



Solicitation No. - N° de l'invitation

W0142-16X001/B

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-5-38016

Buyer ID - Id de l'acheteur

stn190

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CCC No./N° CCC - FMS No./N° VME

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>5</b>
1.1 INTRODUCTION.....	5
1.2 SUMMARY .....	5
1.3 SECURITY REQUIREMENTS .....	6
1.4 DEBRIEFINGS .....	6
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF OFFERS.....	6
2.3. FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	8
2.5 APPLICABLE LAWS.....	8
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>8</b>
3.1. OFFER PREPARATION INSTRUCTIONS.....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	10
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>11</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	11
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	11
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....</b>	<b>12</b>
6.1 SECURITY REQUIREMENTS .....	12
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>12</b>
<b>A. STANDING OFFER.....</b>	<b>12</b>
7.1 OFFER.....	13
7.2 SECURITY REQUIREMENTS .....	13
7.3 STANDARD CLAUSES AND CONDITIONS.....	13
7.4 TERM OF STANDING OFFER .....	14
7.5. AUTHORITIES .....	14
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	15
7.7 IDENTIFIED USERS.....	15
7.8 CALL-UP INSTRUMENT .....	15
7.9 LIMITATION OF CALL-UPS .....	15
7.10 PRIORITY OF DOCUMENTS .....	15
7.11 CERTIFICATIONS .....	16
7.12 APPLICABLE LAWS.....	16
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>
7.1 STATEMENT OF WORK.....	16
7.2 STANDARD CLAUSES AND CONDITIONS.....	16

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

7.3	TERM OF CONTRACT .....	17
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	17
7.5	PAYMENT .....	17
7.6	INVOICING INSTRUCTIONS .....	17
7.7	INSURANCE .....	18
7.8.	SACC MANUAL CLAUSES.....	18
<b>ANNEX "A" - REQUIREMENT .....</b>		<b>19</b>
<b>ANNEX "B" - BASIS OF PAYMENT.....</b>		<b>23</b>
<b>ANNEX "C" – SECURITY REQUIREMENTS CHECKLIST.....</b>		<b>26</b>
<b>ANNEX "D" - STANDING OFFER USAGE REPORT .....</b>		<b>27</b>

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

***This request for standing offers (RFSO) cancels and supersedes previous RFSO number W0142-16X001/A dated July 29, 2015 with a closing of August 14, 2015 at 2:00 pm CST.***

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Requirement; Basis of Payment; the Security Requirements Checklist and any other annexes.

This Standing Offer cannot be used for requirements in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

### **1.2 Summary**

To provide temporary help services in accordance with the classifications detailed in Annex A – Requirement, for Department of National Defence, CFB Suffield, during the period of the Standing Offer from date of standing offer issue to 30 November 2015 inclusive.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional six (6) month periods, from December 1, 2015 to May 31, 2016; from June 1, 2016 to November 30, 2016 and December 1, 2016 to May 31 2017 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)  
The requirement is limited to Canadian goods and/or services

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

### 1.3 Security Requirements

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

### 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days

#### 2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

### 2.2 Submission of Offers

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

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

### 2.3.1 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.

### 2.3.2 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** (     ) **NO** (     )

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

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

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

### 2.3.3 Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** (     ) **NO** (     )

If so, the Offeror must provide the following information:

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

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

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 - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 15 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.5 Applicable Laws**

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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

### **3.1. Offer Preparation Instructions**

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

Section I:        Technical Offer (one hard copy)  
Section II:       Financial Offer (one hard copy)  
Section III:      Certifications (one hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Offer**

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

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

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

#### **3.1.1 Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

#### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

#### 4.1.1 Financial Evaluation

The hourly rates for items #1 to #16 from Annex "B" - Basis of Payment will be added together for each period to arrive at an Evaluated Price, as follows:

