



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**1713 Bedford Row**  
**Halifax, N.S./Halifax, (N.É.)**  
**B3J 1T3**  
**Bid Fax: (902) 496-5016**

## 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**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<b>Title - Sujet</b> Diving Services - Ferguson Cove	
<b>Solicitation No. - N° de l'invitation</b> W3554-166143/A	<b>Date</b> 2015-11-03
<b>Client Reference No. - N° de référence du client</b> W3554-16-6143	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-403-9650	
<b>File No. - N° de dossier</b> HAL-5-75145 (403)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-11-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brow, Theresa	<b>Buyer Id - Id de l'acheteur</b> hal403
<b>Telephone No. - N° de téléphone</b> (902) 496-5166 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE FMF CAPE SCOTT/HMC DOCKYARD BLDG D200 RM 3311 HALIFAX NOVA SCOTIA B3K5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation  
W3554-166143/A  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-5-75145

Buyer ID - Id de l'acheteur  
hal403  
CCC No./N° CCC - FMS No./N° VME

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**DIVING SERVICES  
PEDESTAL LEVELLING AND ALIGNMENT  
FERGUSONS COVE □**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

The bid solicitation and resulting contract document is divided into seven (7) parts plus annexes as follows:

- Part 1 General Information: provides a general description of the Statement of Work;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, 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, Basis of Payment, The Security Requirements Checklist, the Insurance Requirements and Financial Pricing Data

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**1.2 Summary**

1. The Statement of Work is:
  - (a) to provide for all necessary labour, materials, tools, and equipment to carry out DIVING SERVICES, to install, level, and align Degaussing Range Pedestals in accordance with the attached Statement of Work. All work is to be carried out in HMC Dockyard, Halifax, Nova Scotia.
  - (b) to carry out any approved unscheduled work not covered in paragraph a. Above.
2. This work will be carried out for the Department of National Defence, Fleet Maintenance Facility Cape Scott, HMC Dockyard, Halifax, Nova Scotia.
3. All work must be completed during the period of 02 SEPTEMBER - 31ST OCTOBER 2014. The Bidder agrees through submission of its response to the bid solicitation that the above time frame provides an adequate period to perform the subject work and absorb a reasonable amount of unscheduled work; and further, that they have sufficient material and human resources allocated or available to complete the subject work and a reasonable amount of unscheduled work within the Work period.
4. There is a security requirement associated with this requirement. For additional information, see Part 6, Security Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html3a31>)

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5. The requirement is exempt from the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), Annex 4 and the North American Free Trade Agreement (NAFTA), Chapter Ten Annex 1001.2b Paragraph 1(a), however, it is subject to the Agreement on Internal Trade (AIT) and will be limited to suppliers in Eastern Canada in accordance with Shipbuilding, Refit, Repair and Modernization Policy (1996-12-19).

### 1.3 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

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 Standard Instructions (2015-09-03) - Goods or Services, Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

### 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.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

1. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.
2. The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. □

## 2.5 Bidders Conference

None

## 2.6 Viewing

Bidders are requested to contact the Requisitioning Authority, Mr. Perry Tizzard (902) 427-3526 to make arrangements to view.

□

## 2.7 Period of Work:

1. Work must commence and be completed as follows: TBD

2. The Contractor certifies that they have sufficient material and human resources allocated or available and that the above work period is adequate to both complete the known work and absorb a reasonable amount of unscheduled work.

## 2.8 List of Proposed Sub-contractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed by specification section and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work, i.e. subcontract work valued at less than \$500.00 □

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Preparation Instructions

Canada request that bidders provide their bid in separate sections as follows:

- I: Financial Bid (1 hard copy)
- II: Certifications Requirements (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation; and
- (c) include the certifications as a separate section of the bid.

If bids are submitted by facsimile in accordance with 2003 Standard Instructions, Section 06(3) as modified under Part 2, Article 1, only one copy is required.

#### Section 1 - Financial Bid

Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet Annex I and the detailed Pricing Data Sheet, Appendix 1 to Annex I.

#### Section II: Certification Requirements

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Bidders must submit the certifications required in accordance with Part 5. If these certifications do not accompany the bid documents at the time of bid submission, they will be requested by the Contracting Authority as detailed in Part 6.

