, Plum Sauce, BBQ sauce etc.	E.g. peanut butter, chocolate nut spread, cheese spread, etc. Offer a variety or regular and reduced sugar/fat varieties. No more than 3 types of meat sauce to be offered and will compliment the entrées provided.

1.2 **Portion Size Standards**

Breakfast	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per Kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk - hot	175 ml (cooked) plus 125 ml of milk
Cereal w/milk - - cold	1nd pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
Lunch and Dinner	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)

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Lunch and Dinner	
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding/Jello/Ice Cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice (35 g)
Dinner Roll	1 each
Juice/Fruit Drinks/Pop	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Hot Beverages	250 ml

1.3 Standard Meal Entitlement Pattern

Breakfast	Lunch	Dinner
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or Yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments/Preserves	Soup Main Entrée: Choice of freshly prepared protein dish, pasta (optional) or sandwich Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments	Soup Main Entrée dish: Choice of freshly prepared protein dish, or pasta (optional) Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments

1.4 Dispersed Meal Pattern

Hot Meals

Dispersed hot meals will be produced using foods that travel and hold temperature for reasonable periods of time in food storage containers.

Breakfast	Lunch or Dinner
Same as Regular meal pattern	Soup Main protein dish Starch item Vegetable Tossed salad, coleslaw or assorted raw vegetables Fresh fruit One prepared or baked dessert Bread or rolls and butter or margarine Two beverages Appropriate condiments

Cold Meals

Box Breakfast	Box Lunch or Dinner
<p>1 fruit (1 piece or 175 ml canned fruit) 1 juice (250 ml) Individual cereal with 250 ml milk 2 Eggs Breakfast meat (45 grams), cheese (30 grams) or yogurt (175 ml) 2 breakfast bread products. (Note: at least one bread product must be whole grain). -Condiments (Note: a breakfast wrap (115 grams) may be used in place of egg, breakfast meat and bread product.)</p>	<p>2 sandwiches - 1 of sliced solid meat (90 g meat, less than 5 grams of fat and less than 1,000 mg of sodium per serving) and 1 with a mixed filling (110 grams filling) Or 1 sandwich with a mixed filling e.g. tuna, salmon, egg, etc. (110 grams filling) and 1 solid meat item with a roll (90 grams meat less than 5 grams of fat and less than 1,000 mg of sodium per serving) Or 1 cold plate with sliced meats that are from a federally inspected source and CFIA approved, with 2 rolls (90 grams meat) (Note: at least one bread product must be whole grain.) Vegetable salad and assorted raw vegetables (125 ml) (Note: if salad is rice, pasta or potato, and additional serving of vegetables must also be provided.) Condiments including at least 1 low-calorie/reduced fat condiment (e.g. mustard) Fresh or canned fruit (1 piece fresh or 175 ml canned) 1 dessert or pocket supplement (e.g. granola bar or cookies) IAW portion size standard 1 milk and 1 juice (250 ml each). Milk may be substituted with another juice of a different variety. Note: canned pop and bottled water are not permitted. Note: potato chips are not permitted.</p>

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Appendix 2 - Canadian Armed Forces National Standardized Cycle Menu

The Contractor must conform with all menu items. Recipes for all main courses will be provided by DND.

<u>Week 1</u>						
<u>Lunch</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Main Menu						
<u>Healthier Soup</u>	Country-Style Turkey and Vegetable	Purée of Butternut Squash and Apple	Cabbage	Beef and Noodle	Hot & Sour Chicken	Vegetable and Red Lentil Soup
<u>Heartier Soup</u>	Corn Chowder	Chicken Noodle	Cream of Mushroom	Tomato Rice	Clam Chowder	French Onion
<u>Healthier Choice</u>	Veal Pizzaiola	Honey Garlic Pork Loin	Baked Herbed Fillet of Sole	Turkey Divan	Ropa Vieja	Baked Lasagna
<u>Vegetarian Choice</u>	Broccoli Quiche	Tofu Mushroom Stir-Fry	Masa (Corn) Pancakes	Fragrant Red Lentils	Vegetarian Roasted Rosquitos	Whole Wheat Garden Pizza
<u>Third Choice</u>						
<u>Gravy/Sauce</u>						
<u>Starch</u>	Wild & Brown Rice Pilaf		Pepper Plenty Barley Pilaf		Brown Rice w/ Broccoli & Walnuts	Herbed Farro Pilaf
<u>Starch</u>						
<u>Vegetable</u>	Bok Choy	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Mixed Vegetables	Dark Green Vegetables
<u>Vegetable</u>						
						Orange Vegetables