(Hourly Rate for item #1a in Annex B) + (Hourly Rate for item #2a in Annex B) + (Hourly Rate for item #3a in Annex B) + (Hourly Rate for item #4a in Annex B) + (Hourly Rate for item #5a in Annex B) + (Hourly Rate for item #6a in Annex B) + (Hourly Rate for item #7a in Annex B) + (Hourly Rate for item #8a in Annex B) + (Hourly Rate for item #9a in Annex B) + (Hourly Rate for item #10a in Annex B) + (Hourly Rate for item #11a in Annex B) + (Hourly Rate for item #12a in Annex B) + (Hourly Rate for item #13a in Annex B) + (Hourly Rate for item #14a in Annex B) + (Hourly Rate for item #15a in Annex B) + (Hourly Rate for item #16a in Annex B) = **(A) Evaluated Price for Initial Period up to November 30, 2015**

(Hourly Rate for item #1b in Annex B) + (Hourly Rate for item #2b in Annex B) + (Hourly Rate for item #3b in Annex B) + (Hourly Rate for item #4b in Annex B) + (Hourly Rate for item #5b in Annex B) + (Hourly Rate for item #6b in Annex B) + (Hourly Rate for item #7b in Annex B) + (Hourly Rate for item #8b in Annex B) + (Hourly Rate for item #9b in Annex B) + (Hourly Rate for item #10b in Annex B) + (Hourly Rate for item #11b in Annex B) + (Hourly Rate for item #12b in Annex B) + (Hourly Rate for item #13b in Annex B) + (Hourly Rate for item #14b in Annex B) + (Hourly Rate for item #15b in Annex B) + (Hourly Rate for item #16b in Annex B) = **(B) Evaluated Price for Option Period 1 (December 1, 2015 to 31 May 2016)**

(Hourly Rate for item #1c in Annex B) + (Hourly Rate for item #2c in Annex B) + (Hourly Rate for item #3c in Annex B) + (Hourly Rate for item #4c in Annex B) + (Hourly Rate for item #5c in Annex B) + (Hourly Rate for item #6c in Annex B) + (Hourly Rate for item #7c in Annex B) + (Hourly Rate for item #8c in Annex B) + (Hourly Rate for item #9c in Annex B) + (Hourly Rate for item #10c in Annex B) + (Hourly Rate for item #11c in Annex B) + (Hourly Rate for item #12c in Annex B) + (Hourly Rate for item #13c in Annex B) + (Hourly Rate for item #14c in Annex B) + (Hourly Rate for item #15c in Annex B) + (Hourly Rate for item #16c in Annex B) = **(C) Evaluated Price for Option Period 2 (June 1, 2016 to 30 November 2016)**

(Hourly Rate for item #1d in Annex B) + (Hourly Rate for item #2d in Annex B) + (Hourly Rate for item #3d in Annex B) + (Hourly Rate for item #4d in Annex B) + (Hourly Rate for item #5d in Annex B) + (Hourly Rate for item #6d in Annex B) + (Hourly Rate for item #7d in Annex B) + (Hourly Rate for item #8d in Annex B) + (Hourly Rate for item #9d in Annex B) + (Hourly Rate for item #10d in Annex B) + (Hourly Rate for item #11d in Annex B) + (Hourly Rate for item #12d in Annex B) + (Hourly Rate for item #13d in Annex B) + (Hourly Rate for item #14d in Annex B) + (Hourly Rate for item #15d in Annex B) + (Hourly Rate for item #16d in Annex B) = **(D) Evaluated Price for Option Period 3 (December 1, 2016 to 31 May 2017)**

**(A) + (B) + (C) + (D) = Evaluated Price**

#### 4.2 Basis of Selection

##### 4.2.1 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

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

#### **5.2.1 Integrity Provisions – List of Names**

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

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

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada-Labour's website.

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

## **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

### **5.2.3.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6 (9), Example 2, of the *Supply Manual*.

**5.2.1.3.1.1** *SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition

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

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

This Standing Offer cannot be used for requirements in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

## 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

## 7.2 Security Requirements

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

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, **hold a valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH hold a valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";

b) Industrial Security Manual (Latest Edition).