### **3.1.2 SACC Manual Clauses**

C0417T Unscheduled Work and Evaluation Price (2008-05-12)

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

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. □

## **PART 5 - CERTIFICATIONS**

### **5.1 General**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **5.2 Certifications Required 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 so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1. Insurance Certification as per part 6.3 and Annex C
2. Workers Compensation letter of good standing as per Part 6.4
3. Welding Certifications as per Part 6.5



4. Labour agreement as per Part 6.6
5. Project Schedule as per Part 6.6
6. ISO 9001 registration documentation as per Part 6.7
7. Subcontractors list as per Part 6.11
8. Federal Contractors Program for Employment Equity Certification Annex G
9. Code of Conduct Information as per Part 5.4 and Annex H.

□

### 5.3 Certifications required with the Bid

Bidders must submit the following duly completed as part of their bid:

**Solicitation Document completed and signed  
Pricing Information**

### 5.4 Code of conduct Certifications – Certifications Required Precedent to Contract Award

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render their bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and signed consent forms (Consent to a Criminal Record Verification form – PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Form within the delay will result in the bid being deemed non-responsive. □

## PART 6 - SECURITY, FINANCIAL, AND OTHER REQUIREMENTS

### 6.1 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;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

For additional information on security requirements, bidders should consult the "Security Requirements for PWSC Bid Solicitations - Instructions for Bidders: (<http://www.tpsgc-pwgsc.gc.ca/app-acq/pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

### 6.2 Financial Capability

SACC Manual Clause A9033T (2012-07-16) Financial Capability

### 6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licenses to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified at Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and

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provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting authority and meet the requirement within that time period will render the bid non-responsive.

#### **6.4 Worker's Compensation - Letter of Good Standing**

The Bidder must have an account in good standing with the Provincial Workers Compensation Board/Commission. The Bidder must provide within two (2) working days, following a request from the Contracting authority a certificate or Letter of Good Standing from the applicable Worker's Compensation Board/Commission. Failure to comply with this request may result in the bid being declared as non-responsive.

#### **6.5 Welding Certification**

1. Welding must be performed by a welder certified by the Canadian Welding Bureau and in accordance with the requirements of the following Canadian Standards Association (CSA) standards;
  - (a) CSA W47.1-03, Certification of Companies for Fusion Welding of Steel (minimum Division Level 2.1);
2. Before contract award and within two (2) working days of the written request by the Contracting Authority, the successful Bidder must submit/provide evidence demonstrating its certification to the welding standards. In addition, welding must be done in accordance with the requirements of the applicable drawings and specifications.

#### **6.6 Valid Labor Agreement**

If the Bidder has a labour agreement, or other suitable instrument in place with the unionized labour or workforce, it must be valid for the proposed period of any resulting contract. Before contract award the successful Bidder must provide evidence of that agreement.

#### **6.7 ISO 9001:2000 Quality Management Systems**

Before contract award and within 24 hours of written notification by the Contracting Authority the successful Bidder must provide its current ISO Registration Documentation indicating its registration to ISO 9001:2000.

Documentation and procedures of bidders not registered to the ISO standards may be subject to a Quality System Evaluation (QSE) by the Quality Assurance Authority before award of a contract.

#### **6.8 Environmental Protection**

Before contract award and within 24 hours of written notification by the Contracting Authority, the successful Bidder must submit details of its environmental emergency response plans, waste management procedures and/or formal environmental training undertaken by its employees.

#### **6.9 Statement of Contractors Requirements.**

The successful bidder shall adhere to all quality, environmental and safety requirements established in the SOCR REV 9 found at ANNEX G of this requisition when performing all specified work herein. Specific attention is given to the requirement to adhere to all environmental legislation including but not limited to Material Safety data Sheets, product labeling, placarding of storage bins/containers, and containment of stored hazardous products

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## 6.10 Work Schedule and Reports

Before contract award and within 24 hours of written notification by the Contracting Authority the successful Bidder must submit to Canada one (1) copy of its preliminary production work schedule.

This schedule is to show the commencement and completion dates for the Work in the available work period, including realistic target dates for significant events. This schedule will be reviewed with the successful Bidder at the Pre-Refit Meeting.

Before contract award and within 24 hours of written notification by the Contracting Authority the successful Bidder must provide a sample output from its scheduling system including a typical progress report, a quality control inspection report and a milestone event network.

## 6.11 List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, within two (2) working days of written notification from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the work.

## 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:

(a) to provide for all necessary labour, materials, tools, and equipment to carry out DIVING SERVICES, to install, level, and align Degaussing Range Pedestals in accordance with the attached Statement of Work. All work is to be carried out in HMC Dockyard, Halifax, Nova Scotia.