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Week 1							
<u>Lunch</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Sandwich Bar							
<u>Choice One</u>	Crab Salad	Egg Salad	Salmon Salad	Turkey Salad	Tuna Salad		
<u>Optional Mixed</u>							
<u>Choice Two</u>	Lean Turkey Breast	Montreal Smoked Meat	Bologna	Black Forest Ham	Corned Beef		
<u>Choice Three</u>	Smoked Maple Ham	Roast Beef	Lean Chicken Breast	Pastrami	Salami		
<u>Optional Sliced</u>							

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<u>Week 1</u>						
<u>Dinner</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Main Menu						
<u>Healthier Soup</u>	Country-Style Turkey and Vegetable	Purée of Butternut Squash and Apple	Cabbage	Beef and Noodle	Hot & Sour Chicken	Vegetable and Red Lentil Soup
<u>Heartier Soup</u>	Corn Chowder	Chicken Noodle	Cream of Mushroom	Tomato Rice	Clam Chowder	Penne Tomato and Chickpea
<u>Healthier Choice</u>	Caribbean Chicken Breast	Quinoa and Beef-Stuffed Peppers	Whole Wheat Spaghetti with Italian Meat Sauce	Herbed Pork Loin Steak with Mustard Sauce	Tilapia Florentine	Veal Brochettes with Four Vegetables
						Cream of Broccoli
						Honey Glazed Skinless Chicken Quarters
Main Menu						
<u>Vegetarian Choice</u>	Vegetable Paella	Indian Style Curried Vegetables	Tofu Fajitas on Whole Wheat Tortillas	Vegetarian Casablanca Stew	Garden Chili	Butternut Squash and Swiss Chard Stew on a Vol-au-Vent
<u>Third Choice</u>						
<u>Gravy/Sauce</u>						
<u>Starch</u>		Bulgur w/ Apricots & Almonds		Vegetable Couscous		Mediterranean Barley & Brown Rice
<u>Starch</u>						
<u>Vegetable</u>	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Asparagus	Drop down Orange
<u>Vegetable</u>						Dark Green Vegetables

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<u>Week 1</u>							
<u>Dinner</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Sandwich Bar							
<u>Choice One</u>	Crab Salad	Egg Salad	Salmon Salad	Turkey Salad	Tuna Salad		
<u>Optional Mixed</u>							
<u>Choice Two</u>	Lean Turkey Breast	Montreal Smoked Meat	Bologna	Black Forest Ham	Corned Beef		
<u>Choice Three</u>	Smoked Maple Ham	Roast Beef	Lean Chicken Breast	Pastrami	Salami		
<u>Optional Sliced</u>							

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Week 2

<u>Lunch</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Main Menu							
<u>Healthier Soup</u>	Carrot and Potato	Tomato and Vegetable Florentine Soup	Navy Bean	Purée of Roasted Sweet Potato and Red Pepper	Chicken and Okra	Beef and Barley	Yellow Split Pea
<u>Heartier Soup</u>	Italian Wedding	Cream of Chicken	Goulash	Turkey Noodle	Seafood Chowder	Cream of Asparagus	Cream of Tomato
<u>Healthier Choice</u>	Apple Jelly Pork Medallions	Lemon Rice-Stuffed Cod	Chicken and Vegetable Stir-Fry	Beef Teriyaki	Chicken Cacciatore	Veal Cutlets Continental	Hawaiian Glazed Turkey Breast
<u>Vegetarian Choice</u>	Mexican Quinoa Casserole	Tex Mex Wrap	Mushroom Tofu Ragout	Tofu Chili	Vegetable Frittata	Tofu Cauliflower Shepherd's Pie	Veggie Pot Pie
<u>Third Choice</u>							
<u>Gravy/Sauce</u>							
<u>Starch</u>		Couscous w Lemon & Basil		Quinoa Pilaf		Festive Coconut Wild Rice w/ Cranberries & Pears	
<u>Starch</u>							
<u>Vegetable</u>	Beets	Bok Choy	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
<u>Vegetable</u>							

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Week 2							
<u>Lunch</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Sandwich Bar							
<u>Choice One</u>	Egg Salad	Salmon Salad	Turkey Salad	Tuna Salad	Curried Egg Salad		
<u>Optional Mixed</u>							
<u>Choice Two</u>	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Turkey Breast		
<u>Choice Three</u>	Roast Beef	Lean Chicken Breast	Pastrami	Salami	Smoked Maple Ham		
<u>Optional Sliced</u>							