## 7.3 Standard Clauses and Conditions

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

### 7.3.1 General Conditions

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

The quarterly reporting 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;

4th quarter: January 1 to March 31.

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

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of Standing Offer issue to November 30, 2015.

##### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) – 6 month periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **7.5. Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Wayne Mack

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

110 – 101, 22<sup>nd</sup> Street East

Saskatoon, SK S7K 0E1

Telephone: 306-241-6435

Facsimile: 306-975-5397

E-mail address: [wayne.mack@pwgsc-tpsgc.gc.ca](mailto:wayne.mack@pwgsc-tpsgc.gc.ca)

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

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

### 7.5.2 Project Authority

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

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

### 7.5.3 Offeror'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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Suffield.

### 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 8251, Call-up against a Standing Offer for Temporary Help..

### 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$30,000.00 (Applicable Taxes included).

The minimum call-up period is four (4) consecutive hours. The maximum call-up period is forty-eight (48) consecutive weeks (including all amendments). All call-ups are subject to client's internal limits.

### 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

- c) the general conditions 2005 (2015-07-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2015-07-03), General Conditions – Professional Services (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Checklist
- h) the Offeror's offer dated \_\_\_\_\_

## **7.11 Certifications**

### **7.11.1 Compliance**

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

### **7.11.2. SACC Manual Clauses**

M3060C 2008-05-12 Canadian Content Certification

## **7.12 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010B (2015-07-03), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of 2010B (2015-07-03), General Conditions – Professional Services (Medium Complexity) will not apply to payments made by credit cards.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

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

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment – Firm Unit Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_ as indicated in Call-up. 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.5.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16), Limitation of Price

#### **7.5.3 Single Payment**

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

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

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

#### **7.5.4 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### **7.6 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

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.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

## **7.7 Insurance**

*SACC Manual* clause G1005C (2008-05-12) Insurance

## **7.8. SACC Manual Clauses**

*SACC Manual* clause A9062C (2011-05-16) Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

## **Annex "A" - Requirement**

### **1. Requirement:**

To provide temporary help services in accordance with the classifications detailed in Annex A – Requirement, for Department of National Defence, CFB Suffield, during the period of the Standing Offer from date of standing offer issue to November 30, 2015 inclusive.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional six (6) month periods, from December 1, 2015 to May 31, 2016; from June 1, 2016 to November 30, 2016 and from December 1, 2016 to May 31, 2017 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

Classifications refer to a minimum defined set of skills. In the course of business the offeror skill-tests temporary help employees against the stated set of skills in order to determine the price against which they will be invoiced. Supplied temporary help employees must meet the applicable selection standards in the latest version of the following publications which standards are incorporated by reference into this document as if set out in full and a copy of which the offeror acknowledges to have received and read. CAN/CGSB-168.1-91 Classifications and Descriptions for Administrative support Temporary help.

The following is a list of classifications requested for this requirement:

CLK- Clerk Inter. Plus WP3-C3

CLK- Clerk sr. plus WP1-C1

CLK- Clerk sr. plus WP2-C2

CLK- Clerk sr. plus WP3-C3

SEC- Jr. plus WP1-C1

SEC- Int. plus WP1-C1

SEC- Int. plus WP2-C2

SEC- Int. plus WP3-C3

AS- Administrative Services Jr.

AS- Administrative Services inter.

AS- Administrative Services Sr.

GSSTS- Stores Services Personnel Jr.

GSSTS- Stores Services Personnel Sr.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

GSFOS- Food Services Helpers, Level A

GSFOS- Food Services Helpers, Level B

GSFOS- Food Services Helpers, Cook

These classifications are viewable at: <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/procedures/services-eng.cfm>.

For the purposes of this document, consolidated large-value services requirements and all other requirements, such as deliverables-based initiatives, or unique services, at present, will be fulfilled through other methods.