(B) Carry out any approved unscheduled work

### 7.2 Conditions ☐

#### 7.2.1 General Conditions

2010C, Services - Medium Complexity, (2015-09-03), apply to and form part of the Contract.

☐

### 7.3 Security Requirement

1. Access to Port Facilities and Government vessels is controlled. The Contractor must comply with applicable requirements. A system of positive identification, sign-in and out, and wearing of identification badges while within Port facilities or onboard Government vessels is required.

2. The Contracting and Technical Authority reserve the right to direct that Contractor's personnel be security cleared as necessary.

### 7.4 Term of Contract

#### 7.4.1 Work Period

Work must commence and be completed as follows:

TBD

The Contractor certifies that they have sufficient material and human resources allocated or available and that the above work period is adequate to both complete the known work and absorb a reasonable amount of unscheduled work.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Theresa Brow,  
Public Works & Government Services Canada  
Acquisitions, Marine  
1713 Bedford Row,  
Halifax, Nova Scotia B3J 3C9

Tel: (902) 496-5025  
Fax: (902) 496-5016  
Email: Theresa.Brow@pwgc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must NOT perform any 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 Technical Authority

The Technical Authority for the contract is:

Perry Tizzard  
Department of National Defence  
Fleet Maintenance Facility Cape Scott (FMFCS)  
Building D200, Stn Forces P O Box 99000  
Halifax, Nova Scotia B3K 5X5

The Technical 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 Technical Authority; however, the Technical 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 Contractors Contacts: ( TO BE COMPLETED BY CONTRACTOR)

Name:  
Tel:  
Fax:  
Cellular  
Email:

□

## 7.6 Payment

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#### **7.6.1 Basis of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm price indicated in the Basis of Payment in Annex B.

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.

#### **7.6.2 SACC Manual Clauses**

C0711C Time Verification (2008-05-12)  
C6000C Limitation of Price (2007-05-25)  
H4500C Lien -Section 427 of the Bank Act (2010-01-11)

### **7.7 7.7 Invoicing Address**

7.7.1 The contractor must submit invoices in accordance with the information required in Section 13 of 2030, General Conditions - Higher Complexity - Goods, article 7.6.2 Method of Payment, and article 7.7.3 Invoices Instructions.

#### **7.7.2 Invoices**

Invoices are to be made out to:

Department of National Defence,  
FMF Cape Scott, Contracts Office,  
Building D-200, Room 3311, STN Forces,  
P.O. Box 99000, Halifax, Nova Scotia, B3K 5X5.

Attn Perry Tizzard

The original invoice is to be forwarded to for verification:

Public Works & Government Services Canada  
Acquisitions Marine  
1713 Bedford Row, P O Box 2247  
Halifax, Nova Scotia B3J 3C9

Attn: Theresa Brow

### **7.8 Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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 ☐

### **7.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined by the laws in force in Nova Scotia

#### 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 Articles of Agreement;
- (b) the General Conditions 2010, 2015-09-03 Medium Complexity Services;
- (c) Annex "A", Statement of Work ;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Insurance Requirements;
- (f) Annex "D", Financial Bid Presentation Sheet
- (g) Annex "G", Security Requirement Check List (SRCL)
- (h) Annex "H", Statement Of Contractor Requirements (SOCR)
- (i) the Contractor's bid dated \_\_\_\_\_

#### 7.11 Insurance Requirements

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

The Contractor is responsible to decide 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 will be at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance including details of the insurance coverage, exclusions, deductibles and conditions and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

#### 7.12 Sub-contracts and Sub-contractor List

The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors before commencing the work.

When the Contractor sub-contracts work, a copy of the sub-contract purchase order is to be passed to the Contracting Authority. In addition, the Contractor must monitor progress of sub-contracted work and inform the Quality Assurance Authority on pertinent stages of work to permit inspection when considered necessary by the Quality Assurance Authority.

#### 7.13 Work Schedule and Reports

No later than three (3) days after contract award, the preliminary schedule must be revised and expanded as necessary and resubmitted before commencement of the Work.

The Contractor must provide a detailed work schedule showing the commencement and completion dates for the Work in the available work period, including realistic target dates for significant events. During the work period the schedule is to be reviewed on an ongoing basis by the Quality Assurance Authority and the Contractor, updated when necessary, and available in the Contractor's office for review by Canada's authorities to determine the progress of the Work. □

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#### **7.14 Trade Qualifications**

The Contractor must use qualified, certificated (if applicable) and competent tradespeople and supervision to ensure a uniform high level of workmanship. The Quality Assurance Authority may request to view and record details of the certification and/or qualifications held by the Contractor's tradespeople. This request should not be unduly exercised but only to ensure qualified tradespeople are on the job.