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Main Menu

<u>Dinner</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
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<u>Week 2</u>						
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
	<u>Sunday</u>					
	<u>Sandwich Bar</u>					
<u>Choice One</u>	Chicken Salad	Egg & Avocado Salad	Chicken Salad w/ Almonds & Celery	Roasted Red Pepper Hummus with Avocado	Seafood Salad	
<u>Optional Mixed</u>						
<u>Choice Two</u>	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Turkey Breast	
<u>Choice Three</u>	Roast Beef	Lean Chicken Breast	Pastrami	Salami	Smoked Maple Ham	
<u>Optional Sliced</u>						

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Week 3							
<u>Lunch</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Main Menu							
<u>Healthier Soup</u>	Asian Chicken Rice Noodle	Three Legume	Bean and Rice Noodle	Mediterranean Chicken	Purée of Roasted Carrot	Country-Style Beef Vegetable	Bean and Beet Borscht
<u>Heartier Soup</u>	Mulgatawny	Barley Mushroom	Pepper Pot	Vegetable Soup	Clam Chowder	Chicken Tortellini	Potato Chowder
<u>Healthier Choice</u>	Curried Shrimp	Lemon Pepper Chicken Breast	Ginger Lemon Beef and Broccoli	Turkey and Five Bean Chili	Best Ever Lean Burger on a Whole Wheat Bun	Milk-Braised Veal Roast	Sautéed Pork with Rainbow Sweet Peppers
<u>Vegetarian Choice</u>	Black Bean and Avocado Whole Wheat Tortilla Wrap	Vegetarian Lasagna	Butter Bean Burger	Chickpea Loaf with Tomato Sauce	Mediterranean Tomato and Ricotta Pasta	Black Bean and Cheddar Burrito with Baby Spinach	Quinoa Cakes with Lemon Yogurt Sauce
<u>Third Choice</u>							
<u>Gravy/Sauce</u>							
<u>Starch</u>	Raisin and Spice Brown Rice		Barley Risotto			Toasted Millet Pilaf	Bulgur with Ginger and Spring Onions
<u>Starch</u>							
<u>Vegetable</u>	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
<u>Vegetable</u>							

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<u>Week 3</u>						
<u>Lunch</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Sandwich Bar						
<u>Choice One</u>	Turkey Salad	Tuna Salad	Crab Salad	Egg Salad	Salmon Salad	
<u>Optional Mixed</u>						
<u>Choice Two</u>	Lean Turkey Breast	Montreal Smoked Meat	Bologna	Black Forest Ham	Corned Beef	
<u>Choice Three</u>	Pastrami	Salami	Smoked Maple Ham	Roast Beef	Lean Chicken Breast	
<u>Optional Sliced</u>						

<u>Week 3</u>						
<u>Dinner</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Main Menu						
<u>Healthier Soup</u>	Asian Chicken Rice Noodle	Three Legume	Bean and Rice Noodle	Mediterranean Chicken	Purée of Roasted Carrot	Country-Style Beef Vegetable
<u>Heartier Soup</u>	Mulgatawny	Barley Mushroom	Pepper Pot	Vegetable Soup	Clam Chowder	Chicken Tortellini
<u>Healthier Choice</u>	Roast Beef Inside Round with Au Jus	Moroccan Flavoured Pork Ragout	Roast Fillet of Salmon with Ginger and Orange Glaze	Oriental Skinless Chicken Quarter	Hickory Pork Loin w/ Spicy Apple Chutney	Thai BBQ Chicken Breast
						Bean and Beet Borscht
						Potato Chowder
						Roast Turkey with Giblet Gravy

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<u>Week 3</u>							
<u>Dinner</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Main Menu							
<u>Vegetarian Choice</u>	Butternut Squash Dhal	Lentil Sloppy Joe	Curried Tempeh	Roasted Vegetable and Black Bean Tacos	Vegetable Quesadilla	Garbanzo Stir-Fry	Spaghetti w/ Red Lentil Sauce
<u>Third Choice</u>							
<u>Gravy/Sauce</u>							
<u>Starch</u>		Apricot Couscous		Herbed Farro Pilaf	Brown Rice with Butternut Squash, Black Beans and Cranberries		
<u>Starch</u>							
<u>Vegetable</u>	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
<u>Vegetable</u>							