## **2. Background:**

Temporary help services may be required from Standing Offer Holders who, provide the services of their employees to others on a temporary basis when the incumbent is absent for a period of time; during a temporary workload increase, or a position is in process of being staffed.

## **3. Standing Offer Holder process for Call-ups:**

It is understood and agreed that personnel will not be assigned in response to call-ups unless they have been skill-tested and qualifications verified by the Standing Offer Holder. All assigned temporary help personnel must meet the applicable minimum qualifications for each classification as outlined at: <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/procedures/services-eng.cfm>.

For the Administrative Support category, the standards can be found in the "CAN/CGSB-168.1-91 Classifications and Descriptions for Administrative Support Temporary Help". This Standard may be purchased from the Canadian General Standards Board by phone 1-800-665-2472, or on-line at <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>.

Standing Offer Holders must be able to dispatch a resource meeting the offered classification description within 48 hours of the request 80% of the time.

## **4. Standing Offer Holder Responsibilities:**

In addition to obligations set out herein, during the period of the Standing Offer, the Standing Offer Holder must:

### **4.1 Make Changes in Inventory**

If during the period of the Standing Offer, the Standing Offer Holder can no longer provide a resource for a specific classification, the Standing Offer Holder must advise the Standing Offer Authority;

### **4.2 Maintain Testing Processes**

The Standing Offer Holder must maintain, as a minimum, the testing processes, procedures and instruments identified in the offer to screen the various skills and aptitudes for the types of classifications offered. All proposed temporary help employees must have qualifications and experience verified.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

#### **4.3 Maintain Quality Assurance**

The Standing Offer Holder must maintain, as a minimum, the levels of preassignment screening, assessment during assignment and post-assignment assessment identified in the initial offer

#### **4.4 Closure of Government Offices**

Where resources of the Standing Offer Holder are providing services on government premises pursuant to a Call-Up issued by an Identified User and the said premises become non accessible due to evacuation or closure of government offices, the Standing Offer Holder will be paid for no more than one (1) working week, at the applicable regular rates as shown on the Call-Up provided that the Standing Offer Holder submits with its invoice a certification, countersigned by the affected resource(s), stating that:

- the Standing Offer Holder has not received any other payment from any other client, including the government, during the period of the closure; and

- the affected resource(s) has (or have) been or will be paid at the rates such resource(s) is (or/are) entitled to be paid have the services been provided as required in the Call-Up.

Note: There is no guarantee that the same temporary help resource will remain available upon re-opening of Government offices.

### **5. Constraints**

5.1. Security clearance on all staff must be performed prior to hiring for CFB Suffield, as per the SRCL attached;

5.2. All employees being hired for CFB Suffield must have up to date WHIMIS Training;

5.3 Any employees being hired for CFB Suffield and working in the training area must receive an annual Range brief, (this will be provided by CFB Suffield at time of employment and call up).

5.4 Offeror must maintain communications with call up authority and advise when employee is not able to meet the work requirements, not able to attend work as per call up or when being replaced.

### **6. Unsatisfactory Services:**

The following situations constitute a complaint. The Standing Offer Holder:

i) was unable to provide a resource that meets the classification description for which they had offered;

ii) did not respond within the time stipulated in the email request;

iii) would not honour the firm hourly rate as listed in the electronic catalogue;

iv) inadequately matched the skill set of temporary help employee to classification;

v) failed to verify the temporary help employee credentials or skills; or

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

Three (3) separate complaints against the Standing Offer Holder will be grounds for the immediate withdrawal of the Standing Offer. All services are to be performed to the complete satisfaction of the Project Authority and are subject to his or her acceptance.

## 7. Language

All work including tasks and deliverables will be completed in the English language, spoken and written.