#### **7.15 ISO 9001:2000 - Quality Management Systems**

In the performance of the Work described in the Contract, the Contractor must comply with the requirements of:

ISO 9001:2000 - Quality management systems - Requirements, published by the International Organization for Standardization (ISO), current edition at date of submission of the Contractor's bid with the exclusion of the following requirement:

#### **7.3 Design and development**

It is not the intent of this clause to require that the Contractor be registered to the applicable standard; however, the Contractor's quality management system must address each requirement contained in the standard.

#### **Assistance for Government Quality Assurance (GQA):**

The Contractor must provide the Quality Assurance Authority with the accommodation and facilities required for the proper accomplishment of GQA and must provide any assistance required by the Quality Assurance Authority for evaluation, verification, validation, documentation or release of product.

The Quality Assurance Authority must have the right of access to any area of the Contractor's or Subcontractor's facilities where any part of the Work is being performed. The Quality Assurance Authority must be afforded unrestricted opportunity to evaluate and verify Contractor conformity with Quality System procedures and to validate product conformity with contract requirements. The Contractor must make available, for reasonable use by the Quality Assurance Authority, the equipment necessary for all validation purposes. Contractor personnel must be made available for operation of such equipment as required.

When the Quality Assurance Authority determines that GQA is required at a subcontractor's facilities, the Contractor must provide for this in the purchasing document and forward copies to the Quality Assurance Authority, together with relevant technical data as the Quality Assurance Authority may request.

The Contractor must notify the Quality Assurance Authority of non-conforming product received from a subcontractor when the product has been subject to GQA.

#### **7.16 Environmental Protection**

The Contractor and its sub-contractors engaged in the Work on Government equipment must carry out the Work in compliance with applicable municipal, provincial and federal environmental laws, regulations and industry standards.

The Contractor must have detailed procedures and processes for identifying, removing, tracking, storing, transporting and disposing of all potential pollutants and hazardous material encountered, to ensure compliance as required above.

All waste disposal certificates are to be provided to the QA representative, with information copies sent to the Contracting Authority. Furthermore, additional evidence of compliance with municipal, provincial and federal environmental laws and regulations is to be furnished by the Contractor to the Contracting Authority when so requested. □

The Contractor must have environmental emergency response plans and/or procedures in place. Contractor and subcontractor employees must have received the appropriate training in emergency preparedness and response. Contractor personnel engaging in activities which may cause environmental impacts or potential non compliance situations, must be competent to do so on the basis of appropriate education, training, or experience.

#### **7.17 Inspection and Test Plan Procedures for Design Change or Additional Work**

These procedures must be followed for any design change or additional work.

1. When Canada requests design change or additional work:
  - (a) The Technical Authority will provide the Contracting Authority with a description of the design change or additional work in sufficient detail to allow the Contractor to provide the following information:
    - (i) any impact of the design change or additional work on the requirement of the Contract;
    - (ii) a price breakdown of the cost (increase or decrease) associated with the implementation of the design change or the performance of the additional work using either the form PWGSC-TPSGC 1686, Quotation for Design Change or Additional Work, or the form PWGSC-TPSGC 1379, Work Arising or New Work, (NOTE: Only government employees have access to these forms) or any other form required by Canada;
    - (iii) a schedule to implement the design change or to perform the additional work and the impact on the contract delivery schedule.
  - (b) The Contracting Authority will then forward this information to the Contractor.
  - (c) The Contractor will return the completed form to the Contracting Authority for evaluation and negotiation. Once agreement has been reached, the form must be signed by all parties in the appropriate signature blocks. This constitutes the written authorization for the Contractor to proceed with the work, and the Contract will be amended accordingly.
2. When the Contractor requests design change or additional work:
  - (a) The Contractor must provide the Contracting Authority with a request for design change or additional work in sufficient detail for review by Canada.
  - (b) The Contracting Authority will forward the request to the Technical Authority for review.
  - (c) If Canada agrees that a design change or additional work is required, then the procedures detailed in paragraph 1 are to be followed.
  - (d) The Contracting Authority will inform the Contractor in writing if Canada determines that the design change or additional work is not required.