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<u>Week 3</u>							
<u>Dinner</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Sandwich Bar							
<u>Choice One</u>	Lobster' Salad	Chicken Salad w/ Almonds & Celery	Roasted Red Pepper Hummus with Avocado	Seafood Salad	Devilled Ham		
<u>Optional Mixed</u>							
<u>Choice Two</u>	Lean Turkey Breast	Montreal Smoked Meat	Bologna	Black Forest Ham	Corned Beef		
<u>Choice Three</u>	Pastrami	Salami	Smoked Maple Ham	Roast Beef	Lean Chicken Breast		
<u>Optional Sliced</u>							

Appendix 3 – DND Food Quality Standards

Item #	Description	Solicitation Number	Link to buyandsell.gc.ca
1	Beef / Bœuf	E6TOR-13RM06	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6530
2	Bread and Baked Products / Pain et produits de boulangerie	E6TOR-13RM07	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6529
3	Butter and Margarine / Beurre et margarine	E6TOR-13RM08	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6528
4	Canned Fruits / Fruits en conserve	E6TOR-13RM09	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6527
5	Canned Vegetables / Légumes en conserve	E6TOR-13RM10	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6526
6	Cereal / Céréales	E6TOR-13RM11	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6525
7	Cheese – Fromage	E6TOR-13RM12	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6524
8	Coffee and Tea / Café et Thé	E6TOR-13RM13	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6523
9	Condiments and Condiment Sauces / Condiments et sauces condimentaires	E6TOR-13RM14	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6522
10	Dehydrated Vegetables / Légumes déshydratés	E6TOR-13RM15	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6521
11	Dried Fruit / Fruits séchés	E6TOR-13RM16	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6520
12	Eggs and Egg Products / Œufs et produits d'œufs	E6TOR-13RM17	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6519
13	Fish and Seafood / Poissons et produits de la mer	E6TOR-13RM18	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6518
14	Flour and Cake, Pancake and Waffle Mixes / Farines, mélanges pour gateaux et mélanges pour pâtisseries	E6TOR-13RM19	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6517
15	Fresh Fruit – Fruits frais	E6TOR-13RM20	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6516
16	Fresh Vegetables / Légumes frais	E6TOR-13RM21	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6515
17	Frozen Fruit / Fruits congelés	E6TOR-13RM22	
18	Frozen Vegetables / Légumes congelés	E6TOR-13RM23	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6511
19	Fruit Juices / Jus de fruits	E6TOR-13RM24	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6513
20	Herbs and Spices / Fines herbes et épices	E6TOR-13RM25	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6512
21	Ice cream and Sorbets (sherbert) / Crème glacée et sorbet laitier	E6TOR-13RM26	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6510
22	Lamb – Agneau	E6TOR-13RM27	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6509
23	Legumes / Legumineuses	E6TOR-13RM28	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6508
24	Milk and Dairy Products / Lait et produits laitiers	E6TOR-13RM29	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6507
25	Pasta and Noodles / Pâtes alimentaires et	E6TOR-13RM30	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6506

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Item #	Description	Solicitation Number	Link to buyandsell.gc.ca
	nouilles		
26	Pie Fillings and Pie Fruits / Garniture de tarte et fruits à tarte	E6TOR-13RM31	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6505
27	Pork / Porc	E6TOR-13RM32	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6504
28	Poultry / Volaille	E6TOR-13RM33	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6503
29	Rice / Riz	E6TOR-13RM34	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6502
30	Shortenings, Fat and Oil / Graisses et huiles	E6TOR-13RM35	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6501
31	Sugars and Preserves / Sucres et conserves	E6TOR-13RM36	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6500
32	Veal / Veau	E6TOR-13RM37	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6499