## 8. Invoicing Instructions

Submit two copies of invoices by:

a. E-mail to: [invoices@forces.gc.ca](mailto:invoices@forces.gc.ca)

b. OR Mail to, **but not both**:

Base Commander  
CFB Suffield  
PO Box 6000, Stn Main  
Attn: Invoice Accounts  
Medicine Hat Alberta  
T1A 8L8

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

### Annex "B" - Basis of Payment

The prices must be an all inclusive firm hourly rate (**GST extra**) in Canadian funds including salary, overhead, profit, benefits, annual leave, sick leave, etc, for the provision of a temporary help unilingual English speaking resource. Firm hourly rates below the minimum wage for the province of Alberta will be automatically removed and will not be evaluated.

<b>Classification</b>	<b>a) Period up to Nov 30, 2015</b>	<b>b) Option Period 1</b>	<b>c) Option Period 2</b>	<b>d) Option Period 3</b>
1) CLK-Clerk Inter. Plus WP3-C3				
2) CLK- Clerk sr. plus WP1-C1				
3) CLK- Clerk sr. plus WP2-C2				
4) CLK- Clerk sr. plus WP3-C3				
5) SEC- Jr. plus WP1-C1				
6) SEC- Int. plus WP1-C1				
7) SEC- Int. plus WP2-C2				
8) SEC- Int. plus WP3-C3				
9) AS- Administrative Services Jr.				
10) AS- Administrative Services Inter.				
11) AS- Administrative Services Sr.				
12) GSSTS- Stores Services Personnel Jr.				
13) GSSTS- Stores Services Personnel Sr.				
14) GSFOS- Food Services Helpers, Level A				
15) GSFOS- Food Services Helpers, Level B				
16) GSFOS- Food Services Helpers, Cook				

Overtime Multiplier: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

**Initial Period:** Date of Standing Offer issue to November 30, 2015

**Option Periods:**

**Option Period 1** = December 1, 2015 to May 31, 2016

**Option Period 2** = June 1, 2016 to November 30, 2016

**Option Period 3** = December 1, 2016 to May 31, 2017

**Call-ups beyond six months:**

The rate identified in the call-up, will apply for the entire period, including any amendments extending the period of the call-up.

**Firm Hourly rates:**

The offeror will be paid for the actual time worked by the temporary help employee and according to the firm hourly rate indicated in the current catalogue posting on the date of the original call up order and when it was placed. The rates include all expenses incurred in providing the services, including the temporary help employee benefit contributions required by Federal or Provincial Government Legislation and/or Regulations, Goods and Services Tax, (GST) or Harmonized Sales Tax, (HST) extra, if applicable. Only an hourly bill rate is to be input for any classification. Each bill rate assumes all components such as the salary, overhead, profit, benefits associated with the provision of a temporary help unilingual English speaking individual meeting the stated minimum classification criteria, and a security clearance of "Reliability".

**Travel and Living Expenses:**

Rates quoted are inclusive of travel to/from job site, however should the temporary help employee be required to travel beyond the Suffield base location, as part of the actual performance of the work, reasonable and proper travel and living expenses, as authorized in advance by the Project authority, shall be reimbursed as per the Treasury Board policy and directives on travel and living without any allowance there on for overhead or profit, and are to be supported by vouchers. Current rates can be viewed at: [http://www.tbs-sct.gc.ca/travel/travel\\_e.html](http://www.tbs-sct.gc.ca/travel/travel_e.html)

**Overtime and Holidays:**

The overtime multiplier must be identified on the appropriate location of the spreadsheet but will not be used in the evaluation. The overtime multiplier will be identified in the catalogue of overtime situations and to break "ties" to rank firms with the same quote rates.

The overtime multiplier is that quoted number which when multiplied by the quoted hourly rate for any classification will yield a bill rate in situations when a project authority has specifically authorized overtime.

Overtime rates can only be paid for time worked at the given assignment in excess of the hours stipulated by Provincial legislation per week and or per day. For purpose of calculating overtime, the work week starts on Monday. All overtime requires prior approval by the project authority and no other reason will justify billing at the overtime rates.