#### **3. Approval**

The Contractor must not proceed with any design change or additional work without the written authorization of the Contracting Authority. Any work performed without the Contracting Authority's written authorization will be considered outside the scope of the Contract and no payment will be made for such work.

The Contractor must in support of its QCP, implement an approved Inspection and Test Plan (ITP).

The Contractor must provide at no additional cost to Canada, all applicable test data, all Contractor technical data, test pieces and samples as may reasonably be required by the Quality Assurance Authority to verify conformance to contract requirements. The Contractor must forward at his expense such technical data, test data, test pieces and samples to such location as the Quality Assurance Authority may direct.



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**Refer to Annex D for details on Inspection and Test Plan Requirements.**

#### **7.18 Outstanding Work and Acceptance**

The Inspection Authority, in conjunction with the Contractor, will prepare a list of outstanding work items at the end of the work period. This list will form the annexes to the formal acceptance document for the vessel. A contract completion meeting will be convened by the Inspection Authority on the work completion date to review and sign off the form PWGSC-TPSGC1205, Acceptance. In addition to any amount held under the Warranty Holdback Clause, a holdback of twice the estimated value of outstanding work will be held until that work is completed.

The Contractor must complete the above form in three (3) copies, which will be distributed by the Inspection Authority as follows:

- (a) original to the Contracting Authority;
- (b) one copy to the Technical Authority;
- (c) one copy to the Contractor.

#### **7.19 Licensing**

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license or certificate to Canada.

#### **7.20 SACC Manual Clauses**

A0290C Hazardous Waste - Vessels(2008-05-12)  
A9062C Canadian Forces Site Regulations (2010-01-11)  
A9055C Scrap and Waste Material (2008-05-12)  
A0285C Workers Compensation (2007-05-25)  
A9006C Defence Contract (2008-05-12)□

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**ANNEX "A"**  
**STATEMENT OF WORK**

**STATEMENT OF WORK**

Install/levelling/align Degaussing Range Pedestals

1) In preparation for refurbishing the Fergusons Cove Deep Degaussing Range Array, the pedestal currently stored ashore at Wright's Cove (300 Degaussing Lane, Dartmouth) will be returned to its proper location in the Fergusons Cove Degaussing Range Array in position 16. Its exact location and alignment will be as per drawing number C-F12/2-2001-601. GPS coordinates for position sixteen is approximately (Lat 44° 36' 25.76442" Long -63 ° 32' 29.91338").

2) Pedestal number 10 was knocked out of position by an anchor strike and shall be returned to its proper location and orientation at the Fergusons Cove Deep Degaussing Range Array. The pedestal must first be brought to the surface for cleaning and an inspection and repairs made as required. It is presently located approximately 12 metres north of the range at the GPS coordinates (Lat 44° 36' 25.56832" Long -63 ° 32' 31.8589") at a depth of 80 feet. Those coordinates should be in a radius of +/- 2 metres of the pedestal. Then the pedestal shall be placed at its proper location (position 10) in the Fergusons Cove Degaussing Range Array. Approximate GPS coordinates are (Lat 44° 36' 25.2782" Long -63 ° 32' 31.65151"). Its exact location and alignment will be as per drawing number C-F12/2-2001-601.

3) The contractor will provide two leveling plate and two coil support unit as per drawing C-F12/2-2001-603 without the clamps. The contractor will provide twelve threaded positioning rods, 96 nuts and 48 washers (the 12 threaded rods, hollow round nuts and washers are to be phosphor bronze TYPE S10A to ASTM B 139 as per notes on drawing C-F12/2-2001-604). Threads are 1inch UNC at 8 threads per inch for the nuts and the threaded positioning rods and the rods are 22 inches long. An example is available at the Bedford Degaussing Range. The contractor will install one leveling plate and one coil support unit on pedestal 7 and 16 and will align them as per drawing C-F12/2-2001-601.

4) Any other pedestals suffering from gross misalignment shall be returned to proper alignment as per drawing number C-F12/2-2001-601.

5) The contractor will deploy 2 rock anchors, weighing approximately 1 metric ton each. The two rock anchors are presently located at the Bedford Degaussing Range (300 Degaussing Lane, Dartmouth). The rock anchors will have an underwater buoy attached for later visual location. UWSR staff will give a target location for each rock anchor. One will be in the vicinity of Fergusons Cove around ( Lat 44.606502, Long -63.559691) and one in the vicinity of the Fergusons Cove Degaussing Range Array around (Lat 44.607102, Long -63.542246).