Appendix 4 - Assets Available to the Contractor

Item	Description	Quantity	Location
1	Walk-In Cooler	1	
2	Walk-In Freezer	1	
3	Vegetable Cooler	1	
4	Refrigerator/Freezer Shelving	18	Veg Cooler
5	Storage Shelving	4	Dry Storage
6	High Density Storage Shelving	6	Dry Storage
7	Hand Basin	3	Throughout
8	Garbage Cans	5	Throughout
9	Pot Racks	2	Coffee Brew Area/Pass Through Window
10	Pot Washing Sink	1	
11	Vegetable Prep Table	1	Veg Prep Area
12	Vegetable Sink	1	Veg Prep Area
13	Vegetable Prep Table	1	Veg Prep Area
14	Work Table	1	Cooks Area
15	Cooks Table/Sink	1	Cooks Area
16	Work Table	1	Pass Through Window
17	Work Table/Sink	1	Cook Prep Area
18	Bake Table	1	Cook Prep Area
19	Bun Pan Rack	1	Cook Prep Area
20	Hot Holding Cabinet	2	Next to Pass Through Window
21	Ingredient Bins	3	Dry Storage/Cook Prep Area
22	Hobart Mixer	1	Cook Prep Area
23	Mixer Parts Rack	1	Cook Prep Area
24	Hobart Slicer Portable	1	Veg Prep Area
25	Food Processor	1	Veg Prep Area
26	Receiving Truck	1	Portable
27	Utensil Rack	1	Cooks Area
28	Vulcan Convection Oven	1	Cook Prep Area
29	Rational/Alto Shaam Combi Oven	1	Cook Prep Area
30	Cleveland Steamer and Stand	1	Cook Prep Area
31	Cleveland Table Top Kettle	1	Cook Prep Area
32	Cleveland Kettle Stand	1	Cook Prep Area
33	Cleveland Electric Kettle	1	Cook Prep Area
34	Garland Range	1	Cooks Area
35	Garland Griddle	1	Cooks Area
36	Garland Range Mount Salamander/Broiler	1	Cooks Area
37	Garland Char Broiler	1	Cooks Area
38	Pitco Fryer Station	1	Cooks Area

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Item	Description	Quantity	Location
39	Soiled Dish Table w/Pre-rinse sink, basket, pre-rinse faucet, undershelf with cross rails and removable sections, sorting shelf	1	Dishwashing Area
40	Hobart side loader for C44 Dishwasher	1	Dishwashing Area
41	Hobart C44 Dishwasher	1	Dishwashing Area
42	Hatco Elec Mod S-36 Booster for C44 Dishwasher	1	Dishwashing Area
43	Clean Dishtable and Rollers with limit switch, undershelf and overshelf	1	Dishwashing Area
44	Utility Dish Carts	2	Portable
45	Metro Wire Rack Dollies	2	Dishwashing Area/Portable
46	Stand up cooler with glass door	1	Outside office door
47	Beverage counter with sink	1	Coffee Brew Area
48	Artica Refrigerator Display Case	1	Servery
49	Tea Display Unit	1	Servery
50	G196 Griddle	1	Servery
51	Delfield Refrigerated Display Case	1	Servery
52	Hot Entree Counter w/food shield, hot food wells, radiant heater and cutting boardT	1	Servery
53	Carving Station w/casters, carving shelf, 2 heat lamps and cutting board	1	Servery
54	Hatch Portable Plate dispenser	3	2 in Servery, 1 in dishwashing area
55	Hatch Salad Plate Dispenser	2	Servery
56	Refrigerated Dessert Case	1	Servery
57	Refrigerated Salad and Fruit Bar	1	Servery
58	Holman Rotary Toaster QCS2	1	Servery
59	Pastry Display Rack	1	Servery
60	Soup Wells	2	Servery
61	Hoshizaki Ice Maker	1	Receiving Area
62	Manitowoc Ice Maker	1	Coffee Brew Area
63	Clean Dish Truck	1	Portable/Dishwashing Area
64	Elevating Dispensers	2	Servery/Coffee/Tea Counter
65	Kelvinator Drinking Fountain	1	Cook Prep Area
66	Carving Station Counter w/Heated Gravy Insert	1	Servery
67	True Portable Sandwich Bar	1	Dining Room
68	ValueLine Portable Steam Table	1	NCO Dining Room
69	Portable Salad Bar	1	Receiving Area
70	Bulk Milk Dispenser	1	Coffee Brew Area
71	Microwave Oven	2	Kitchen/NCO Dining Room
72	Automatic Hand Washing Stations	3	Coffee Brew Area, Pot wash Area, Veg Prep Area
73	BreMixer B2000 Hand Mixer	1	Cooks Area

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Item	Description	Quantity	Location
74	Robotocoup R2 Food Processor	1	Cooks Area
75	SS Hand Cart	2	Kitchen Area
76	SS "L" Work Table	1	NCO Dining Room
77	Portable Electric Soup Warmer	3	NCO Dining Room and Dry Storage

ANNEX "B" - BASIS OF PAYMENT

All pricing herein are firm, exclusive of applicable taxes, in Canadian funds. Total price for breakfast , lunch or dinner and dispersed meals are based on –the Standard Meal Entitlement Pattern and Portion Size Standard (reference Appendix 1 to Annex "A").