Statutory holidays pay is the sole responsibility of the offeror. Therefore, the only circumstance where a higher rate will be paid by the Project Authority will be when overtime is specifically authorized in advance by the Project Authority. All stat holidays will be the federally approved identified ones.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

The overtime rates will be calculated by multiplying the overtime multiplier by the firm hourly rate for the classification provided. The overtime multiplier must not include any element of overhead and profit, but confined solely to the increase in wages and employer contributions.

Example:

Firm hourly rate: \$20.00/hour

Rate exclusive of overhead, profit, benefit, etc.: \$15.00/hour

Although employee gets 1.5x their rate for overtime, the overtime multiplier would be 1.125 not 1.5. The Standing Offer Authority will be performing periodic audits to ensure that the overtime multiplier is less than 1.5.

**Statutory Holidays/Annual Leave/Sick Leave:**

Statutory holiday pay is the sole responsibility of the Offeror.

Federal government offices are generally closed on: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labor Day, Thanksgiving Day, Remembrance Day, Christmas, and Boxing Day.

Canada will not accept any charges for statutory holidays or annual leave or sick leave incurred by the Offeror as a consequence of satisfying the terms of the resulting Call-up.

**Family Day:**

Family Day is observed as a public (or statutory) holiday in the province of Alberta and is held every year on the third Monday of February. This is an Alberta provincial holiday that the Federal Government of Canada has not adopted and, as a result, all Identified Users are reminded that it is the right of the Standing Offer Holder to decide if their resource will or will not work on "Family Day".

If a resource reports to work on that day, Standing Offer Holders will be paid at the regular firm hourly rate, as the Standing Offer does not provide for premiums to be paid to Standing Offer Holders for work on statutory holidays. As a result, Identified Users must confirm with the Standing Offer Holders before the resource reports to work on "Family Day".

**Interview fees for administrative support categories only:**

Canada has the right to request an interview for temporary help employees. Normally, interviews are not necessary for employees in the Administrative supplier classifications because the offeror have already carried out a selection process using interviews and tests. When an identified user invites an administrative support candidate to an interview, the offeror will charge the department the equivalent of four hours of work, at the rate established for the level in question in the specific situation. The user will issue call-up for this requirement.

Interviews required for other categories will not be charged under the standing offer. It is the duty of an Offeror to find up to three of the best qualified employees available to meet the requirements. In these categories, offeror will provide resumes or work samples of the proposed personnel and the site authority will be entitles to one interview of up to three candidates at no charge.

**No charge for unsatisfactory services reported for first four hours**

If an identified user has not requested resumes or asked for interviews and the services are reported as being unsatisfactory within the first four hours, then the identified user will not be charged.

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

### **Annex "C" – Security Requirements Checklist**

-See attached-

Solicitation No. - N° de l'invitation  
W0142-16X001/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
STN190

Client Ref. No. - N° de réf. du client  
W0142-16X001

File No. - N° du dossier  
STN-5-38016

CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "D" - STANDING OFFER USAGE REPORT**

**Return to:**

Facsimile: (403) 292-5786  
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

**The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.**

**Quarterly Usage Report Schedule:**

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

**REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES**

SUPPLIER:  
STANDING OFFER NO:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [ ]

PREPARED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

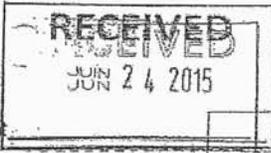
TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ANNEX "C"

W0142-16X001/B



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W0142-16001

Security Classification / Classification de sécurité  
Unclassified

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 G4	
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 Temporary (Temp) Help Services for various clerical, stores and kitchen support to CFB Suffield AB.		
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	
5. 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? (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 checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0142-16001 W0142-15X057
Security Classification / Classification de sécurité Unclassified

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  No  Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  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?  No  Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux : This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

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?  No  Yes  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui

If Yes, will unscreened personnel be escorted?  No  Yes  
Dans l'affirmative, le personnel en question sera-t-il escorté?  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?  No  Yes  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  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?  No  Yes  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  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?  No  Yes  
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?  Non  Oui

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL	A		B	C				
Information / Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien Électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / OUI

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