Notes:

1) The approximate weight of a pedestal is 5.25 metric tons. The Bedford Degaussing Range has the lifting clamps that attach to the pedestal.

2) See the attached chart. Halifax Harbour entrance near McNabs Island. Center of range: Lat 44° 36.419267' (44° 36' 25.15") Long -63°32.534767' (-63° 32' 32.08"). Spacing between the pedestals is 22.5', the length of the range from East to West is 337.5' and the top of the pedestals are at a Depth of

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75' at normal low tide. Pedestal number 1 is on the west side of the range and pedestal number 16 is on the east side of the range.

3) The pedestal and rock anchors that are ashore at the Bedford Degaussing Range (300 Degaussing Lane, Dartmouth) must be picked up by the contractor and deployed in their respective locations. Only a high bed truck can access the Bedford Degaussing Range due to the railroad crossing. The contractor will also need to have the capability to lift the pedestal and rock anchors onto the truck. Once again, we have the lifting clamps to lift the pedestal.

4) UWSR staff will be on site for technical support.

5) All work, including diving, will be done by the contractor.

6) A PDF file is attached indicating where in the Range the Pedestals are required to be, as well as drawings of the Range.

**ANNEX 'B':  
BASIS OF PAYMENT/BASE DE PAIEMENT**

**Remark to Bidder: Annex B will form the Basis of Payment for the resulting contract and should not be filled in at the bid submission stage.**

**B1 Contract Price**

<b>a)</b>	For work as stated in Part 7 article 7.1, Specified in Annex "A" for a FIRM PRICE of: <input type="checkbox"/>	\$ _____
<b>b)</b>	<b>HST/TVH</b> <div style="text-align: right;">Estimated at (15% ) of Line a) only \$ _____ L (15% ) de la ligne a) seulement L</div>	
<b>c)</b>	<b>Total Firm Price/TVH</b> Include (a+b) HST Included [a+b]: For a FIRM PRICE of/Pour le prix ferme de: :\$ _____ L	

**B2 Unscheduled Work**

The Contractor will be paid for unscheduled work arising, as authorized by Canada, calculated in the following manner:

"Number of hours (to be negotiated) X \$ \_\_\_\_\_ being the Contractor's firm hourly Charge-out Labour Rate which includes Overhead and profit, plus net laid-down cost of materials to which will be added a 10% mark-up, plus Goods and Services Tax or Harmonized Sales Tax as applicable, of the total cost of material and labour. The firm hourly *Charge-out Labour Rate* and the material mark-up will remain firm for the duration of the Contract and any subsequent amendments thereto." ☐

**B2.1** Notwithstanding definitions or useage elsewhere in this document, or in the Contractor's Cost Management System, when negotiating Hours for unscheduled work, PWGSC will consider only those hours of labour directly involved in the production of the subject work package. Elements of Related Labour Costs identified in B2.2, will not be negotiated, but will be compensated for in accordance with

**B2.2** Allowance for Related Labour Costs such as: Management, Direct Supervision, Purchasing and Material Handling, Quality Assurance and Reporting, First Aid, Gas Free Inspecting and Reporting, and Estimating will be included as Overhead for the purposes of determining the Charge-out Labour Rate set out in clause B2.

**B2.3:** The 10% mark-up rate for materials will also apply to subcontracted costs. The mark-up rate includes any allowance for material and subcontract management not allowed for in the Chargeout Labour Rate. The Contractor will not be entitled to a separate labour component for the purchase and handling of materials or subcontract administration.

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## ANNEX "C" /ANNEXE C INSURANCE REQUIREMENTS

### C1 Commercial General Liability

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 \$10,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability Insurance 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) 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.

(d) 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.

(e) 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.

(f) Employees and, if applicable, Volunteers must be included as Additional Insured.

(g) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(h) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(i) 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.

(j) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(k) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

### C2 Limitation of Contractor's Liability for Damages to Canada

1. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees.

3. Whether the claim is based in contract, tort, or another cause of action, the Contractor's liability for all damages suffered by Canada caused by the Contractor's performance of or failure to perform the Contract is limited to \$10,000,000.00 per incident or occurrence, to an annual aggregate of \$20,000,000 for damages caused in any one year of carrying out of the Contract, each such year starting on the date of

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coming into force of the Contract or its anniversary, and to a total maximum liability of \$40,000,000.00. This limitation of the Contractor's liability does not apply to:

(a) any infringement of intellectual property rights; or

(b) any breach of warranty obligations.