Pricing Periods:

Year #1 - 01 August 2015 to 31 July 2016
Year #2 - 01 August 2016 to 31 July 2017
Year #3 - 01 August 2017 to 31 July 2018
Year #4 (Option Period #1) - 01 August 2018 to 31 July 2019
Year #5 (Option Period #2) – 01 August 2019 to 31 July 2020

PRICING BASIS "A" REGULAR MEALS

Payments will be made based on firm total price per meal consumed (within the Entitlement allowance), or a-la-carte price for individually-paid consumption. The Contractor's prices for items 1.2 and 2.2 must not exceed the DND entitlement meal rate which is equal to the meal expenses provided in Appendices C of the [National Joint Council Travel Directive](#)

1. Breakfast	Year #1	Year #2	Year #3	Year #4	Year #5
1.1 "a-la-carte" Price	To be filled in at contract award				
Fruit					
Juice					
Entree - cereal hot and ready-to-eat					
Breakfast meat					
Entree - eggs any style					
Cheese					
Yogurt					
Starch					
Vegetable					
Baked Product					
One hot Beverage					
One cold Beverage					
Condiments (eg. salt, pepper, jam, butter, syrup)					
1.2 Total Breakfast Price					

2. Lunch or Dinner	Year #1	Year #2	Year #3	Year #4	Year #5
2.1 "a-la-carte" Price	To be filled in at contract award				
Soup					
Main Entree					
Starch Item					
Cooked Vegetable					
Salad Bar - 6" Plate					
Fruit					
Dessert item					
Bread Product					
One hot Beverage					
One cold Beverage					
Condiments					
2.2 Total Lunch or Dinner Price					

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Pricing Basis "B" DISPERSED MEALS

The Contractor has provided firm unit prices

1. Dispersed Meals	Year #1	Year #2	Year #3	Year #4	Year #5
Total Boxed Breakfast Price	To be filled in at contract award				
Total Boxed Lunch or Dinner Price					

C. OTHER CHARGES – Catering Requirements

Catering requirements should be quoted using the a-la-carte prices detailed in Pricing Basis "A". Any items not listed in Pricing Basis "A" will be at the Contractor's cost plus markup.

The Contractor has provided firm percentages

Catering	Year #1	Year #2	Year #3	Year #4
Markup on a-la-carte items not listed in Pricing Basis "A"	To be filled in at contract award			
Gratuity Rate (applicable only to full table service)				

D. TRANSITION PERIOD

A daily rate will be used for the transition period as detailed in Part 7, 7.4.3.

The Contractor has provided firm daily rate of **To be filled in at contract award**

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ANNEX "C"

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments :

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE		NATO					COMSEC			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL
Information / Assets														
Reassignments / Biens														
Production														
IT Media / Support IT														
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

WS160-14-0058

Security Classification / Classification de sécurité
UNCLAS

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Major Mark Nicholls

J1 / Canadian Forces College

Mark Nicholls
M. Nicholls, Maj

Telephone No. - N° de téléphone
416-482-6800 Ext. 5550

Facsimile No. - N° de télécopieur
416-482-6908

E-mail address - Adresse courriel
mark.nicholls@forces.gc.ca

Date
22/Sep/14

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Tippy Graham - DDSO - Industrial Security
Senior Security Analyst

Tippy Graham

Telephone No. - N° de téléphone
Tel: 613-996-0283

Facsimile No. - N° de télécopieur
E-mail: tippy.graham@forces.gc.ca

E-mail address - Adresse courriel

Date
25 Sept 2014

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

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

☐ No
Ja

☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Lee E. Boes
L.E. BOES, MAJ
J4 LOG
SUPPLY SPECIALIST, PWGSC

Lee E. Boes

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E-mail address - Adresse courriel
lee.boes@forces.gc.ca

Date
22 Sep 14

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Jacques Saumur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date
19-OCTOBER-2014

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171

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- b. Loss Payee: Canada as its interest may appear or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

D3. Automobile Liability Insurance

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

- 2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX "D" - INSURANCE REQUIREMENTS

D1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence, which includes food poisoning and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada. .
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

D2. All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$_____. The Government's Property must be insured on _____ basis.

Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

- 2. The All Risks Property insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.