3. Each Party agrees that it is fully liable for any damages that it causes to any third party in connection with the Contract, regardless of whether the third party makes its claim against Canada or the Contractor. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada for that amount.

## **ANNEX D**

### **FINANCIAL BID PRESENTATION SHEET**

The price of this evaluation is expressed in Canadian Currency, all taxes and duties included, Fleet Maintenance Facility Cape Scott, Canadian Forces Base, Halifax, Nova Scotia. (Incoterms 2000) for goods.

#### **F1 Price for Evaluation**

#### **Prix pour évaluation**

<b>a)</b>	<b>Known Work</b> For work as stated in Part 1 Clause 2, specified in Annex "A" for a FIRM PRICE of \$ _____
<b>b)</b>	<b>Unscheduled Work</b> <i>Labour Cost:</i> Estimated labour hours at a firm <i>Charge-out Labour Rate</i> , including overhead and profit: 50 person hours X \$ _____ per hour for a PRICE of: \$ _____ <b>See clauses F2.1 and F.2 below</b>
<b>c)</b>	<b>EVALUATION PRICE</b> GST Excluded/TVH exclue [A + B] : For an Evaluation price of/ Soit un PRIX POUR ÉVALUATION de \$ _____

#### **F2 Unscheduled Work**

Unscheduled work arising, as authorized by the Minister, will be calculated in the following manner:

"Number of hours (to be negotiated) X \$ \_\_\_\_\_ your firm hourly Charge-out Labour Rate which includes Overhead and profit, plus net laid-down cost of materials to which will be added a 10% mark-up, plus Goods and Services Tax or Harmonized Sales Tax as applicable, of the total cost of material and labour. The firm hourly Charge-out Labour Rate and the material mark-up will remain firm for the duration of the Contract and any subsequent amendments."

**F2.1:**Notwithstanding definitions or usage elsewhere in this document, or in the Bidder's Cost Management System, when negotiating Hours for unscheduled work, PWGSC will consider only those hours of labour directly involved in the production of the subject work package. Elements of Related Labour Costs identified in I2.2 will not be negotiated, but will be compensated for in accordance with I2.2. It is therefore incumbent upon the Bidder to enter values in the above table which will result in fair compensation, regardless of the structure of their Cost Management System.

**F2.2:**Allowance for Related Labour Costs such as: Management, Direct Supervision, Purchasing and Material Handling, Quality Assurance and Reporting, First Aid, Gas Free Inspecting and Reporting, and Estimating will be included as Overhead for the purposes of determining the Charge-out Labour Rate entered in Table I1 line I1b) above.

**F2.3:**The 10% mark-up rate for materials will also apply to subcontracted costs. The mark-up rate includes any allowance for material and subcontract management not allowed for in the Chargeout Labour Rate. A separate labour component for the purchase and handling of materials or subcontract administration is not allowable.

#### **F3 Overtime**

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No overtime work will be compensated for under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing such details as Canada may require with respect to the overtime work performed. Compensation for authorized overtime will be calculated by taking the average hourly direct labour rate premiums, plus certified fringe benefit additives, plus profit of 7 1/2 percent on labour premium and fringe benefits. These rates will remain firm for the duration of the Contract including all amendments and are subject to audit if deemed necessary by Canada. □



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**ANNEXE E -**  
**SECURITY REQUIREMENT CHECKLIST**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ**

Attached as a separate document

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## **ANNEX F**

### **STATEMENT OF CONTRACTOR REQUIREMENTS (SOCR)**

ATTACHED AS A SEPARATE DOCUMENT.

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## Annex G

### INFORMATION REQUIRED FOR CODE OF CONDUCT CERTIFICATION

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name – the name of the sole proprietor or individual;

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4. For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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Received  
AUG 25 2015



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W3554-166143

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 DND

2 Branch or Directorate / Direction générale ou Direction

Cape Scott CONO

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

To provide diving services to align pedestals in Fergusons Cove as per Statement of Work

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non 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)

☒ No ☐ Yes  
Non 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.

☐ No ☒ Yes  
Non 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?

☒ No ☐ Yes  
Non 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 ☐

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions  
Aucune restriction relative à la diffusion

All NATO countries  
Tous les pays de l'OTAN

No release restrictions  
Aucune restriction relative à la diffusion

Not releasable  
À ne pas diffuser

Restricted to: / Limité à.  
Specify country(ies): / Préciser le(s) pays

Restricted to: / Limité à  
Specify country(ies): / Préciser le(s) pays:

Restricted to: / Limité à.  
Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A ☐  
PROTÉGÉ A  
PROTECTED B ☐  
PROTÉGÉ B  
PROTECTED C ☐  
PROTÉGÉ C  
CONFIDENTIAL ☐  
CONFIDENTIEL  
SECRET ☐  
SECRET  
TOP SECRET ☐  
TRÈS SECRET  
TOP SECRET (SIGINT) ☐  
TRÈS SECRET (SIGINT)

NATO UNCLASSIFIED ☐  
NATO NON CLASSIFIÉ  
NATO RESTRICTED ☐  
NATO DIFFUSION RESTREINTE  
NATO CONFIDENTIAL ☐  
NATO CONFIDENTIEL  
NATO SECRET ☐  
NATO SECRET  
COSMIC TOP SECRET ☐  
COSMIC TRÈS SECRET

PROTECTED A ☐  
PROTÉGÉ A  
PROTECTED B ☐  
PROTÉGÉ B  
PROTECTED C ☐  
PROTÉGÉ C  
CONFIDENTIAL ☐  
CONFIDENTIEL  
SECRET ☐  
SECRET  
TOP SECRET ☐  
TRÈS SECRET  
TOP SECRET (SIGINT) ☐  
TRÈS SECRET (SIGINT)



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

8. 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 COMSEC désignés PROTÉGÉS ou CLASSIFIÉS?  
Dans l'affirmative, indiquer le niveau de sensibilité:  
If Yes, indicate the level of sensitivity:

☒ No ☐ Yes

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des biens INFOSEC de nature extrêmement délicate?  
Document Number / Numéro du document:  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:

**PART B - PERSONNEL (SUPPLIERS) / PARTIE B - PERSONNEL (FOURNISSEURS)**

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

RELIABILITY STATUS	<input checked="" type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET	<input type="checkbox"/>
COTE DE FIABILITÉ	<input checked="" type="checkbox"/>	CONFIDENTIEL	<input type="checkbox"/>	SECRET	<input type="checkbox"/>
TOP SECRET - SIGHT	<input type="checkbox"/>	NATO CONFIDENTIAL	<input type="checkbox"/>	NATO SECRET	<input type="checkbox"/>
TRÈS SECRET - SIGHT	<input type="checkbox"/>				
SITE ACCESS	<input type="checkbox"/>				
ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/>				

COSMIC TOP SECRET ☐  
TRÈS SECRET ☐  
TOP SECRET ☐

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

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 ou CLASSIFIÉS?  
☒ No ☐ Yes

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

**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 ou CLASSIFIÉ?  
☒ No ☐ Yes

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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 ou CLASSIFIÉS?  
☒ No ☐ Yes

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

**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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  
☒ No ☐ Yes

**Comments / Commentaires:**



**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 CLASSIFIÉ			NATO				COMSI C					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens 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"/>
	<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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Contract Number / Numéro du contrat  
W3554-166143  
Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b> Name (print) - Nom (en lettres mouillées) Lewis Thibault Title - Titre Contracts Officer Signature Date 20 Aug. 2015		Telephone No. - N° de téléphone 902-427-2971 Facsimile No. - N° de télécopieur 902-427-2885 E-mail address - Adresse courriel lewis.thibault@forces.gc.ca	
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b> Name (print) - Nom (en lettres mouillées) Tippy Graham - DBSO - Industrial Security Title - Titre Senior Security Analyst Signature Date 24 Aug. 2015		Telephone No. - N° de téléphone Tel: 613-996-0283 E-mail: tippy.graham@forces.gc.ca	
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other			
<b>16. Procurement Officer / Agent d'approvisionnement</b> Name (print) - Nom (en lettres mouillées) Theresa Brow Title - Titre Supply Specialist Signature Date Oct. 21, 2015		Telephone No. - N° de téléphone 968-496-5166 Facsimile No. - N° de télécopieur 902-496-5016 E-mail address - Adresse courriel Theresa.Brow@psgc.gc.ca	
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b> Name (print) - Nom (en lettres mouillées) NATHAN HOWELL Title - Titre CONTRACT SECURITY OFFICER Signature Date AUG 27 2015		Telephone No. - N° de téléphone 613-952-1541 Facsimile No. - N° de télécopieur 613-948-1712 E-mail address - Adresse courriel NATHAN.HOWELL@cscc.gc.ca	

Security Classification / Classification de sécurité  
UNCLASSIFIED

TBS/SCT 350-103(2004/12)

Canada